AGENDA

1. CALL TO ORDER
   (Chief Administrative Officer)
   Recognition of Territories

2. ELECTIONS – CHAIR AND VICE-CHAIR 2019/2020
   (Gen. Man. Of Administrative Services to conduct)
   a. Elections of Chairperson 2019/2020
      Nominations from the floor for Chairperson of the Alberni-Clayoquot
      Regional District.
   b. Election of Vice-Chairperson 2019/2020
      Nominations from the floor for Vice-Chairperson of the Alberni-
      Clayoquot Regional District.

3. APPROVAL OF AGENDA
   (motion to approve, including late items required ALL VOTE 2/3 majority vote)

4. DECLARATIONS
   (conflict of interest or gifts exceeding $250 in value as per section 106 of the
   Local Government Act)

5. ADOPTION OF MINUTES
   (ALL VOTE/UNWEIGHTED)
   a. Board of Directors Meeting – October 23, 2019
      THAT the minutes of the Board of Directors meeting held on October 23, 2019
      be adopted.
   
   b. Electoral Area Directors Committee Meeting – October 24, 2019
      THAT the minutes of the Electoral Area Directors Committee meeting held on
      October 24, 2019 be adopted.
   
   c. Salmon Beach Committee Meeting – October 28, 2019
      THAT the minutes of the Salmon Beach Committee meeting held on
      October 28, 2019 be adopted.
THAT the minutes of the Salmon Beach Committee meeting held on October 28, 2019 be adopted.

d. **Alberni Valley & Bamfield Services Committee Meeting – November 6, 2019**

THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on November 6, 2019 be adopted.

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

a. **Domenico Iannidinardo, Vice President Forest & Sustainability and Chief Forester, Mosaic Forest Management – Update - TimberWest 2018 Sustainability Report.**

b. **Greg Hoenmans, regarding Development Variance Application DVD19001.**

7. **CORRESPONDENCE FOR ACTION**

   (ALL VOTE/UNWEIGHTED)

a. **REQUEST FOR ADVERTISING**

   British Columbia/Yukon Command Royal Canadian Legion, October 24, 2019 requesting that the Alberni-Clayoquot Regional District once again advertise in the “Military Service Recognition Book” with a ¼ page colour advertisement at the rate of $595.00 including GST.

   Possible Motion:

   THAT the Alberni-Clayoquot Regional District Board of Directors place a ¼ page colour advertisement in the British Columbia/Yukon Command Royal Canadian Legion “Military Service Recognition Book” for 2020 at a cost of $595.00 including GST.

b. **REQUEST FOR APPOINTMENT AND ALTERNATE APPOINTMENT TO THE VANCOUVER ISLAND REGIONAL LIBRARY BOARD - 2020**

   The Vancouver Island Regional Library (VIRL) Board requests Regional District Director appointments to the VIRL Board of Trustees for 2020.

   Possible Motions:

   THAT the Alberni-Clayoquot Regional District Board of Directors appoint Director _____________ as appointee on the Vancouver Island Regional Library Board of Trustees for 2020;
THAT the Alberni-Clayoquot Regional District Board of Director appoint Director ___________ as the alternate appointee on the Vancouver Island Regional Library Board of Trustees for 2020.

c. **INVITATION TO DIRECTORS – RECONCILIATION CIRCLE**
Port Alberni Friendship Center, November 4, 2019 inviting Regional District Directors to attend a Reconciliation Circle scheduled for Thursday, November 14, 2019, 11 am to 2 pm.

Possible Motion:

THAT the Alberni-Clayoquot Regional District Board of Directors authorize Directors to attend the Port Alberni Reconciliation Circle scheduled for Thursday, November 14, 2019 at 11 am in Port Alberni.

8. **CORRESPONDENCE FOR INFORMATION**
   (ALL VOTE/UNWEIGHTED)

a. **MINISTRY OF ADVANCED EDUCATION, SKILLS AND TRAINING**
   Recent Meeting at UBCM

b. **ISLAND COASTAL ECONOMIC TRUST**
   Multi-Use Trail will Bring New Tourism Opportunities to Nootka Region

c. **REGIONAL DISTRICT OF KOOTENAY Boundary**
   Reallocation of BC Rural Dividend Funds

d. **OFFICE OF THE MINISTER OF AGRICULTURE**
   Recent Meeting at UBCM

e. **OFFICE OF THE DEPUTY MINISTER OF AGRICULTURE**
   Recent Meeting at UBCM

f. **PORT ALBERNI PORT AUTHORITY**
   Summary Update of PAPA Activities

g. **TOQUAHT NATION GOVERNMENT**
   Toquaht Appointees to the Alberni-Clayoquot Regional District Board of Directors

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

9. **REQUEST FOR DECISIONS & BYLAWS**

a. **REQUEST FOR DECISION**
   Alberni-Clayoquot Health Network Table of Partners Representative (ALL VOTE/UNWEIGHTED)

   THAT the Alberni-Clayoquot Regional District Board of Directors nominate a Director to apply to the Alberni-Clayoquot Health Network (ACHN) Table of Partners (TOP) for a two (2) year term commencing January 1, 2020.
b. **REQUEST FOR DECISION**

Resolution – Signing Authority for Banking Purposes

(ALL VOTE/UNWEIGHTED)

THAT the Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District:

- The following Directors have signing authority:
  - ________________, Chairperson
  - ________________, Vice-Chairperson
  - ________________, Director

- The following Staff members have signing authority:
  - Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
  - Teri Fong, CPA, CGA, Chief Financial Officer
  - Wendy Thomson, General Manager of Administrative Services

- One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members.

c. **REQUEST FOR DECISION**

Salmon Beach Road Maintenance and Repairs

(ALL VOTE/UNWEIGHTED)

THAT the ACRD Board of Directors direct staff to budget $5,000 in the 2020 Financial Plan (Salmon Beach transportation services budget) for the creation and implementation of a road maintenance and repair plan.

d. **REQUEST FOR DECISION**

Alberni Valley Custom Transit Fare Review

(PARTICIPANTS/WEIGHTED)

THAT the ACRD Board of Directors adopt the BC Transit cash fare recommendation of $2.00 per ride; effective April 1, 2020.

e. **REQUEST FOR DECISION**

Recycling & Garbage Collection – Tla-o-qui-aht and Yuułuʔiłʔath First Nations

(ALL VOTE/UNWEIGHTED)

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to send letters to the Tla-o-qui-aht First Nation & Yuułuʔiłʔath Government inviting them to join the Alberni-Clayoquot Regional District’s West Coast Garbage & Recycling Curbside collection program.
f. **REQUEST FOR DECISION**

Bylaw Notice Dispute Adjudication System
(ALL VOTE/UNWEIGHTED)

THAT the Board of Directors direct staff to work with the Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the Local Government Bylaw Notice Enforcement Act, applying the Act to the Alberni-Clayoquot Regional District.

THAT the Board of Directors direct staff to engage with the City of Nanaimo to prepare an agreement for cost sharing and joint administration of a Bylaw Notice Dispute Adjudication System.

THAT the Board of Directors direct staff to prepare bylaws and policies for the implementation of the Bylaw Notice Dispute Adjudication System provided for in the Local Government Bylaw Notice Enforcement Act, for the Board’s approval.

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81-88

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89-97

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98-108

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g. **REQUEST FOR DECISION**

Association of Vancouver Island & Coastal Communities (AVICC)
- Call for Nominations for the Executive
- Resolution Notice Request for Submissions
(ALL VOTE/UNWEIGHTED)

THAT the ACRD Board of Directors bring forward possible resolutions to the December 11, 2019 or January 8, 2020 regular Board of Directors meeting for consideration of submission to the 2020 Association of Vancouver Island and Coastal Communities Convention.

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h. **REQUEST FOR DECISION**

First Responder and BC Emergency Health Services Collaboration Amendment Agreement
(ALL VOTE/WEIGHTED)

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors enter into the amended First Responder and BC Emergency Health Services Collaboration Agreement with BC Emergency Health Services in order for the Bamfield Volunteer Fire Department to provide emergency medical response services within the Bamfield fire protection service area and a portion of the Huu-ay-aht First Nation community AND FURTHER the Chairperson and Chief Administrative Officer be authorized to enter into the amendment agreement on behalf of the ACRD.

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10. **PLANNING MATTERS**

10.1 **ELECTORAL AREA DIRECTORS ONLY**
(ALL PARTICIPANTS/UNWEIGHTED)
a. **DVD19001, CISAROSKI & SHAK, 7463 HECTOR ROAD (SPROAT LAKE)**
   Development Variance Permit Application – Memorandum and Permit

   THAT the Board of Directors issue development variance permit DVD19001.

b. **RE18010, COWLEY & GRANT, 5628 TOMSWOOD ROAD (BEAVER CREEK)**
   Rezoning Application – Memorandum, Bylaw P1381 and Report

   THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1381 be amended as presented;

   THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1381 be read a second time as amended.

c. **RF19002, SUTTON & ZANETTE, 6159 STRATHCONA STREET (CHERRY CREEK)**
   Rezoning Application – Memorandum and Bylaw P1390

   THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1390 be adopted.

10.2 **ELECTORAL AREA DIRECTORS AND TOFINO**
(ALL PARTICIPANTS/WEIGHTED)

a. **RURAL PLANNING PROJECTS (ALL AREAS)**
   Request for Decision

   THAT the Board of Directors direct staff to add additional staff time for 2020 to complete the Board’s rural planning projects initiated in 2019 in the amount of approximately $42,000 for a 0.75 FTE Planner for six months beginning January 1, 2020.

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

a. **AE19003, KRUK, 7545 BEAVER CREEK ROAD (BEAVER CREEK)**
   Report

   THAT the Board of Directors forward the application to the Agricultural Land Commission noting that the proposed second dwelling complies with the ACRD Zoning Bylaw.

b. **ALBERNI VALLEY AGE-FRIENDLY PROJECT INTRODUCTION (ALL AREAS)**
   Request for Decision and Presentation
THAT the Board of Directors receive the Alberni Valley Age-Friendly Project Introduction report.

THAT the Board of Directors appoint an Electoral Area Director to the ACRD Age-Friendly Working Group.

11. REPORTS

11.1 STAFF REPORTS
(ALL VOTE/UNWEIGHTED)

a. Provincial Consultation – Private Managed Forest Land – Summary of Results (report attached separately)

THAT the Alberni-Clayoquot Regional District Board of Directors receive this report for information.

110.2 COMMITTEE REPORTS
(ALL VOTE/UNWEIGHTED)

a. Directors Round Table Report
Union of British Columbia Municipalities Convention

THAT this verbal report be received.

11.3 OTHER REPORTS
(ALL VOTE/UNWEIGHTED)

a. Municipal Finance Authority of BC
Report from the Chair and Vice-Chair on Activities for the Period Ended September 2019.

b. Vancouver Island Regional Library Board
From the Board Table.

THAT reports a-b be received.

12. UNFINISHED BUSINESS

13. LATE BUSINESS

14. QUESTION PERIOD

15. RECESS
(ALL VOTE/UNWEIGHTED)

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

17. **IN CAMERA**
   (ALL VOTE/UNWEIGHTED)

   Motion to close the meeting to the public as per the Community Charter, section(s):
   i. 90 (1) (a): Personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the Regional District or another position appointed by the Regional District;
   ii. 90 (1) (j): Information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 (1) (c) (i) & (iii) of the Freedom of Information and Protection of Privacy Act;
   iii. 90 (1) (f): Law enforcement, if the Board considers that disclosure could reasonably be expected to harm the conduct of an investigation under enforcement of an enactment;
   iv. 90 (1) (g): Litigation or potential litigation affecting the Regional District;
   v. 90 (1) (c): Labour relations or other employee relations;
   vi. 90 (1) k): Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages and that, in the view of the Board, could reasonably be expected to harm the interests of the Regional District if they were held in public.

18. **RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA**

19. **ADJOURN**
   (ALL VOTE/UNWEIGHTED)

   Next Board of Directors Meeting: Wednesday, November 27, 2019, 1:30 pm
   Regional District Board Room
Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING
HELD ON WEDNESDAY, OCTOBER 23, 2019, 1:30 PM
Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS PRESENT:
John Jack, Chairperson, Councillor, Huu-ay-aht First Nation
Bob Beckett, Director, Electoral Area “A” (Bamfield)
Tanya Shannon, Director, Electoral Area “B” (Beaufort)
Kel Roberts, Director, Electoral Area “C” (Long Beach)
Penny Cote, Director, Electoral Area “D” (Sproat Lake)
John McNabb, Director, Electoral Area “E” (Beaver Creek)
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)
Ron Paulson, Councillor, City of Port Alberni (Alternate)
Cindy Solda, Councillor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS:
Sharie Minions, Mayor, City of Port Alberni
Mayco Noël, Mayor, District of Ucluelet
Josie Osborne, Vice-Chairperson, Mayor, District of Tofino
Kirsten Johnsen, Member of Council, Toquaht Nation
Alan McCarthy, Member of Legislature, Yuułuʔiłʔath Government

STAFF PRESENT:
Douglas Holmes, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Heather Zenner, Lands and Resources Coordinator

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

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

2. APPROVAL OF AGENDA

MOVED: Director Solda
SECONDED: Director McNabb

THAT the agenda be approved as circulated with the following late items:
7 (b) Correspondence for Action – Letter from MLA Scott Fraser regarding Second grant intakes for Community Child Care Planning and Community Child Care Space Creation.

10.2 (a) Rezoning Application – RT19009 - Late Resolution

13 (a) Late Business - Letter of Appreciation to Linda Myres, Emergency Program Coordinator (Volunteer), Bamfield Emergency Planning

13 (b) Late Business – Consideration of late resolution from Director Solda regarding Hole in the Wall

CARRIED

3. **MOMENT OF SILENCE**

   In Honour of Gillian Trumper
   Director – December 1986 – November 2001
   Chair – December 1990 – December 1991

A minute of silence was conducted in honour of Gillian Trumper, former Mayor of the City of Port Alberni, Director and Chairperson of the ACRD Board.

**Introduction**

The Manager of Planning and Development introduced Brian McLaughlin and intern student from Vancouver Island University that is working with the ACRD on an Invasive Species project.

4. **DECLARATIONS**

5. **ADOPTION OF MINUTES**

   a. Board of Directors Meeting – October 9, 2019

   **MOVED:** Director Solda  
   **SECONDED:** Director Cootes

   **THAT the minutes of the Board of Directors Meeting held on October 9, 2019 be adopted.**  
   **CARRIED**

   b. Electoral Area Directors Committee – October 16, 2019

   **MOVED:** Director McNabb  
   **SECONDED:** Director Shannon

   **THAT the minutes of the Electoral Area Directors Committee meeting held on October 16, 2019 be adopted.**  
   **CARRIED**
6. **PETITIONS, DELEGATIONS & PRESENTATIONS**


   Mr. Blackwell presented the ACRD Community Wildfire Protection Plan developed by B.A. Blackwell & Associates and summarized the key recommendations and objectives coming out of the plan. A total of 48 recommendations have been identified for the ACRD to reduce the community’s wildfire risk profile.


   Inspector Hunter spoke to the July to September 2019 policing report for the Port Alberni RCMP Detachment. Inspector Hunter reported that he is transferring to the Penticton Detachment and expressed his appreciation to the ACRD Board of Directors and staff. The ACRD Board thanked Inspector Hunter for his service to the community and wished him all the best for the future.

7. **CORRESPONDENCE FOR ACTION**

   a. Correspondence October 16, 2019 from Sproat Lake Community Association requesting the Alberni-Clayoquot Regional District Board of Directors forward a request to the Marine Debris Protection Advisor supporting a total ban on all forms of Styrofoam including the encased Styrofoam billets for dock and wharf construction.

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

   THAT the Alberni-Clayoquot Regional District Board of Directors contact the Marine Debris Protection Advisor supporting a total ban on all forms of Styrofoam including the encased Styrofoam billets for dock and wharf construction.  

   **CARRIED**

   Director Cootes left the meeting at 2:29 pm.

   b. Correspondence October 17, 2019 from Scott Fraser, MLA, Mid-Island-Pacific Rim advising Second Intake of both Planning Grants and Space Creation Grants for Child Care.

   **MOVED:** Director Solda  
   **SECONDED:** Director Cote
THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to Minister Conroy, Ministry of Children and Family Development and Minister Chen, Ministry of State for Childcare requesting the application deadline for the Community Child Care Space Creation Program be extended from November 22, 2019 until the end of January, 2020 allowing communities additional time to implement their Child Care Planning Action Plans and to develop local partnerships AND FURTHER a copy of this letter be forwarded to Scott Fraser, MLA, Mid-Island- Pacific Rim and all other Regional District’s in British Columbia.  

CARRIED

8. CORRESPONDENCE FOR INFORMATION

a. NORTH ISLAND 9-1-1 CORPORATION  
Access to 9-1-1 Lack of Cell Service in Remote Areas

b. CORPORATION OF THE VILLAGE OF POUCE COUPE  
Support of the City of Enderby motion regarding Fostering Transportation Network Services in Small Communities

c. UNION OF BRITISH COLUMBIA MUNICIPALITIES  
UBCM Convention Session on September 23, 2019

MOVED: Director Solda  
SECONDED: Director Paulsen

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

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Community Wildfire Protection Plan

MOVED: Director Solda  
SECONDED: Director McNabb

THAT the ACRD Board of Directors approve the Alberni-Clayoquot Regional District Community Wildfire Protection Plan Update as prepared by B.A. Blackwell & Associates.  

CARRIED

b. Request for Decision regarding Custom Transit Expansion

MOVED: Director Cote  
SECONDED: Director Solda
THAT the ACRD Board of Directors authorize the execution of the BC Transit Annual Operating Agreement Amendment for the 1,300 service hour custom transit expansion that was implemented in September 2019.  

CARRIED

c. Request for Decision regarding Emergency Planning and Preparedness

MOVED: Director McNabb  
SECONDED: Director Paulson

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to bring back options to increase capacity for Protective Services.  

CARRIED

10. PLANNING MATTERS

10.1 ELECTORAL AREA DIRECTORS ONLY

a. DVD19001, CISAROSKI & SHAK, 7463 HECTOR ROAD (SPROAT LAKE)  
Development Variance Permit Application – Report

MOVED: Director Cote  
SECONDED: Director McNabb

THAT the Board of Directors consider issuing development variance permit DVD19001, subject to neighbouring properties being notified as per Local Government Act s.499.  

CARRIED

b. RF19002, SUTTON & ZANETTE, 6159 STRATHCONA STREET (CHERRY CREEK)  
Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1390

MOVED: Director Bodnar  
SECONDED: Director Cote

THAT the Board of Directors receive the public hearing report.  

CARRIED

MOVED: Director Bodnar  
SECONDED: Director Cote

THAT the Board of Directors receive the public hearing minutes.  

CARRIED
MOVED: Director Bodnar
SECONDED: Director Cote

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

CARRIED

MOVED: Director Bodnar
SECONDED: Director Cote

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

CARRIED

c. RF19005, WILSON, LOT 1 MAEBELLE ROAD (CHERRY CREEK)
Rezoning Application – Bylaws P1396 and P1397

MOVED: Director Bodnar
SECONDED: Director Cote

THAT Cherry Creek Official Community Plan Amendment Bylaw P1396 be read a second time.

CARRIED

MOVED: Director Bodnar
SECONDED: Director Cote

THAT Cherry Creek Official Community Plan Amendment Bylaw P1396 be read a third time.

CARRIED

MOVED: Director Bodnar
SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1397 be read a second time.

CARRIED

MOVED: Director Bodnar
SECONDED: Director Cote

THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1397 be read a third time.

CARRIED
d. **RF19008, CREMA, 6088 RENTON ROAD (CHERRY CREEK)**

Rezoning Application – Report and Bylaw P1400

MOVED: Director Bodnar
SECONDED: Director Cote

THAT Bylaw P1400, 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 P1400 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 Roberts

THAT the Board of Directors confirm that adoption of Bylaw P1400 is subject to meeting technical referral agency requirements.  

CARRIED

e. **SF18012, 1022666 BC LTD, 3826 COWLEY ROAD (CHERRY CREEK)**

Subdivision Referral/Parkland Dedication – Request for Decision

MOVED: Director Bodnar
SECONDED: Director Roberts

THAT the Board of Directors resolve that cash in lieu of park land be provided by the owner of LOT 2, DISTRICT LOT 95, ALBERNI DISTRICT, PLAN VIP73555 to meet the requirements of Section 510 of the Local Government Act.  

CARRIED

10.2 **ELECTORAL AREA DIRECTORS AND TOFINO**

a. **RT19009, CANNABIS REGULATION ZONING TEXT AMENDMENT (ALL AREAS)**

Report and Bylaw P1399

MOVED: Director Cote
SECONDED: Director McNabb
THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1399 be amended as presented.  

MOVED: Director Cote  
SECONDED: Director McNabb  

CARRIED

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1399 be read a second time as amended.  

MOVED: Director McNabb  
SECONDED: Director Cote  

CARRIED

THAT the public hearing for Bylaw P1399 be changed from November 6, 2019 to November 19, 2019.  

MOVED: Director McNabb  
SECONDED: Director Beckett  

CARRIED

11. REPORTS

11.1 STAFF REPORTS  

a. Meeting Schedule – November 2019  
b. Building Inspectors’ Report – September 2019  
c. Board Strategic Priorities and Resolved Staff Actions – October 23, 2019  

MOVED: Director McNabb  
SECONDED: Director Beckett  

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

CARRIED

11.2 COMMITTEE REPORTS

11.3 MEMBER REPORTS  

a. 9-1-1 Corporation – J. McNabb  
Director McNabb reported on the last meeting of the Corporation.  

b. Vancouver Island Regional Library – P. Cote  
Director Cote reported on a meeting in Victoria yesterday with the Minister of Education. There was discussion regarding services provided by VIRL and the possibility of the Province cost sharing in VIRL facilities.  

c. Alberni Valley Chamber of Commerce – S. Minions – No Report  
d. Air Quality Council, Port Alberni – D. Bodnar
Director Bodnar reported on the last meeting of the Council. The 2019 Woodstove Exchange Program has changed out 11 stoves to date.

e. West Coast Aquatic Board – J. Osborne – No Report
f. Association of Vancouver Island & Coastal Communities – P. Cote – No Report
g. Beaver Creek Water Advisory Committee – J. McNabb – No Report
h. Other Reports

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Board of Directors receive the Member Reports. CARRIED

12. UNFINISHED BUSINESS

13. LATE BUSINESS


MOVED: Director Beckett
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District forward a letter of appreciation to Linda Myres for 23 years of volunteer service to the community of Bamfield including volunteering on the Bamfield Water Committee and the Bamfield Community Emergency Program. CARRIED

c. Hole in the Wall Discussions

MOVED: Director Solda
SECONDED: Director Cote

THAT the ACRD Board of Directors include the logging company Mosaic and Hupacasath First Nations (traditional territory) when discussions with the provincial government and forestry minister take place to discuss open access to the Hole in the Wall including parking. CARRIED

14. QUESTION PERIOD

15. IN-CAMERA
MOVED: Director McNabb
SECONDED: Director Beckett

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

i. 90 (1) (c) Labour relations or other employee relations;

ii. 90 (2) (b) The consideration of information received and held in confidence relating to negotiations between the regional district and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party;

iii. 90 (1) (e) The acquisition, disposition or expropriation of land or improvements, if the regional district considers that disclosure could reasonably be expected to harm the interests of the regional district.

CARRIED

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

The meeting was re-opened to the public at 4:52 pm.

16. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

17. ADJOURN

MOVED: Director McNabb
SECONDED: Director Solda

THAT this meeting be adjourned at 4:52 pm.

CARRIED

Certified Correct:

_________________________________  ________________________________
John Jack,      Wendy Thomson,
Chairperson      Manager of Administrative Services
Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE
MEETING HELD ON THURSDAY, OCTOBER 24, 2019, 1:00 PM
Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

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

STAFF PRESENT:
Mike Irg, Manager of Planning and Development
Amy Anaka, Planner
Janice Hill, Executive Assistant

1. CALL TO ORDER
The Chairperson called the meeting to order at 1:00 pm.

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

2. APPROVAL OF AGENDA

MOVED: Director McNabb
SECONDED: Director Shannon

THAT the agenda be approved as circulated.
CARRIED

3. ADOPTION OF MINUTES

a. Electoral Area Directors Committee Meeting held October 16, 2019.

MOVED: Director Roberts
SECONDED: Director Beckett

THAT the minutes of the Electoral Area Committee meeting held on October 16, 2019 be received.
CARRIED

4. REQUEST FOR DECISIONS & BYLAWS
a. Request for Decision regarding Zoning Bylaw Review

MOVED: Director Beckett
SECONDED: Director McNabb

THAT the Electoral Area Directors Committee recommend that the draft Zoning Bylaw be updated to permit one (1) rooster as an accessory use on lots between 3 and 5 acres.

CARRIED

Director McNabb left the meeting at 2:45 pm

MOVED: Director Shannon
SECONDED: Director Beckett

THAT the Electoral Area Directors Committee provide direction on updating the draft Zoning Bylaw as outlined in the Zoning Bylaw Review report.

CARRIED

5. ADJOURN

MOVED: Director Shannon
SECONDED: Director Roberts

THAT this meeting be adjourned 3:54 pm.

CARRIED

Certified Correct:

_________________________________  ________________________________
Penny Cote,      Wendy Thomson,
Chairperson      Manager of Administrative Services
Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE
MEETING HELD ON MONDAY, OCTOBER 28, 2019, 1:00 PM
Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

MEMBERS
Ken Lunde, Chair

PRESENT:
Kel Roberts, Director, Electoral Area “C” (Long Beach)
Terry Graff
Jill Maibach
Ron McKinlay
Mary Ellen Peet

STAFF PRESENT:
Rob Williams MSc, General Manager of Environmental Services
Brenda Sauve, Environmental Services Coordinator

1. CALL TO ORDER
The Chairperson called the meeting to order at 1:05PM.

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

2. APPROVAL OF AGENDA

MOVED: K. Lunde
SECONDED: M. Peet

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Salmon Beach Committee Meeting – May 30, 2019

MOVED: M. Peet
SECONDED: R. McKinlay

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

CARRIED
4. **PETITIONS, DELEGATIONS & PRESENTATIONS**

   a. Ms. Bryant, ACRD Asset Management Coordinator, presented an overview of the ACRD asset management initiative that will include Salmon Beach infrastructure.

5. **REQUEST FOR DECISION**

   a. RFD - Salmon Beach Road Maintenance and Repairs

   **MOVED:** J. Maibach  
   **SECONDED:** M. Peet

   *THAT the ACRD Salmon Beach Advisory Committee recommend to the ACRD Board of Directors that $5,000 be budgeted in the 2020 Financial Plan (Salmon Beach transportation services budget) for the creation and implementation of a road maintenance and repair plan.*

   **CARRIED**

6. **ITEMS FOR DISCUSSION/ACTION**

   a. Can Salmon Beach Committee hire worker(s) to do repairs ie. playground

   General Manager of Environmental Services
   - Salmon Beach Committee members do not have the delegated authority to hire contractors on their own as per the Alberni-Clayoquot Regional District’s Purchasing Policy. All requests regarding repairs and maintenance must be through the General Manager of Environmental Services.

   b. Volunteers to do maintenance ie. Roof over containers, boat ramp expansion:

   General Manager of Environmental Services
   - Volunteers need to have all of the requirements that a hired contractor would have, such as engineered plans, insurance, bid bond, etc.

   c. Security Cameras – for violations that are filmed what is our or ACRD’s recourse:

   **MOVED:** M. Peet  
   **SECONDED:** J. Maibach

   *That the Salmon Beach Committee Members recommend that the ACRD Board of Directors add the investigation of installing security cameras at certain locations in the 2020 strategic priority plan.*

   **CARRIED**
d. Potable Water System- Pay as you go:

General Manager of Environmental Services
  • Quotes are being requested for the investigation and recommendation for the implementation of a Salmon Beach user pay potable water system.

e. Boat Ramp – Capital Reserve:

MOVED: M. Peet
SECONDED: R. McKinlay

That the Salmon Beach Committee recommend that the ACRD Board of Directors instruct staff to contact DFO to determine if the boat launch at Salmon Beach can be upgraded.

CARRIED

f. Online booking for pump outs/calendar to check wait times:

• There was discussion regarding the feasibility of implementing an online booking system for pump outs. It was concluded that this is likely not feasible at this time and that the Committee will try and utilize the Salmon Beach Facebook page to communicate pump and haul information.

g. Investigate possible use of old garbage bin for metal recycling:

MOVED: R. McKinlay
SECONDED: K. Roberts

That Salmon Beach Committee recommend to the Alberni-Clayoquot Regional District Board of Directors instruct staff to get a quote for a metal bin at Salmon Beach.

CARRIED

h. Improvements to gravel area of playground:

MOVED: R. McKinlay
SECONDED: K. Lunde

That the Salmon Beach Committee recommend that the ACRD Board of Directors instruct staff to get a quote for the cost of resurfacing the Salmon Beach playground as per the Ministry of Health and Safety Standards Act.

CARRIED
i. Sea Cans on easement at Fifth & Front:

General Manager of Environmental Services
- The ACRD office has not received any complaints or concerns from residents regarding sea can storage. The road easement falls under the Ministry of Transportation and Infrastructure’s responsibility and therefore any concerns should be addressed to them.

j. Air B & B rentals:

General Manager of Environmental Services
- Short term vacation rentals are not permitted in Salmon Beach as indicated in the ACRD Short Term Vacation Rental Temporary Use Permit Policy, as distributed to the Committee Members.

7. UNFINISHED BUSINESS

8. LATE BUSINESS

a. Brush Clearing:
   K. Lunde
   - Brush clearing on Elizabeth St. is required, is it a regular maintenance item in Al’s agreement, to be investigated.
   - Director Roberts will discuss with VI Mowing and Mainroad.

b. Update on Sani field:

   MOVED: R. McKinlay
   SECONDED: J. Maibach

   That the Salmon Beach Committee recommend to the ACRD Board of Directors to instruct staff to tender the H20 recommended sani field treatment upgrade in 2020; as well as install a wastewater holding tank, total project costs to be cover through community works funds.

   CARRIED

c. Brush Pile Bylaw Update

General Manager of Environmental Services
- A verbal report was given in regard to the excessive brush left at the recycling area. The ACRD bylaw officer will be sending a letter to the
registered property owner who alleged dumped the material requesting they cover the costs of removal.

d. Roof Over Sea Can Containers

  • There was consideration of publishing another tender in order to build a roof over the two storage sea cans but the decision was to defer until further funds are available and or construction costs decrease.

e. Study on Local Community Commissions (LCC):

  MOVED: T. Graff
  SECONDED: K. Roberst

  That the Salmon Beach Committee Recommends to the ACRD Board of Directors to re-investigate alternate governance options for the Salmon Beach development, as was previously approved by the Board of Directors meeting dated May 10, 2017.

f. Travel Allowance for Committee Members:

  MOVED: M. Peet
  SECONDED: J. Maibach

  That the Salmon Beach Committee recommend that the ACRD Board of Directors approve a travel budget for Salmon Beach Committee Members to attend meetings in the 2020 financial plan.

  CARRIED

g. Salmon Beach Committee Chair Representation Change:

  MOVED: K. Lunde
  SECONDED: J. Maibach

  That the Salmon Beach Committee appoint Mary Ellen Peet as the Chairperson of the Salmon Beach Committee for the remainder of the 2019 Term.

  CARRIED

h. Update on UBCM

Director Roberts

A verbal update was provided noting that the issue of provincial support for road maintenance was raised at UBCM considering the Provinces’ long-standing position that Salmon Beach is water access only.
9. **ADJOURN**

MOVED: K. Roberts  
SECONDED: R. McKinley

*THAT this meeting be adjourned at 3:09PM*

*CARRIED*

Certified Correct:

__________________________________________  ______________________________________
Ken Lunde                                      Rob Williams MSc
Chairperson                                    General Manager of Environmental Services
DIRECTORS PRESENT: John McNabb, Chairperson, Director, Electoral Area “E” (Beaver Creek)
Bob Beckett, Director, Electoral Area “A” (Bamfield) (via teleconference)
Tanya Shannon, Director, Electoral Area “B” (Beaufort) (via teleconference)
Penny Cote, Director, Electoral Area “D” (Sproat Lake) (via teleconference)
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Cindy Solda, Councillor, City of Port Alberni
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Rob Williams, General Manager of Environmental Services
Wendy Thomson, Manager of Administrative Services
Jenny Brunn, Manager of Operations

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

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

2. APPROVAL OF AGENDA

MOVED: Director Solda
SECONDED: Director Minions

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


CARRIED

3. ADOPTION OF MINUTES

a. Alberni Valley & Bamfield Services Committee Minutes – September 4, 2019
MOVED: Director Cootes  
SECONDED: Director Solda  

THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on September 4, 2019 be adopted.  

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Anna Lewis, Waste Reduction Education Consultant presented the Alberni Valley & Bamfield waste reduction education program being undertaken by the Regional District.

5. CORRESPONDENCE

6. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Alberni Valley Custom Transit Fare Review

MOVED: Director Shannon  
SECONDED: Director Cootes  

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors adopt the BC Transit cash fare recommendation of $2.00 per ride; effective April 1, 2020.  

CARRIED

7. REPORTS

8. LATE BUSINESS

9. IN-CAMERA

MOVED: Director Solda  
SECONDED: Director Minions  

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 (1) (c) (i) & (iii) of the Freedom of Information and Protection of Privacy Act.  

CARRIED

The meeting was closed to the public at 2:27 pm.
The meeting was re-opened to the public at 2:41 pm.

10. **RECOMMENDATIONS FROM IN-CAMERA**

11. **ADJOURN**

   **MOVED:** Director Solda  
   **SECONDED:** Director Bodnar  

   **THAT the meeting be adjourned at 2:42 pm.**  
   **CARRIED**

Certified Correct:

---------------------------------
John McNabb,  
Chairperson  

---------------------------------
Wendy Thomson,  
Manager of Administrative Services
I want to first thank your board of Directors once again for their ongoing support of our veterans and their programs! It is greatly appreciated!

Please find enclosed information for the British Columbia Yukon Command of The Royal Canadian Legion’s 16th Annual Military Service Recognition Book to honor and recognize our Veterans.

Please view previous publications online at: https://www.legionbcyukon.ca/what-we-do/military-service-recognition-book

This unique publication includes past and present day Veterans biographies and photographs; to help us, and our younger generations, appreciate and never forget the Sacrifices made by our Veterans for the freedoms we enjoy today!

With the help of our Veterans families and friends, submissions are collected at local legion branches and our next edition is scheduled for release in November 2020, in advance of our Annual Remembrance Day Ceremonies.

We would sincerely appreciate The Alberni-Clayoquot Regional District’s support and appreciation for our Veterans once again in our next edition.

I have attached the Command request letter as well as graphic ad rate sheet.
***FYI- For every Full Page of advertisers we receive we can add an additional page to honour 3 more veterans with their pictures and military history!

With 2020 being the 75th. Anniversary of the end of WWII and over 45,000 legion members under the command!
We want to include as many of the provinces veterans in the book as possible!

However, your 1/4 page Remembrance Space is still available at the same cost-$595. (all layout & taxes included)
Your support once again at any level would be appreciated!

If you require any additional information, or to be included in the book, please don't hesitate to contact me.
Otherwise I will follow up with you after your meeting on November 13th.

Thank you once again for your ongoing support! It truly makes a difference!

Sincerely,

Holly Williston
Advertising Rep/ Military Service Recognition Book
BC/Yukon Command
Royal Canadian Legion Campaign Office
1-866-354-6277
mailto:bccl@fenety.com

Legion
www.legionbcyukon.ca

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Dear Sir/Madam:

Thank you for your interest in the BC/Yukon Command / The Royal Canadian Legion, representing British Columbia and the Yukon’s Veterans. Please accept this written request for your support, as per our recent telephone conversation.

Our BC/Yukon Command Legion is very proud to be printing another 5,000 copies of our Annual “Military Service Recognition Book”, scheduled for release by Remembrance Day 2020, to help identify and recognize many of the brave Veterans of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the “Keepers of Remembrance”, so that none of us forget the selfless contributions made by our Veterans.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our “Military Service Recognition Book.” Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to Veterans and the more then 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest “Community Service” organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our 149 Branches and 80 Ladies Auxiliaries in the BC/Yukon Command. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact BC/Yukon Command Office toll free at 1-866-354-6277.

Thank you for your consideration and/or support.

Sincerely,

Valerie MacGregor
President of BC/Yukon Command of The Royal Canadian Legion
British Columbia / Yukon Command
The Royal Canadian Legion

“Military Service Recognition Book”

Advertising Prices

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G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.

PLEASE MAKE CHEQUE PAYABLE TO:
BC/Yukon Command
The Royal Canadian Legion
(BC/Y RCL)
(Campaign Office)
P O Box 5555
Vancouver, BC V6B 4B5
October 29, 2019

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

Dear Chair Jack,

Re: Appointment to the 2020 Vancouver Island Regional Library Board

It is time to consider your 2020 representation on the Vancouver Island Regional Library (VIRL) Board of Trustees. VIRL is the fifth largest library system in British Columbia serving more than 457,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast. VIRL enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

When appointing your representative, the Library Act (October 9, 2019), section 17 (2) states:

“All subsequent regular appointments must be made each November at the first meeting of the municipal council or regional district board.”

The term of office is one year, January 1 to December 31. Reappointment of sitting members is encouraged for continuity, but no member may serve for more than 8 consecutive years.

The Library Act, section 55, reimbursement of expenses states: “(1) The members of a library board are not entitled to be paid by the library board for their services but may be reimbursed by it for reasonable travelling and out of pocket expenses, including child care expenses, necessarily incurred by them in performing their duties under this Act. (2) A library board may not reimburse a member for any expenses if another body reimburses the member for the expenses or pays the expenses.

VIRL requires annual documentation by December 16, 2019 for both your appointed VIRL Trustee and Alternate, including:

1. Certified copy of the Resolution (by provincial legislation)
2. Financial disclosure statement (original or copy of that on file with the municipality/district)
3. VIRL 2020 Appointment form
4. Electronic File Transfer (EFT) form (if travel expenses are to be reimbursed via EFT)

By December 16, 2019, please return the completed forms and a copy of the certified resolution to Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca.

If you have any questions, please contact Ms. Patterson by phone: 250-729-2310 or email.

Thank you for your continued support of Vancouver Island Regional Library!

Sincerely,

Rosemary Bonanno, BA MLS
Executive Director

CC: Doug Holmes, CAO, Alberni Clayoquot Regional District
   Wendy Thomson, Manager Administrative Services, Alberni Clayoquot Regional District
The ______________________________ has appointed as Trustee ____________________________

on the Vancouver Island Regional Library (VIRL) Board for the term January 1 – December 31, 2020. This appointment will continue until a successor is appointed, as provided under Section 18(3) of the Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

**Trustee Information**

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<td>City:</td>
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**Email** (please check preferred email address)

- [ ] Home: ____________________________  - [ ] Municipal: ____________________________
- [ ] Other: ____________________________

**Phone** (please check preferred contact number)

- [ ] Home: ____________________________  - [ ] Cell: ____________________________
- [ ] Other: ____________________________

**Birthdate** (required for insurance purposes)

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**Staff Contact**

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_____________________________  ____________________________
Trustee Signature  Date

Please submit to Mariah Patterson, Executive Assistant, by **December 16, 2019** along with:

- [ ] a Certified Copy of the Resolution
- [ ] a Statement of Financial Disclosure
- [ ] an EFT (electronic file transfer) form for expense claim reimbursements

via mpatterson@virl.bc.ca or 6250 Hammond Bay Road, Nanaimo, BC V9R 5N3. Thank you.
The ______________________________ has appointed as Alternate ____________________________

This appointment will continue until a successor is appointed, as provided under Section 18(3) of the
Library Act, unless the member is removed for cause as provided under Section 18(4) of the Library Act.

Alternate’s Information

Mailing/Courier Address: _____________________________________________________________

City: ____________________________ Postal Code: ____________________________

Email (please check preferred email address)

☐ Home: ____________________________ ☐ Municipal: ____________________________

☐ Other: ____________________________

Phone (please check preferred contact number)

☐ Home: ____________________________ ☐ Cell: ____________________________

☐ Other: ____________________________

Birthdate (required for insurance purposes)

Day: ________ Month: _______________ Year: _______________

Staff Contact

Name: ____________________________ Position: ____________________________

Telephone: ____________________________ Email: ____________________________

_________________________________________ ____________________________
Alternate’s Signature Date

Please submit to Mariah Patterson, Executive Assistant, by December 16, 2019 along with:

☐ a Certified Copy of the Resolution
☐ a Statement of Financial Disclosure
☐ an EFT (electronic file transfer) form for expense claim reimbursements

via mpatterson@virl.bc.ca or 6250 Hammond Bay Road, Nanaimo, BC V9R 5N3. Thank you.
## Direct Deposit Authorization for Electronic Funds Transfer (EFT)

Use this form to:

- [ ] Start Direct Deposit Payments
- [ ] Change information previously submitted

**Effective date:**

D M Y

### Contact Information:

**Company or person to receive payment:**

**Address:**

**Phone:**

**Fax:**

**Contact Person:**

**Email:**

### Confirmation of Deposits:

Your statement of account from your bank will show payment from Vancouver Island Regional Library.

### Bank Account for Deposits:

Please attach a blank cheque containing banking information. Write ‘VOID’ across the front.

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### Authorized Electronic Funds Payments:

I authorize Vancouver Island Regional Library (VIRL) to deposit, by electronic fund transfer, payments owed to me and, if necessary, to debit entries and adjustments for amounts deposited electronically in error. VIRL will deposit the payments in the bank account designated above. I recognize that I am responsible for payment errors that result from incomplete or inaccurate information on this form.

**Authorized Signature:**

**Print Name:**

**Title:**

**Date:**

Fax, scan and email, or mail completed form and void cheque to:

Vancouver Island Regional Library
Box 3333
Nanaimo, BC V9T 6M9

Attention: Finance Dept.
Fax: 250.729.2331
Email: financialservices@virl.bc.ca

Questions?
Call: 250.585.9066
Email: dchanakos@virl.bc.ca
2020 Nomination

Trustee: ____________________________

Municipality / Regional District: ____________________________

Candidate for:  ☐ Chair  ☐ Vice Chair  ☐ Executive Committee (9)

2020 Executive Committee meetings are held Fridays at
Nanaimo North Branch, 6250 Hammond Bay Road, 9:30 am – 12:30 pm.
February 28  August 28 (Budget & Regular)
May 1  October 23
July 3 (Budget only)

Biography (include relevant experience):

Forms can also be completed at www.virltrustee.com

Submit by December 16, 2019 to
Mariah Patterson, Executive Assistant, mpatterson@virl.bc.ca
4. Officers (p. 9-10)

Election of Board Chair and Vice Chair

The Chair is elected by the Board Trustees present by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Chair serves until the next Inaugural Meeting and is eligible for re-election.

Following the election of the Chair, the Board Trustees present elect a Vice Chair by majority vote. In case of a tie vote, a second ballot is taken. If the tie persists, election results are determined by a draw from the second ballots by the Executive Director.

The Vice Chair serves until the next Inaugural Meeting and is eligible for re-election.

Board Chair

It shall be the duty of the Chair to:

• Encourage and facilitate discussion and the exchange of views and, if possible, to achieve consensus prior to putting an issue to a vote;
• The Chair and Vice Chair shall be responsible for the preparation of agendas for the Board and Executive Committee meetings;
• Where timely action is required that should not reasonably be delayed until the next Executive Committee meeting, the Chair provides direction to the Executive Director on an interim basis;
• The Chair and Vice Chair shall jointly be responsible for the review of the performance of the Executive Director;
• The Chair is the official representative of the Board to the media and at special events; the Chair may delegate this authority to the Vice Chair or the Executive Director;
• Put to a vote all motions which are regularly moved and seconded, or necessarily arise in the course of proceedings, and to announce the result;
• Decline to put to a vote all motions which infringe on the rules of the procedure;
• Restrain the Trustees with the rules of order when engaged in debate;
• Call by name any Trustee persisting in breach of the rules of the Board and thereby ordering the Trustee to vacate the Board meeting room;
• Keep Trustees, as well as members of the public at public meetings, within the rules of procedure and ensure compliance with the rulings from the Chair. If any person behaves improperly, or disrupts the orderly proceedings of a meeting of the Board, the Chair or Acting Chair shall ask that person to leave;
• Decide all procedural issues, including issues of order, at meetings of the Board, subject to an appeal by any Trustee of the Board as a whole on any question or order in respect to business before the Board;
• Authenticate by signature, when necessary, all resolutions, correspondence and minutes of the Board;
• Ensure that the decisions of the Board are in conformity with the laws and procedures governing the activities of the Board;
• Make appointments to the Nominating Committee.
• Act as an ex-officio member of all committees.
• Approve delegations to the Board.
• Write a report on behalf of the Board for inclusion in the Annual Report.
• Call special meetings of the Board of Trustees.
• Reserves the right, during a meeting, to confer briefly with the secretary or parliamentarian.

Vice Chair

Presides at the Board meeting if the Chair is absent from the meeting, or for periods during which the Chair is present at the meeting but temporarily leaves the chair.

The Vice Chair will have all the rights, duties and responsibilities of the Chair while presiding at Board meetings.

The Vice Chair represents the interests and decisions of the Board to outside parties at Library, government and community events in the absence of the Chair.

6. Executive Committee (p.17)

Membership

The Executive Committee shall consist of the Board Chair, Vice Chair, Past Chair, and eight (8) Trustees elected from the appointed representation.

Where the Chair and the Past Chair are the same person, nine (9) Trustees shall be elected from the appointed representation.

Term of Office

The term of office for the Chair, Vice Chair and the members of the Executive Committee shall be from the time of election until the next Annual General Meeting (AGM).

Delegated Powers

The Executive Committee shall have the following delegated powers:

1) Where practical, the Executive Committee is to provide and make recommendations to the Board.
2) Where timely action is required that should not reasonably be delayed until the next Board meeting, the Executive Committee shall provide direction to the Executive Director on an interim basis.
3) In carrying out the forgoing powers, the Executive Committee is accountable for, and shall report to, the Board in respect to all actions/decisions made.
4) The ability to disqualify an Executive Committee member from the committee if the member is absent from 2 consecutive Executive Committee meetings without prior approval.
Chair John Jack & Directors
Alberni Clayoquot Regional District

Dear Chair John Jack & Directors,

RE: Reconciliation Circle – November 14, 2019 at 11am

You and those you wish to bring are invited to attend a Reconciliation Circle at the Port Alberni Friendship Center on Thursday, November 14 from 11:00 until 2:00, a light lunch will be provided. As we work towards building a stronger community, please take a moment to review a summary of what the reconciliation circles and events will consist of:

The Port Alberni Friendship Center will be hosting a number of community dialogues sessions and celebration events focusing on building relationships, acknowledging the past, and moving forward in reconciliation. The events/circles will also move conversations into actions that can be taken toward reconciliation and will focus on any other points or themes that come up during circle conversations that support reconciliation approaches. Based on themes that evolve from community discussions and from circle conversations, further reconciliation events/actions will take place.

We look forward to and welcome the opportunity to work with municipal government, the local Reconciliation Committee, and members of the community to determine tangible steps and actions that can be taken toward reconciliation and building stronger community.

It is our sincere hope that you, and potentially others members from your organization, are able to attend the Reconciliation Circle on November 14. We would greatly appreciate it if you would RSVP to Carol Maltais how many would be able to attend so we are able to plan appropriately for food. We look forward to seeing you...

In friendship,

Cyndi Stevens
Executive Director
Port Alberni Friendship Center

3555 4th Avenue, Port Alberni, BC  V9Y 4H3
Phone (250) 723-8281 • Fax (250) 723-1877 • www.pafriendshipcenter.com
October 23, 2019

Councillor Cindy Solda
and Councillor Penny Cote
Regional District of Alberni-Clayoquot
3008 5th Ave
Port Alberni BC  V9Y 2E3
E-mail Address:  cindy_solda@portalberni.ca
coteart@shaw.ca

Dear Councillor Solda and Councillor Cote:

I would like to thank you for taking the time to meet with me, my Deputy Minister, Assistant Deputy Minister and staff at the 2019 Union of British Columbia Municipalities Annual Convention.

As Minister of Advanced Education, Skills and Training, I value and welcome opportunities to meet with community leaders across British Columbia to find ways to work collaboratively and create a positive collective impact.

I appreciated hearing about the growth of the film industry in the region and the positive impact it is having in your regional district. I encourage you to continue discussion with North Island College to work on mutually supportive solutions for a vibrant film industry in your region and for our province.

I hope you enjoyed a successful Convention, and I look forward to continuing our work in the year ahead to meet the diverse needs of our greatest assets in our community - people. By working together, we will move the dial toward creating more opportunities, prosperity and well-being for all British Columbians.

Respectfully,

Melanie Mark
Hli Haykwhl Wi Xsgaak
Minister

pc: Distribution List Attached
pc: Her Worship Josie Osborne, Mayor
District of Tofino

Her Worship Sharie Minions, Mayor
City of Port Alberni

His Worships Mayco Noel, Mayor
District of Ucluelet

Jeff Vasey, Assistant Deputy Minister
Post-Secondary Policy and Programs
and Division Responsible for Learner Supports
Ministry of Advanced Education, Skills and Training
MULTI-USE TRAIL WILL BRING NEW TOURISM OPPORTUNITIES TO NOOTKA REGION

COURTENAY – The Island Coastal Economic Trust is supporting the development of a multi-use trail in the traditional territories of the Mowachaht/Muchalaht and the Ehattesaht/Chinehkint First Nations.

The Community Unity Trail will use inactive logging roads and new trail sections to create a new recreation corridor between Tahsis and Zeballos. Upon completion, the 25-km trail will accommodate all-terrain vehicles, off-road motorcycles, as well as hikers and mountain bikers, creating new demand for hospitality and other services in all of the partner communities.

“Repurposing deactivated forest service roads will allow us to generate new sources of market revenue by building on existing infrastructure,” said Randy Taylor, Vice President of the Uniting 4 Communities Society. “Motorized recreation will provide an opportunity for existing businesses to add new visitor services and extend their operations into the shoulder seasons.”
The project is the result of several years of planning and fundraising between the Village of Tahsis, the Village of Zeballos and the Mowachaht/Muchalaht and Ehattesaht/Chinehkint First Nations.

The first phase of the project consists of an 11-km section of trail between Tahsis and the Little Zeballos River headwaters. The trail will facilitate access to new outdoor adventure opportunities, complementing the existing fishing, diving and wildlife viewing markets.

The Community Unity Trail will also join a growing network of off-road vehicle trails on the North Island, such as the Pye Mountain Recreation Site in the Strathcona Regional District. It is a component of a broader vision to develop an off-road circle route connecting to Gold River, Campbell River and Sayward.

“Sustainable tourism provides exciting opportunities for remote and rural communities looking to diversify from largely resource dependent economies,” explained ICET Chair Josie Osborne. “The Community Unity Trail is an asset that will benefit residents and visitors, and contribute to the critical mass of experiences required for successful regional destination development.”

The connection to Indigenous history and culture is an important aspect of the project. All along the trail, interpretive signage will feature Indigenous languages, and will tell the story of the Mowachaht/Muchalaht and Ehattesaht/Chinehkint and their territory.

The first phase of the project, budgeted at $755,000, will be supported with $387,080 from the Island Coastal Economic Trust. Led by the Village of Tahsis, project works will include bridge and trail engineering and construction, historical and cultural information and signage, preparation of the trail on the
former FSR sections, and construction of new trail segments.

Work on the first phase is estimated to be complete by September 2020.

**About the Island Coastal Economic Trust**

Created and capitalized by the Province of BC, the Island Coastal Economic Trust (ICET) has been at the forefront of economic diversification, planning and regional revitalization for the past thirteen years.

ICET is independently governed by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials, MLAs and appointees from the Island and Coast. This exceptional team of leaders collaborate to set regional priorities and build vital multi-regional networks.

Through a community centered decision-making process, ICET has approved more than $52 million in funding for over 200 economic infrastructure and economic development readiness projects. These investments have leveraged over $270 million in new investment into the region creating more than 2500 construction phase jobs and 2650 long term permanent jobs.

A full overview of ICET can be found at [www.islandcoastaltrust.ca](http://www.islandcoastaltrust.ca)

For further information:
Line Robert, CEO
Island Coastal Economic Trust
Tel. 250-871-7797 (Ext. 227)
[line.robert@islandcoastaltrust.ca](mailto:line.robert@islandcoastaltrust.ca)

Mayor Josie Osborne, ICET Chair
October 21, 2019

Honourable Doug Donaldson,
Minister of Forests, Lands, Natural Resource Operations and Rural Development,
P.O. Box 9049, Stn Prov Govt,
Victoria, BC V8W 9E2

Dear Minister Donaldson,

Re: Reallocation of BC Rural Dividend Funds

The BC Rural Dividend was developed to assist rural communities, both Indigenous and non-Indigenous, to strengthen their local economies. It was developed to recognize both the contribution rural communities have made to B.C.’s economy, and the unique challenges they face to diversify beyond natural resources.

The Government of B.C. has recently announced that it has suspended the program in order to reallocate $25 million to those communities impacted by the recent mill closures and curtailments associated with the contraction of the Province’s forest industry.

Considering the intent of the Rural Dividend Program is to provide funding to support economic diversification beyond resource dependence in rural, remote and Indigenous communities that are currently forest dependent, we feel that it is counter-productive at this difficult time to suspend a program that is specifically targeted at improving the viability of rural, resource-based communities. The program has been effective at diversifying local economies and enabling local governments to deliver important projects. It is not the time to pull this important funding support from rural communities in BC.

We respectfully request that the Government of BC reconsider its decision to reallocate funding from the Rural Dividend Program and identify an alternate source of funds to support communities impacted by mill closures and curtailments so it may simultaneously maintain the Rural Dividend Program and deliver the additional supports that those communities require to maintain their viability. As evidenced by the broad support for the late resolution passed by the UBCM membership at the 2019 Convention on this issue, local governments throughout BC view the Rural Dividend program as an important catalyst to the diversification of BC’s rural economy.
Industry analysts and rural communities alike have anticipated for years that the forest industry would have to transition from high-volume, Mountain Pine Beetle salvage operations to a smaller and more value-focused industry in balance with post-beetle timber supply. The BC Rural Dividend was established to address that eventuality. If additional supports are required for communities, beyond the BC Rural Dividend, we urge the Province to seek out other sources of revenue rather than withdrawing funds from an existing program that is already successfully providing vital support to those rural communities most in need.

Thank-you for your time and attention to this matter. We look forward to hearing from you.

Yours sincerely,

Roly Russell, Chair
Regional District of Kootenay Boundary

cc: Honourable John Horgan, Premier;
    Donna Barnett, MLA, Official Opposition Critic for Rural Development;
    Union of BC Municipalities Executive;
    BC Regional District
OCTOBER 31, 2019

File: 0280-30
Ref: 191007

John Jack, Chairperson
and Board Members
Regional District of Alberni-Clayoquot
Email: mailbox@acrd.bc.ca

Dear John Jack and Board Members:

I would like to thank you and your colleagues for meeting with me at the 2019 Union of British Columbia Municipalities convention to discuss some of the agricultural issues and pressures the Regional District of Alberni-Clayoquot is experiencing.

During our meeting, we discussed the impacts of both Bills 15 and 52 on the Regional District. Specifically, you voiced your concerns around a lack of consultation process that was inclusive of local governments, as well as concerns that restricting secondary dwellings in the Agricultural Land Reserve (ALR) is prohibitive to farmers. As you know, the Agricultural Land Commission Act (ALCA) allows additional residences to be constructed on the ALR if the Agricultural Land Commission (ALC) determines they are necessary for farm use. There is no one-size-fits-all size restriction on additional residence. The ALC uses its expertise in agriculture to decide the size of additional residence permitted, considering the unique circumstances of each application.

The changes were made to meet the B.C. government’s commitment to revitalize the ALR and the ALC by reaffirming that the ALR is a provincial zone in which agriculture is recognized as the priority use, farming is encouraged, and non-agricultural uses are managed carefully. The recent amendments restored the ALR to one zone to ensure that all land within the reserve benefits from the same strong protections.

Additionally, we talked about the application process with ALC and what local governments can sanction.

Again, thank you for participating in this year’s convention and I look forward to working with you in the future.
Sincerely,

Lana Popham
Minister

cc: Wes Shoemaker, Deputy Minister
    Ministry of Agriculture
November 4, 2019

File: 0280-30
Ref: 191173

John Jack, Chairperson
and Board Members
Regional District of Alberni-Clayoquot
Email: mailbox@acrd.bc.ca

Dear John Jack and Board Members:

I would like to thank you and your colleagues for meeting with me at the 2019 Union of British Columbia Municipalities convention to discuss some of the agricultural issues and pressures the Regional District of Alberni-Clayoquot is experiencing.

At our meeting, we discussed the impacts of both Bill 15 and Bill 52 with respect to housing on farmland. The Regional District also sought clarity with respect to defining the regulations in Bill 52 surrounding cannabis production in the Agricultural Land Reserve (ALR).

Additionally, you requested that the Agricultural Land Commission (ALC) amend its regulations to allow secondary residences in ALR land, and stressed the importance of meaningful consultation with the farming community as well as local governments.

Again, thank you for participating in this year’s convention and I look forward to working with you in the future.

Sincerely,

W.H. (Wes) Shoemaker, MBA
Deputy Minister
October 21, 2019

The following summary update of Port Alberni Port Authority activities is provided, with courtesy and respect:

1. **Shipping Stats**

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<th>YEAR TO DATE LOGS LOADED:</th>
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<td>524,229 MT</td>
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<td>Change from Last Year: 0.24 % Decrease</td>
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Unfortunately, no lumber shipments were seen since November 2017 and none yet scheduled for 2019

However, we continue to be the home port for the ISCC Raw Spirit Vessel. We count the Frozen at Sea (FAS) fish offloads in our cargo numbers:

YTD thru August:
- 23 Calls
- 5612 MT

2. **PATH**

- Looking forward to hosting a Korean government-sponsored project review manager in Port Alberni
- Chinese Young Entrepreneurs Association (CYEA), based in Victoria continue to promote PATH to potential investors and project partners in China
3. Thunderbird Spirit Water Bottling Facility
   - Uchucklesaht Tribe Government has been working diligently since early July in making the necessary
     renovations and installations in our PA Terminals Shed 3 for their water bottling facility

4. Floating Dry Dock – Ship Building, Repair & Maintenance Facility
   - We’ve had a number of follow up conversations with staff from the BC Ministry of Jobs, Trade &
     Technology since we met the Minister in June as the Province continues to help us look for private
     and/or public investments. We are hopeful that we will see results following the Federal election.

5. WCMRC
   - The company will be renting temporary office space in Port Alberni soon to support their upcoming
     hiring program and base construction project management. Expect to see more community information
     sessions in first quarter of 2020.

6. Arctic Pearl Fishing Company
   - Unfortunately, the company cancelled its lease with us due to continued repair and retrofit problems
     with their vessel, Viking Enterprise. Since they have no defined timeline of when the vessel will be
     operational we mutually decided the prudent business decision was to cancel the lease and renegotiate
     a new one in the future when they are ready to operate.

7. Fish Plant Revitalization Incentive / Regional Food Hub
   - The City of Port Alberni was successful developing partnerships with marine food producers and the
     ACRD Agriculture Committee by leveraging the Port’s incentive of $500,000 towards matching capital
     improvement investments to receive a $750,000 contribution from the Province of BC for a new
     Regional Food Hub to be created in the old fish plant
   - We are applying for an additional $300,000 from Island Coastal Economic Trust to further support the
     required renovations and equipment for a food hub, which will open opportunities as a food production
     “incubator”

8. Cruise Ships
   - Maintaining membership in the Cruise Industry Association of BC (CIABC), which indicates that it will
     expand its ports destination development program
   - We maintain our position that a formal Cruise & Tourism Attraction and Development “entity” must be
     established to concentrate on advancing this initiative; especially given the recent announcement that
     City of Victoria wants to cap their cruise business to current levels. Meanwhile, the industry continues to
     expand.

9. China Creek Campground & Marina
   - Kiteboard school returned this season; have attracted a concession/café operator to start mid-July and
     partnered with Action Packed Charters to offer water shuttles to town on select dates this summer

10. Community Representation & Promotion
    - Whenever and wherever possible we attend various conferences and trade shows (such as UBCM,
      VIEA Summit) and make presentations outside of the community to not only represent our organization
      and projects but all of the Alberni Valley.
    - We are currently planning to host the annual Association of Canadian Port Authorities (ACPA)
      Conference in September, 2021. We look forward to partnering with local First Nations for this event.
November 5th, 2019

Re: Toquaht appointees to the Alberni-Clayoquot Regional District Board of Directors

On October 29th, 2019 the Toquaht Nation Council passed the following resolutions:

Motion # CM00478
Toquaht Council resolve to appoint Kirsten Johnsen as Toquaht’s representative to the Alberni-Clayoquot Regional District Board of Directors.

Motion # CM00479
Toquaht Council resolve to appoint Noah Plonka, as alternate, to the Alberni-Clayoquot Regional District Board of Directors.

As the Law Clerk of the Toquaht Nation, I certify this as a true copy of the resolution passed by the Toquaht Nation Executive.

Kirsten Johnsen
Law Clerk, Kirsten Johnsen

2019-11-05
DATE
REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: November 13, 2019

Subject: ACHN Table of Partners Representative

Recommendation:
That the Alberni-Clayoquot Regional District Board of Directors nominate a Director to apply to the Alberni-Clayoquot Health Network (ACHN) Table of Partners (TOP) for a two (2) year term commencing January 1, 2020.

Background:
The ACHN is a mechanism for citizens working and living in the Regional District to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health.

The ACHN Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the ACHN. This Table meets once monthly and contributes expertise, time, energy, and other resources in order to help guide and direct the overall work of the health network striving to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa. The Alberni Clayoquot Health Network’s Table of Partners have committed to a two-year term; to ensure consistency it was decided that half the seats would expire every December. Attached is the 2019 – Call for Members.

The ACRD holds two (2) seats on the Table of Partners 14 member “board”. Director Cote and Director Osborne currently represent the ACRD on the Table of Partners. Directors Cote’s term expires at the end of December 2019; she has served as Chair on the Table of Partners for the past 6 years and has expressed an interest in serving another 2-year term.

Time Requirements – Staff & Elected Officials:
Monthly meetings (3 hours each).

Financial
Appointed Directors remunerated through general government services.

Submitted by: __________________________
Wendy Thomson, Manager of Administrative Services

Approved by: __________________________
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
Alberni Clayoquot Health Network Table of Partners
2019 – Call for Members

Summary

The Alberni Clayoquot Health Network is a mechanism for citizens working and living in the Alberni Clayoquot Regional District to come together and speak with a collective voice on health issues and share ideas and resources to build healthier communities. The Network aims to improve health and well-being and focus on the social determinants of health. Learn more and download the ACHN’s Strategic Plan, at www.achn.ca.

The Table of Partners is a leadership table that provides guidance to the Health Network and acts as a key liaison with Alberni Clayoquot Regional District and Island Health. The Alberni Clayoquot Health Network’s Table of Partners members commit to a two year term. To ensure consistency, half the seats will expire every December. Members wishing to continue are encouraged to reapply and new applications will be sought from community members meeting the criteria outlined in the following package.

If you are actively engaged in community building and social health issues in the region, this may be the right opportunity for you to contribute to the ACHN. Please read the following document carefully, fill out the attached application form, and submit to:

ACHN Coordinator
achn@acrd.bc.ca
By 4:00 pm on December 11th, 2019
**BACKGROUND**

Local Health Area 70 is the third largest health area on Vancouver Island. This geographically diverse area spans 6904 km² with three municipalities, ten Nuu-chah-nulth First Nations and six electoral areas within the Alberni Clayoquot Regional District (ACRD). The ACRD hosts a population of over 30,000 people.

The geography of this region challenges organizations and communities to do things differently. The regional health network model presents a unique opportunity for the region to unite, addressing priorities around social indicators which no one community or organization can do in isolation. The Alberni Clayoquot Health Network (ACHN) leverages the strengths of regional assets to ensure equitable participation throughout the region. We strive to increase participation in conversations by developing meaningful relationships and processes, examining solutions which address regional needs and stimulate innovative solutions.

**HOW TO GET INVOLVED**

The purpose of the ACHN is to network like-minded organizations, agencies, and networks that are already working to improve community health, we “network the networks”, to better support the work you are already doing. Rather than create additional work, meetings or duplicate what you do best we would like to meet you where you are to assist in providing supports to work more effectively as a region. To do this we aim host or support regional *network gatherings* each year which can be learning events, planning events and/or networking events – based on your feedback. We convene new and support existing *action tables* related to strategic priorities of the ACHN on issues which no one community, organization or group can take on independently. Lastly we have a *Table of Partners* to help us expedite decisions and leverage resources.
TABLE OF PARTNERS – CALL FOR MEMBERS

The Table of Partners is a small group of decision makers and regional representatives tasked with directing the work of the Alberni Clayoquot Health Network. This Table meets once monthly and contributes expertise, time, energy, and other resources in order to help guide and direct the overall work of the health network. We strive to ensure membership is reflective of the region, its unique communities and priorities. Members are expected to share expertise, tools and best practices to bring information from the ACHN to their own organization/key community contacts, and vice versa.

We are currently recruiting for the Table of Partners. Recognizing the time commitment for this work as well as the emphasis on regional priorities we are seeking applications from individuals and strive to meet the following criteria in our selection:

- **Commitment to meetings.** Ability to attend of the Table of Partners meetings to the best of their ability 10 months out of the year. Meetings are on the third Wednesday of the month from 9:30 to 12:00 in the ACRD Board Room – eight will be held in Port Alberni, two meetings will be on the West Coast.
- **Term.** Can commit to a two year term.
- **Endorsement to participate.** From their organization, agency or government to participate.
- **Fit with mandate.** Ideally holds a position with a mandate to serve multiple communities and/or areas of focus with in the region.
- **Voice.** Can provide regional context and knowledge.
- **Influence.** Can help influence, leverage or allocate resources.
- **Knowledge.** Is informed and involved with regional community development initiatives and social indicators of health.

**INTERESTED?**

Let us know a little bit about you by filling out the following questions. Please do not hesitate to get in touch with the ACHN Coordinator, Marcie DeWitt at achn@acrd.bc.ca, 250.726.5019, if you have questions or require more information!

Don’t forget there are a variety of ways to participate, let us know if you have interest in hearing about upcoming opportunities and action tables. We will add you to our mailing list to ensure you get up to date information!

*We look forward to our ongoing working relationship, building healthy communities and taking action on shared priorities*
APPLICATION

Name:______________________________________________________________________________

Title and Organization:________________________________________________________________

Do you have, or can you get, endorsement from your organization to participate?

☐ Yes ☐ No ☐ Will Confirm

The Table of Partners places emphasis on the ability of members to commit to monthly meetings. Can you attend monthly meetings?

☐ Yes ☐ No ☐ Will Confirm

Can you commit to the Table of Partners for 2 years?

☐ Yes ☐ No ☐ Will Confirm

Please note that at this time the ACHN does not provide a stipend or travel expenses. Would this be an impediment for your participation?

☐ Yes ☐ No ☐ Will Confirm

Phone:____________________________________ Email:____________________________________

How can you help influence, leverage or allocate resources with the AHCN? Please describe: ________________________________________________________________

__________________________________________________________________________

Communities you work with:________________________________________________________________

__________________________________________________________________________

What is your role with in your organization or community and how do you see as a benefit to the ACHN?

__________________________________________________________________________

__________________________________________________________________________

Tell us a little about your interest and experience in community health and development: ________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

 Deadline for applications is December 11th please ensure we receive your information by 4:00 pm to achn@acrd.bc.ca Thank you for your interest!
REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CPA, CGA, Chief Financial Officer

Meeting Date: November 13, 2019

Subject: Resolution – Signing Authority for Banking Purposes

Recommendation:

That the Board of Directors authorize the following signatories for banking purposes for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District:

a. The following Directors have signing authority:
   i. __________________, Chairperson
   ii. __________________, Vice-Chairperson
   iii. __________________, Director

b. The following Staff members have signing authority:
   i. Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
   ii. Teri Fong, CPA, CGA, Chief Financial Officer
   iii. Wendy Thomson, General Manager of Administrative Services

c. One of the above Directors are authorized to sign all Regional District banking documents with one of the above Staff members

Desired Outcome:

To update the signing authorities of the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District to reflect the new titles of the staff members and to reflect any changes to the current Chairperson and Vice-Chairperson as elected earlier this meeting.

Options Considered:

If either the Chairperson or the Vice-Chairperson reside within the Alberni Valley then a third local Director would not be necessary, however it would be helpful for urgent signing requests.

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

Approved by: ____________________________
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
REQUEST FOR DECISION

To: ACRD Board of Directors

From: Salmon Beach Committee/
         Rob Williams, General Manager of Environmental Services

Meeting Date: November 13, 2019

Subject: Salmon Beach Road Maintenance and Repairs

Recommendation:

THAT the ACRD Board of Directors direct staff to budget $5,000 in the 2020 Financial Plan (Salmon Beach transportation services budget) for the creation and implementation of a road maintenance and repair plan.

Desired Outcome:
That a road maintenance and repairs plan be created and implemented for Salmon Beach.

Background:
At the October 28, 2019 Salmon Beach Committee meeting, the attached RFD was presented to the Committee regarding the creation of a road maintenance plan for the repair and maintenance of the Salmon Beach interior roads. Staff were seeking the Committee’s recommendation to budget $5,000 to hire a consultant to draft such a plan. After further review and discussion, the Committee supported the direction.

Time Requirements – Staff & Elected Officials:
Several hours of staff time will be required to work with a consultant on the creation of road maintenance and repair plan.

Submitted by: Rob Williams, MSc, General Manager of Environmental Services

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

To: Salmon Beach Committee

From: Rob Williams, General Manager of Environmental Services

Meeting Date: October 28, 2019

Subject: Salmon Beach Road Maintenance and Repairs

Recommendation:

THAT the Salmon Beach Advisory Committee recommend to the ACRD Board of Directors that staff be directed to budget $5,000 in the 2020 Financial Plan (Salmon Beach transportation services budget) for the creation and implementation of a road maintenance and repair plan.

Desired Outcome:

That a road maintenance and repairs plan be created and implemented for Salmon Beach.

Background:

The interior roadways and right-of-way within the Salmon Beach Recreational Development are owned by the Provincial Ministry of Transportation and Infrastructure. As per the attached letter dated May 31, 2004 by the Ministry of Transportation and Infrastructure, the ACRD has been given approval for road maintenance and drainage and assumes full responsibility for any accident or damage to persons or property associated with these works.

The ACRD currently has an active contract in place with Deer Bay Contracting for road grading and ditching services for interior roads within Salmon Beach. This is annual seasonal work with additional pieces added as necessary. Additional work includes more extensive drainage work and culvert installations. Historically, all drainage work and culvert installations have been completed via review and approval from the Salmon Beach Property Owners Group. At times, ACRD staff have also been involved with these processes. There is a need to establish a road maintenance plan by a professional road engineer that would help create an official work plan that would adhere to Ministry of Transportation and Infrastructure standards. Historically, repairs, maintenance and culvert installations have not followed any particular standard which has created inconsistencies and potential liability.

In order to reduce liability, comply with Provincial regulations and standards and support asset management principles, staff are recommending that the Salmon Beach Committee recommend to the ACRD Board of Directors that staff include an item in the draft 2020 Financial Plan (Salmon Beach Transportation Services) for the creation of a engineered road maintenance plan and that there are corresponding annual budgeted funds to implement the plan.

Time Requirements – Staff & Elected Officials:

This will require a sufficient amount of staff time and therefore will need to be identified in the ACRD Board of Directors 2020 Strategic Priorities List.

Financial:

It is estimated that the plan will cost $5,000, however this can not be confirmed until a request for quotes has been
received. It is unknown what the recommended maintenance and repairs costs will be. These costs would be covered under the Salmon Beach Transportation Services budget.

**Policy or Legislation:**

None at this time.

**Options Considered:**

Not proceed with this recommendation and continue with the status quo. This is not advisable as the current practice is understood to be non-conforming with Provincial regulations and standards which creates liability for the ACRD and the property owners of Salmon Beach. If this status quo is the preferred option, then the following resolution may be considered:

*That the Salmon Beach Committee recommend that the Board of Directors continue to maintain the Salmon Beach internal roads on an as needed basis without consideration of whether Provincial regulations or standards are met and recognizing the risk and liability this presents to the ACRD and the property owners of Salmon Beach.*

Submitted by:  
Rob Williams, MSc, General Manager of Environmental Services

Approved by:  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
May 31, 2004

Robert A. Harper, Administrator
Alberni-Clayoquot Regional District
3008 Fifth Ave.,
Port Alberni, BC V9Y 2E3

Dear Mr. Harper,

RE: Providing Transportation Services for the Salmon Beach Area (Bylaw No. E1039)

Please accept this letter as permission to maintain roads and drainage within the Salmon Beach subdivision, subject to the following:

1) Works to be in substantial compliance with your letter to the Ministry (May 7, 2004) and approved Bylaw No. E1039.

2) The level of maintenance will be at the discretion of the Alberni-Clayoquot Regional District (ACRD). All public inquiries will be forwarded to the ACRD for resolution.

3) The ACRD, shall at all times accept full responsibility for any accident that may occur or damage that may be done to any person or property whatsoever caused directly or indirectly by these works, and shall save harmless and keep indemnified the Crown from all claims and demands whatsoever in respect of the works.

4) Due to unresolved issues, the Ministry has not approved road and drainage construction within this subdivision. Should the ACRD stop providing this service in the future, the Ministry will not accept any responsibility for this maintenance.

Should you have any further questions, please feel free to contact me.

Yours truly,

Bob Wylie
Sr. District Development Technician

cc: Dave Dick, MoT Area Manager
REQUEST FOR DECISION

To: ACRD Board of Directors

From: Alberni Valley & Bamfield Services Committee/
    Rob Williams, General Manager of Environmental Services

Meeting Date: November 13, 2019

Subject: Alberni Valley Custom Transit Fare Review

Recommendation:

THAT the ACRD Board of Directors adopt the BC Transit cash fare recommendation of $2.00 per ride; effective April 1, 2020.

Desired Outcome:
That the ACRD Board adopt a fare structure that is easy for users, does not create conflicts for drivers, contributes to the overall cost recovery, and is in alignment with the City of Port Alberni’s conventional transit service.

Background:
At the November 6, 2019 Alberni Valley & Bamfield Services Committee (AV & Bamfield) meeting, the attached RFD was presented to the Committee regarding a proposed change to the Alberni Valley custom transit fare structure. Specifically, staff were seeking the Committee’s recommendation to change the current cash fare amount from a distance travelled amount to a standard $2.00 per ride for all users. After review, the AV & Bamfield Committee supported the recommendation as stated above.

Time Requirements – Staff & Elected Officials:
A small amount of time will be required by ACRD staff to work with BCT Transit and the local operating company in order to implement this change.

Submitted by: ________________________________
Rob Williams, MSc, General Manager of Environmental Services

Approved by: ________________________________
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
REQUEST FOR DECISION

To: Alberni Valley & Bamfield Services Committee

From: Rob Williams, General Manager of Environmental Services

Meeting Date: November 6, 2019

Subject: Alberni Valley Custom Transit Fare Review

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors adopt the BC Transit cash fare recommendation of $2.00 per ride; effective April 1, 2020.

Desired Outcome:

That the ACRD Board adopt a fare structure that is easy for users, does not create conflicts for drivers, contributes to the overall cost recovery, and is in alignment with the City of Port Alberni’s conventional transit service.

Background:

The current ACRD custom (handyDART) transit fares have been in place for many years. BC Transit assists with the creation of fare structures and has notified ACRD staff that the system is overdue for a fare review. Fares are typically reviewed and adjusted when there are service improvements or expansions in order to help with cost recovery objectives. This is an opportune time for review considering the ACRD’s 1,300 transit expansion that was implemented in September 2019. The attached BC Transit report provides a comprehensive analysis of the current and proposed fare structure for the ACRD.

In summary, a primary challenge with the current ACRD custom transit fare system is that it is based on the following distant based fare structure:

<table>
<thead>
<tr>
<th>Fare Product</th>
<th>Riders</th>
<th>Current Fares</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>City Boundary + 6km</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td>6-13km from City Boundary</td>
<td>$2.75</td>
</tr>
<tr>
<td></td>
<td>13-20km from City Boundary</td>
<td>$3.25</td>
</tr>
<tr>
<td></td>
<td>20km+ from City Boundary</td>
<td>$4.50</td>
</tr>
</tbody>
</table>

While this structure has theoretically been in place for some time, the distance-based pricing has rarely, if at all been enforced considering the challenge it places on transit operators to understand and apply. Enforcing this structure also exposes the transit operators to conflicts with transit riders. Collection of a $2.00 cash fare has been the norm for transit operators.

BC Transit highlights the following four key fare objectives in order to create a positive fare structure:
1. A fare structure that is attractive to customers and encourages ridership,
2. A fare structure that is marketable and is easy to produce and sell,
3. A fare structure that has low costs of operation and debt service, and
4. A fare structure that is secure and hard to defraud.

ACRD staff are recommending that the ACRD Board adopt BC Transit’s recommendation to change the custom transit fare structure to a $2.00 cash fare, effective April 1, 2020. This will help meet noted fare objectives and align with the City of Port Alberni’s adult cash fare for the local conventional system. Note, discounted fare products (monthly passes) are not typically offered for custom transit systems as this is considered a premium door-to-door service often more expensive to operate than conventional transit.

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

A small amount of time will be required by ACRD staff to work with BCT Transit and the local operating company in order to implement this change.

**Financial:**

There is no estimated financial change to the ACRD custom transit budget from this change considering, on average, it is estimated that a $2.00 cash fare was been collected under the current structure.

**Policy or Legislation:**

None at this time.

**Options Considered:**

The only alternative option is to not proceed with this fare change and maintain the status quo. This is not recommended considering the negative aspects noted above with this current structure, most notably the challenge of administering and enforcing distant-based fares.

Submitted by:  
Rob Williams, MSc, General Manager of Environmental Services

Approved by:  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
Fare Review Report
Alberni-Clayoquot Regional District

October 2019
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1.1 Overview

BC Transit has prepared this fare review report for the Alberni-Clayoquot Regional District’s (ACRD) custom service as a part of its efforts to help to align custom transit fares with the City of Port Alberni’s conventional fares. Fare changes in both the ACRD and City of Port Alberni transit systems are recommended to be implemented on April 1, 2020.

This report was developed in collaboration with ACRD staff. As such, it takes into account the following local considerations (for discussion):

- Fare Alignment between the City of Port Alberni Conventional, and ACRD Custom Service
- System Constraints

Through accounting for both ACRD and BC Transit priorities, this report presents recommendations that provide a clear and sustainable direction for the fare structure of the ACRD’s custom transit system. As a custom system, ACRD’s fare pricing equity compared with the City of Port Alberni is the primary focus of this report; details on conventional pricing are provided for reference and remain the control of the City of Port Alberni.

A glossary of transit terms appears in Appendix A.

2.1 BC Transit Fare Strategy

BC Transit’s Fare Strategy for conventional systems has guided decision making in its transit systems towards improving the net yield of fare revenues (revenue collected less the costs of revenue collection). The fare strategy was developed through collaboration with local partners and accounts for both local considerations and BC Transit corporate priorities. To improve the net yield of fare revenues, fare structure decisions are made considering the following four key objectives:

1. The fare structure is attractive to customers and encourages ridership
2. The fare structure is marketable and is easy to produce and sell
3. The fare structure has low costs of operation and debt service
4. The fare structure is secure and hard to defraud

With these objectives in mind, any changes to the fare structure should be made with the intent of simplification. This is to make it easier for customers to comprehend and purchase the correct fare, easier and less costly to administer and more difficult to defraud. To help accomplish these objectives, BC Transit developed the fare structure guidelines found in Table 1 below. For reference, the adult cash fare is the base from which other fares are calculated.
BC Transit has been working to align the cash fare pricing of conventional and custom service. In the case of the City of Port Alberni and ACRD the decision on fare pricing rests with two different local government bodies.

### 3.1 Current Fare Structure and Performance

The current ACRD’s custom service fare structure provides distance pricing unlike conventional service in the City of Port Alberni. With little details on where zones start and end the current pricing mix presents a point of conflict for riders who disagree with or misinterpret the fare table. Not just confusing for customers who are unsure of how far their trip is, enforcement of such broad language makes it difficult to determine how the structure is intended to be sold to customers.

<table>
<thead>
<tr>
<th>Fare Product</th>
<th>Fare Type</th>
<th>BC Transit Fare Guideline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>Adult</td>
<td>Base Fare</td>
</tr>
<tr>
<td></td>
<td>Discount</td>
<td>Base Fare</td>
</tr>
<tr>
<td>Tickets</td>
<td>Adult</td>
<td>9 times Base Fare</td>
</tr>
<tr>
<td></td>
<td>Discount</td>
<td>9 times Base Fare</td>
</tr>
<tr>
<td>DayPASS</td>
<td>Adult</td>
<td>2 times Base Fare</td>
</tr>
<tr>
<td></td>
<td>Discount</td>
<td>2 times Base Fare</td>
</tr>
<tr>
<td>Monthly Pass</td>
<td>Adult</td>
<td>20 to 30 times Base Fare</td>
</tr>
<tr>
<td></td>
<td>Discount</td>
<td>Adult Monthly Pass less 15%</td>
</tr>
<tr>
<td>Semester Pass</td>
<td>Student</td>
<td>4 times discount monthly pass less 20%</td>
</tr>
<tr>
<td>Transfers</td>
<td>All</td>
<td>No Transfers</td>
</tr>
<tr>
<td>Zones</td>
<td>All</td>
<td>No Zones</td>
</tr>
</tbody>
</table>
Table 2: Current Fares, Alberni-Clayoquot Regional District Transit System

<table>
<thead>
<tr>
<th>Fare Product</th>
<th>Riders</th>
<th>Current Fares</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>City Boundary + 6km</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td>6-13km from City Boundary</td>
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<td>13-20km from City Boundary</td>
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</tr>
<tr>
<td></td>
<td>20km+ from City Boundary</td>
<td>$4.50</td>
</tr>
</tbody>
</table>

When referring to the BC Transit Fare Guidelines, the ACRD Transit System fare structure could be better aligned with the removal of distance based cash fares. Accordingly, recommendations on potential new fare structures will focus on the simplification of the fare structure with the intent of providing equitable pricing to custom service users.

The table below highlights key performance statistics for the ACRD Transit System for the fiscal year 2018/19.

Table 3: Key Performance Measures

<table>
<thead>
<tr>
<th>Measure</th>
<th>Performance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ridership Growth (4-year annual compound rate)</td>
<td>-4%</td>
</tr>
<tr>
<td>Revenue Growth (4-year annual compound rate)</td>
<td>-5%</td>
</tr>
<tr>
<td>Ridership*</td>
<td>15,605</td>
</tr>
<tr>
<td>Revenue</td>
<td>$29,486</td>
</tr>
<tr>
<td>Revenue From Fare Sources**</td>
<td>$29,486</td>
</tr>
<tr>
<td>Fare Revenue from Pre-paid Sources</td>
<td>0%</td>
</tr>
<tr>
<td>Average Fare</td>
<td>$1.89</td>
</tr>
<tr>
<td>Cost Recovery</td>
<td>5%</td>
</tr>
</tbody>
</table>

*Ridership* includes attendant ridership
**Excludes advertising, BC Bus Pass and miscellaneous revenue. Represents revenue that can be affected by fare change.

Ridership – Trend analysis of annual ridership in the ACRD Transit System outlines an overall decrease over the past four years.

Revenue – Similar to ridership, revenue in the ACRD Transit System has shown a decrease over the past four years.

4.1 Proposed Custom Fare Options

Providing equity to transit riders is a key objective for BC Transit. As such, the following changes to custom service for the Alberni-Clayoquot region are suggested:
Table 4 Proposed Custom Fare Options

<table>
<thead>
<tr>
<th>Fare Product</th>
<th>Riders</th>
<th>Current Fares</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>City Boundary + 6km</td>
<td>$2.00</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td>6-13km from City Boundary</td>
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</tr>
<tr>
<td></td>
<td>20km+ from City Boundary</td>
<td>$4.50</td>
<td></td>
</tr>
</tbody>
</table>

The proposed fare structure is a clear and easy to understand price for both riders and operators alike. This also reduces the potential for conflict regarding the ambiguous nature of the current zones. The proposed option also aligns to the options being presented in the City of Port Alberni for their conventional service and seeks to align the cash fare between custom and conventional services. The expected quantitative revenue and ridership impacts of the proposed fare structures can be found in Table 5:

Table 5 Custom Quantitative Analysis

<table>
<thead>
<tr>
<th>Quantitative Analysis</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projected Impact on Revenue</td>
<td>-$2,187 (-13%)</td>
</tr>
<tr>
<td>Projected Impact on Ridership</td>
<td>+444 (3%)</td>
</tr>
</tbody>
</table>

As is detailed in Table 5, the proposal results in a minimal dollar decrease to revenues and a slight increase to ridership. Most importantly, by working with the City of Port Alberni this aligns the equity of custom transit users to that of conventional.

5.1 Fare-Related Considerations

Along with BC Transit's priorities, the following considerations specific to the ACRD Transit System warrant acknowledgement as a part of the fare review process.
Fare Alignment between the City of Port Alberni Conventional, and ACRD Custom Service

Typically, the same local government manages conventional and custom transit service for a given area. For services in the Alberni-Clayoquot region conventional fares are set and reviewed by the City of Port Alberni whereas the Alberni-Clayoquot Regional District oversees fares for the regional custom (HandyDART) service. With the goal of service equity, BC Transit recommends the alignment of cash fares across services so that riders using conventional or custom service pay the same fee. The option presented in this report aligns the cash fares in both service types.

System Constraints

The way impacts to ridership in relation to fare changes are calculated are based in theory. Meaning that it is assumed that a system is able to accommodate the potential growth. The numbers presented in this report are based off financial and ridership models using transit elasticity theory. In reality systems such as the Alberni-Clayoquot’s custom service have limiting factors (such as service hours) associated with providing additional service and may not be readily able to accommodate the expected increase in ridership listed above. Compounding the difficulty in calculating impacts is that the current enforcement of distance-based fares is unknown and the impact of distance pricing not being enforced would result in the model overstating the potential impacts to revenue and benefits to ridership.

6.1 Implementation

As with any significant change associated with transit service, BC Transit will provide a full-scale marketing and communications plan to inform the public on how their transit experience will change. This would include a mix of digital, print and radio advertising, media advisories, social media promotion and on-bus information as best suited for transit audiences in Alberni-Clayoquot. In addition to this, BC Transit staff will work with the local operating company to ensure that all operations staff are aware of the changes to policies and practices involved with the introduction of the DayPASS-on-board program.

7.1 Recommendations

It is recommended that the Alberni-Clayoquot Regional District:

1. Receive this report as information
2. Approve the proposed custom fare structure to align with the City of Port Alberni’s conventional system for implementation on April 1, 2020
3. Direct staff to work with BC Transit to implement the fare change

Please note that fare changes should be scheduled for the 1st of a given month. BC Transit requires at least sixteen weeks notice after Council’s approval to implement any fare changes.
Appendix A: Glossary of Transit Terms

**Adult fare**: A regular fare must be paid by all passengers who do not qualify for a discount or cannot prove eligibility.

**Average fare**: Total revenue from fare sources divided by ridership (including BC Bus Pass)

**Cash fare**: A cash fare allows one person to use transit. No change is given on the bus so exact fare must be used.

**Child**: A person who is four years of age or under. Children may ride the bus for free.

**College student**: Adult students in full-time attendance at a recognized post-secondary institution who are eligible to receive a discount monthly or semester pass.

**Conventional transit**: Serves the general population in urban settings using mid-sized or large buses. The buses are accessible and low-floor and run on fixed routes and fixed schedules.

**Cost recovery**: Reflects annual total revenue divided by total costs. This ratio indicates the proportion of costs recovered from total revenue. A strong cost recovery is desirable, as it reduces the subsidy from the taxpayer. However, this is a municipal policy decision.

**DayPASS**: A DayPASS offers a discount for unlimited travel throughout the day. The DayPASS-on-board program provides customers with a convenient way to purchase their DayPASS on the bus.

**Discount fare**: Discount on cash fares and pre-paid products are applicable to seniors (aged 65+), students in full-time attendance to Grade 12 and full-time college students.

**Family Travel Program**: An adult customer can bring up to four children (12 years and under) on board for free. Children must board and alight at the same stop as the pass-carrying customer. The program is available to parents and guardians who are 19 years and over with a valid monthly pass, ProPASS, or BC Bus Pass. This program does not apply to cash fares and tickets.

**Fare Structure**: The fares and products available to purchase and use transit and the policies associated with their use.

**Monthly pass**: For users taking transit regularly throughout the month, a monthly pass offers a discount for unlimited travel.

**Net yield**: The total yield of fare revenues once the costs of revenue collection have been deducted. Improving the net yield of fare revenues is the goal of BC Transit’s fare strategy.

**Pre-paid fare**: Fare products that provide a discount for pre-purchase. This includes ticket, DayPASS and monthly pass fares.

**Semester pass**: A four-month discounted pass for students. Semesters run from January to April, May to August and September to December.

**Student**: A person in full-time attendance in school to Grade 12.

**Ticket**: Each ticket allows one person to use transit. When purchasing a package of ten tickets, a user will receive a discount. Using tickets has the advantage of not requiring exact change to be used on the bus.
**Total revenue**: Includes passenger and advertising revenue and excludes property tax.

**Transfer**: When a user pays for their fare using cash or tickets and requires more than one bus to complete their trip, they may request a transfer from the operator. Transfers are free, valid for the next connecting bus and cannot be used for a return trip.
REQUEST FOR DECISION

To: ACRD Board of Directors

From: Brenda Sauve, Environmental Services Coordinator

Meeting Date: November 13, 2019

Subject: Recycling & Garbage Collection – Tla-o-qui-aht & Yuułuʔiłʔatḥ First Nations

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors direct staff to send letters to the Tla-o-qui-aht First Nation & Yuułuʔiłʔatḥ Government inviting them to join the Alberni-Clayoquot Regional District’s West Coast Garbage & Recycling Curbside collection program.

Desired Outcome:

To expand the West Coast curbside garbage and recycling collection services to include the Tla-o-qui-aht First Nation residents in Ty-Histanis and Esowitsa and the Hitacu residents of the Yuułuʔiłʔatḥ Government.

Summary:

The Tla-o-qui-aht First nation and Yuułuʔiłʔatḥ Government currently do not have curbside garbage or recycling collection but have expressed interest in receiving these services. Staff from the Alberni-Clayoquot Regional District (ACRD), Tla-o-qui-aht and Yuułuʔiłʔatḥ have been working together in consultation with Recycle BC for the past 6 months to see how the current system can be expanded to include these communities.

Recycle BC has agreed to extend the recycling program to include these communities through the existing ACRD contract which provides funding for the recycling portion of curbside collection. Therefore, there would be no cost to the communities to receive recycling collection. The curbside garbage collection costs are based on the contract which is currently provided by Son Bird Refuse and Recycling and costs $115.00 per household on the West Coast. The ACRD is able to offer both garbage and recycling services, however it is at their discretion to receive these services. The West Coast curbside collection contract has been issued for RFP and will be closing on December 6th, 2019. Staff will have updated pricing for curbside collection based on the results of this competition. This will set the new rate for all residents on the West Coast and would apply for each household should the Tla-o-qui-aht and Yuułuʔiłʔatḥ Nations decide to join.

ACRD staff are recommending the ACRD Board give staff direction to reach out to the Tla-o-qui-aht First Nation and Yuułuʔiłʔatḥ Government and formally confirm their interest in joining the West Coast curbside program. Pending receipt of their interest to join, staff from the organizations will further collaborate to provide education and resources to residents prior to implementation of these programs. Working together with key members from the communities to educate them and have them provide education to the members of their community will be essential in achieving success.
**Time Requirements – Staff & Elected Officials:**

There will be substantial staff time required to get these programs implemented.

Submitted by: ________________________________

Brenda Sauve, Environmental Services Coordinator

Reviewed by: ________________________________

Rob Williams, MSc General Manager Environmental Services

Approved by: ________________________________

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
REQUEST FOR DECISION

TO: ACRD Board of Directors

FROM: Sarah Holden, Junior Planner

MEETING DATE: November 13, 2019

RE: Bylaw Notice Dispute Adjudication System

Recommendations:

THAT the Board of Directors direct staff to work with the Ministry of Attorney General to request the Lieutenant Governor in Council of the Province of British Columbia enact a Regulation under Section 29 of the Local Government Bylaw Notice Enforcement Act, applying the Act to the Alberni-Clayoquot Regional District.

THAT the Board of Directors direct staff to engage with the City of Nanaimo to prepare an agreement for cost sharing and joint administration of a Bylaw Notice Dispute Adjudication System.

THAT the Board of Directors direct staff to prepare bylaws and policies for the implementation of the Bylaw Notice Dispute Adjudication System provided for in the Local Government Bylaw Notice Enforcement Act, for the Board’s approval.

Desired Outcome:

That the Alberni-Clayoquot Regional District (ACRD) work with the Court Services Branch to enact a Regulation under Section 29 of the Local Government Act (LGA) to apply the Local Government Bylaw Notice Enforcement Act (the Act) to the ACRD. That the ACRD prepares the necessary bylaws, policies, and agreements to implement a Bylaw Notice Dispute Adjudication System.

Summary:

In February, 2019 the ACRD Board endorsed the Bylaw Notice Dispute Adjudication System (DAS) as an alternative to the Municipal Ticket System (MTI) for enforcing bylaw contraventions. The DAS provides a simple, cost-effective administrative system for enforcing minor bylaw contraventions. This system is an alternative to utilizing the Provincial Court for resolving minor local government bylaw contraventions.

The current bylaw enforcement practice employed by the ACRD is complaint driven and there has historically been a low rate of compliance. A necessary step in the implementation of DAS includes a proposed Bylaw Notice Enforcement Bylaw (BNEB), which would replace the current bylaw enforcement procedure.

Following the Board’s direction, staff have engaged in a research and review process of the enabling legislation, current best practices, and a review of other Regional District’s BNEB towards developing a
strategy to adopt an ACRD BNEB. Research included consultation with the City of Port Alberni Bylaw Enforcement staff. The strategy is outlined below for the Board’s review.

**Background:**
In 2003, the Province adopted the *Local Government Bylaw Notice Enforcement Act* (the Act), creating a non-judicial system for local governments to deal with minor bylaw contraventions. The goal is to create simple, fair, and cost-effective systems for dealing with minor bylaw infractions through:
- Establishing a dedicated forum for resolving local bylaw enforcement disputes;
- Using a dispute resolution-based approach to obtaining independently adjudicated decisions; and
- Avoiding the unnecessary attendance of witnesses and the involvement of legal counsel, reducing time and costs.

The Act, and the authority it provides to establish an adjudication system, applies to both municipalities and regional districts by regulation. Local governments may make a request to the Ministry of the Attorney General to be added, by regulation, to the list of bodies which the Act applies. There are currently more than 80 jurisdictions in BC using the system.

The system improves local government bylaw contravention enforcement by providing a venue for simple bylaw contraventions. The system would not replace the ability of the ACRD to pursue more serious matters through injunctive relief or higher fines from the courts where deemed appropriate from the Board.

The following flow chart summarizes the DAS system. A more comprehensive chart is attached as Appendix A.

Once the bylaw notice has been received or is presumed to be received, it becomes legally effective and...
the recipient has a fixed time period to take action. The person may choose to pay the fine amount or notify the local government of the intent to dispute the allegation. A person who chooses to dispute the allegation must first discuss the allegation and basis for the dispute with a Screening Officer before proceeding to a hearing before the adjudicator. Any further dispute or appeal following adjudication in Nanaimo is handled by the Provincial Court.

**Strategy and Bylaw Development**

At the February 13, 2019 meeting the Board passed the following resolution:

*The Board of Directors endorse the Electoral Area Directors Committee recommendation to instruct staff to develop a strategy for the adoption of a Bylaw Enforcement Notification ticketing system.*

A strategy has been prepared for the Board’s review. The next steps include the preparation of necessary policies, bylaws, and agreements, including:

1. **Negotiate an agreement between the participating local governments for an adjudication process**

   Section 2(4) of the Act authorizes local governments to enter into an agreement for cost sharing and joint administration of the DAS. There is an opportunity for the ACRD to enter into such an agreement with the City of Nanaimo. The City of Port Alberni and the Regional District of Nanaimo have entered into an agreement for cost sharing and joint administration with the City of Nanaimo. The City of Nanaimo administers the adjudication process for an annual fee. The expected cost of the joint administration system would be $300 annually.

   As part of the recommendation to engage with the City of Nanaimo, staff would research and prepare the necessary materials to enter into a cost sharing and joint administration agreement for a DAS in the ACRD.

2. **Prepare bylaw to adopt a Bylaw Notice Dispute Adjudication System**

   ACRD staff have begun to prepare a draft Bylaw Notice Enforcement Bylaw (BNEB). Determining key system features, such as time to pay or dispute, matters to be enforced by Bylaw Notice, use of Screening Officers, and fine and fee amounts informed the development of this draft.

   Completion of this process includes a comprehensive review of bylaws to include in the fee schedule, as well as amendments to the identified bylaws to increase enforceability and consistency.

   Staff has identified the following changes in a preliminary review:

   a) **Official Community Plan and Zoning Bylaw Amendments**

   The BNEB provides an opportunity to enforce the Official Community Plan (OCP) Development Permit Areas (DPAs). The LGA gives local governments the authority to designate DPAs to identify locations that need special treatment for certain purposes including the protection of development from hazards, establishing objectives for form and character, or protecting the natural environment. While the OCP can designate DPAs, there is no process available for contravention of an OCP other than through the Provincial Court. However, contravening a zoning bylaw can result in a fine and be adjudicated through a DAS.
b) **Regulatory, Planning, and Building Bylaw Amendments**

The ACRD would benefit from increased enforceability of its regulatory, planning, and building bylaws. Currently, many of the ACRD bylaws include sections outlining fees and compliance periods that require amendments to achieve consistency between the bylaws and the BNEB.

The following table presents the bylaws that staff recommends including in the BNEB. The bylaws enforced by the BNEB can be reviewed and may be amended to include additional bylaws as necessary.

As part of the recommendation to prepare bylaws and policies for the implementation of the DAS, staff would review the existing language in the zoning bylaw to support the enforcement of the land use sections and research options for improving the effectiveness of DPAs in the ACRD OCPs. While amendments to the following regulatory bylaws are not required to occur prior to the adoption of a BNEB, updating the bylaws would increase consistency.

<table>
<thead>
<tr>
<th>Current ACRD Bylaw</th>
<th>Proposed Amendment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nuisance and Unsightly Premises By-law No. 16, 1971</td>
<td>Fees and Compliance Periods.</td>
</tr>
<tr>
<td>Bylaw R1001-1, 2012 – Cherry Creek Noise Control Bylaw</td>
<td>Fees.</td>
</tr>
<tr>
<td>Bylaw R1002-1, 2012 – Beaver Creek Noise Control Bylaw</td>
<td>Fees.</td>
</tr>
<tr>
<td>Bylaw No. R1022, 2008 - Alberni-Clayoquot Regional District Sign Bylaw</td>
<td>No amendment required.</td>
</tr>
<tr>
<td>Bylaw R1017, 2006 – Dangerous Dog Regulation Bylaw “D” (Sproat Lake)</td>
<td>Fees.</td>
</tr>
<tr>
<td>Bylaw R1025, 2013 - Bamfield Residential Backyard Burning Bylaw</td>
<td>No amendment required.</td>
</tr>
<tr>
<td>Bylaw No. R1026, 2014 – Cherry Creek Dangerous Dog Regulation</td>
<td>Fees.</td>
</tr>
<tr>
<td>Bylaw No. 15, 1971 – Alberni-Clayoquot Regional District Zoning Bylaw</td>
<td>Language changes to support enforcement of land use sections.</td>
</tr>
</tbody>
</table>

3. **Screening Officer policy**

The Screening Officer (SO), usually a staff member or multiple staff members, must review each dispute allegation before it can be referred to the adjudicator. A SO policy is required to provide guidelines to ensure consistency and assist with the screening process. A SO reviews disputes from the perspective of whether or not the bylaw contravention occurred as stated on the notice written by the Bylaw Enforcement Officer. If the SO finds that the contravention did not occur, the notice is canceled. If the notice is upheld, the disputant may pay the associated fee or may choose to move forward to adjudication.

4. **Registry operations policy**

A Bylaw Notice Dispute Adjudication Registry (Registry) operations policy outlines the process for the disputant and for the internal management of bylaw notice information. The intent of the policy is to provide a transparent and impartial process whereby all parties are made aware of the steps involved. This provides clarity for the disputant and increases consistency and fairness between cases.
Section 2(4) of the Act authorizes local governments to enter into an agreement for cost sharing and joint administration of the DAS. There is an opportunity for the ACRD to enter into such an agreement with City of Nanaimo. Currently, the City of Nanaimo administers the DAS for the Regional District of Nanaimo, the City of Port Alberni, and others. If the ACRD entered into an agreement, the City of Nanaimo could schedule the ACRD’s adjudication to be held with the City of Port Alberni at the City of Port Alberni’s office. This would reduce travel time and costs for staff, adjudicators, and disputants associated with the adjudication.

As part of the recommendation to engage with the City of Nanaimo, staff would research and prepare the necessary materials to enter into a cost sharing and joint administration agreement.

5. Communications Plan
A DAS would allow the ACRD to deal with bylaw disputes at the local level, rather than through the Provincial Court. Targeted communications will inform residents of the changes prior to the adoption of the system and issuance of notices. A communications strategy may include: media releases, website information, advertising notices, and a direct mail-out.

As part of the recommendation to prepare bylaws and policies for the implementation of the DAS, staff would prepare a communications strategy to engage with and notify residents of the DAS.

Time Requirements – Staff and Elected Officials:
Staff time is required to prepare bylaws, policies, and agreements, as outlined above. Additionally, managing the ACRD’s Registry will require additional front desk administration staff time.

Bylaw Enforcement Officer time will be required during the ticket identification and issuing process. A Screening Officer, usually another staff member, may also be appointed to address dispute issues prior to adjudication when necessary. Reviewing bylaws, public consultation, and other administrative requirements will also require staff time.

Bylaw Notices do not require personal service. Notices may be issued by mail and are presumed to be received, unless a person claims to not have received it, in which case allowances can be made. This step saves time and can reduce delays in the enforcement of bylaw contraventions. By contrast, the current system involves responding to bylaw contraventions through letter notification. In the event that the disputant does not comply, staff recommends that the Board to proceed with legal action, and the process is furthered by a combination of attorney and staff time to prepare for Provincial Court.

Local governments are responsible for the costs of setting up and administering the DAS within their jurisdictions, under the Act. The Act allows for participating local governments to negotiate an agreement to jointly administer a DAS. The ACRD may enter into an agreement with the City of Nanaimo to administer the DAS. More significant staff time will be required if the ACRD elects to develop and administer an independent system.

Policy or Legislation:
Bylaw Notice Enforcement system is regulated under the Local Government Bylaw Notice Enforcement Act and the Bylaw Notice Enforcement Regulation. Before a bylaw notice enforcement system under the Act can be established, the ACRD must apply to the Province to be included in Schedule 1 of the Act.
Financial Requirements:
The costs associated with the DAS can be categorized as: the internal costs of administering notices and the ACRD’s Registry; and the shared costs of the DAS, on the condition the ACRD enters into a joint administration and cost sharing agreement with the City of Nanaimo.

Internal Costs
The ACRD would incur costs associated with additional staff time for: the Bylaw Enforcement Officer, Screening Officer, and office administration spent managing the Registry. Additional staff time will be required as a result of the increased level of enforcement. The Board budgeted an additional 0.5 FTE for 2019.

The ACRD’s current system is complaint driven. The Bylaw Enforcement Officer receives a complaint and acts on it by mailing notices to the address where the contravention took place. If the bylaw contravention continues, staff may ask the Board to proceed with legal action, at which point a lawyer is hired to proceed with the case. In some cases, the disputed bylaw contravention proceeds to the Provincial Court but only in instances where it serves the public interest to do so. There is no recourse for the recovery of legal costs in Provincial Court and the high cost of dealing with disputes in the Provincial Court is a disincentive for the ACRD.

The primary cost saving of this system would be realized in not requiring legal council to handle court prosecutions, and by eliminating the necessity for staff to effect personal service of tickets.

Shared Costs
The Act provides a mechanism for cost sharing through partnerships, and specifies that local governments may join to administer a DAS. The City of Nanaimo created a DAS, which other local governments, including the City of Port Alberni, have joined to share in administrative costs.

Entering into an agreement with the City of Nanaimo to create a single administrative structure for handling cases referred for adjudication by Screening Officers will reduce the administration costs of the system. The City of Port Alberni has implemented a Bylaw Enforcement Notice system and has expressed openness to sharing an adjudicator on the necessary days. Furthermore, it is possible under the Act to require payment of a $25 cost recovery fee for the dispute process if a ticket is disputed but still determined to be valid by the adjudicator. The purpose of this fee is to recover the costs associated with the adjudication system.

The actual cost of the DAS varies with the volume of bylaw infracton activity, screening and registry operations policies, the cost-recovery fees imposed on confirmed Bylaw Notices, and opportunities to achieve efficiencies through partnerships.

Options Considered:

i. Implement a Bylaw Notice Dispute Adjudication System.

ii. Research other options for bylaw enforcement, such as a Municipal Ticketing System.

iii. Continue with the current bylaw enforcement system.
Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuuluʔiłʔath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation
Electoral Areas “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek)
Flow chart copied from the Local Government Toolkit: Bylaw Dispute Adjudication System. For more information visit https://www.ubcm.ca/assets/library/Policy~Topics/Governance/Bylaw~Dispute~Adjudication/Bylaw%20Adjudication%20Toolkit%202005.pdf
REQUEST FOR DECISION

To: ACRD Board of Directors

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: November 13, 2019

Subject: Association of Vancouver Island & Coastal Communities (AVICC)

- Call for Nominations for the Executive
- Resolution Notice Request for Submissions

Recommendation:

THAT the ACRD Board of Directors bring forward possible resolutions to the December 11, 2019 or January 8, 2020 regular Board of Directors meeting for consideration of submission to the 2020 Association of Vancouver Island and Coastal Communities Convention.

Desired Outcome:

To receive and consider correspondence from AVICC regarding the following: call for nominations to the executive and resolutions notice request for submissions.

Background:

The 2020 AVICC Convention is being held from April 17th to 19th in Nanaimo, BC. AVICC is a collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River, the Central and North Coast. Attached please find correspondence from AVICC regarding the 2020 resolution process and call for nominations to the executive.

Resolution Submissions

The deadline for local governments to submit resolutions for consideration at the AVICC Convention is Thursday, February 6, 2020. The attached correspondence outlines the process for developing and submitting resolutions. AVICC reminds their membership of the importance of strengthening resolutions, focusing on topics of local government responsibility and limiting the number of resolutions in order to debate on important issues affecting the membership. Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.

Staff recommend the ACRD Board of Directors approve resolutions no later that the January 8th Board meeting in order to give staff time to develop the resolutions and required backup documentation to meet the AVICC submission deadline.

Call for Nominations for AVICC Executive

The AVICC membership elects Directors to the Executive during the annual convention. The AVICC Executive Committee ensures the directions set by the general membership are carried forward and provides direction for the Association between conventions.
A candidate must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. The deadline for nominations is also Thursday, February 6, 2020. More details on the nomination process are attached.

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

Some staff time required to draft the resolutions, collect and prepare accompanying reports and backup documentation.

**Financial:**

Minimal cost - covered through general government services.

**Policy or Legislation:**

AVICC policies and regulations apply.

Submitted by:  
Wendy Thomson, General Manager of Administrative Services

Approved by:  
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
AVICC members elect directors to the Executive Committee at the Convention. The Executive Committee ensures that the policies set by the general membership are carried forward, and provides direction for the Association between Conventions. This circular is notice of the AVICC Executive Committee positions open for nomination, and the procedures for nomination.

1. **POSITIONS OPEN TO NOMINATIONS**

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. **NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE**

Candidates must be an elected official of an AVICC local government member and must be nominated by two elected officials of an AVICC local government member. Background information on the key responsibilities and commitments of an AVICC Executive member is provided following the nomination form. The Chair of the 2020 Nominating Committee is Past President Edwin Grieve.

3. **NEXT STEPS**

The Nominating Committee will review the credentials of each candidate for eligibility. A Report on Nominations including a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed prior to the Convention.

**To be included in the Report on Nominations,**

Nominations Must Be Received by February 6, 2020

4. **AT CONVENTION**

Candidates may also be nominated at the Convention from the floor. Candidates and their two nominators must be elected officials of an AVICC local government member.

5. **FURTHER INFORMATION**

All enquiries should be directed to:

Past President Edwin Grieve, Chair, 2020 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8
Phone: (250) 356-5122
email: avicc@ubcm.ca
NOMINATIONS FOR THE 2020-21 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Candidate Name: ____________________________________________________________

Local Government Position (Mayor/Councillor/Director): ____________________________

Local Government Represented: _________________________________________________

AVICC Executive Office Nominated For: __________________________________________

MEMBERS NOMINATING THE CANDIDATE:

Printed Name: ______________________ Printed Name: ______________________

Position: ______________________ Position: ______________________

Muni/RD: ______________________ Muni/RD: ______________________

Signature: ______________________ Signature: ______________________

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated for pursuant to the AVICC Bylaws and Constitution². I also agree to provide the following information to avicc@ubcm.ca by Thursday, February 6, 2020.

- Photo in digital format
- Biographical information of approximately 300 words that may be edited by AVICC

Printed Name: ______________________

Current Position: ______________________

Muni/RD: ______________________

Signature: ______________________

Date: ______________________

¹ Nominations require two elected officials of local governments that are members of the Association.

² All nominees must be an elected official of an AVICC local government member. Nominees for the position of Electoral Area Representative must be an Electoral Area Director.

Return To: Past President Edwin Grieve, Chair, Nominating Committee, c/o AVICC, 525 Government Street, Victoria, BC V8V 0A8 or scan and email to avicc@ubcm.ca
1. **RESPONSIBILITY OF AVICC EXECUTIVE**

   Under the AVICC Bylaws:

   "The Executive shall manage or supervise the management of the Society"


2. **AVICC EXECUTIVE STRUCTURE**

   - President
   - First Vice-President
   - Second Vice-President
   - Director at Large (three positions)
   - Electoral Area Representative
   - Past President

   **COMMITTEES**

   The President may appoint Executive members to AVICC committees and to external committees and working groups as required. The Nominating Committee is a standing committee and is comprised of the Past President and the Secretary-Treasurer. All members of the Executive serve on the Resolutions Committee.

3. **EXECUTIVE MEETINGS**

   The full Executive meets in person five times a year, following this general pattern:

   - During the last day of the annual Convention (less than 15 minutes)
   - Mid June
   - End of October
   - Mid January
   - Thursday before the Annual Convention

   Executive meetings (other than those in conjunction with the Convention) are generally held on a Friday or Saturday from 10:00 am to 3:00 pm and are typically held in Nanaimo. Meetings by teleconference occur 2-3 times per year on an as needed basis (60-90 minutes).

   Travel expenses and a per diem are provided for Executive Meetings. For the meeting held on the Thursday before the Convention, reimbursement is only for the added expenses that would not normally be incurred for attending the annual Convention.
DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: Thursday, February 6, 2020

IMPORTANT SUBMISSION REQUIREMENTS

To submit a resolution to the AVICC for consideration please send:

1. One copy as a word document by email to avicc@ubcm.ca; AND
2. One copy of the resolution by regular mail to:
   AVICC, 525 Government Street, Victoria, BC V8V 0A8

Guidelines for preparing a resolution follow, but the basic requirements are:

- Resolutions are only accepted from AVICC member local governments, and must have been endorsed by the board or council.
- Members are responsible for submitting accurate resolutions. Local government staff must check the accuracy of legislative references, and be able to answer questions from AVICC/UBCM about each resolution. Contact AVICC/UBCM for assistance.
- Each resolution must include a separate backgrounder that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders for multiple resolutions. The backgrounder may include links to other information sources and reports.
- Sponsors should be prepared to introduce their resolutions on the Convention floor.
- Resolutions must be relevant to other local governments within AVICC rather than specific to a single member government.
- The resolution should not contain more than two "whereas" clauses.
- Each whereas clause must only have one sentence.

LATE AND OFF THE FLOOR RESOLUTIONS

a. A resolution submitted after the regular deadline is treated as a "Late Resolution". Late Resolutions need to be received by AVICC by noon on Wednesday, April 15th.

b. Late resolutions are not included in the resolutions package sent out to members before the Convention. They are included in the Report on Late Resolutions that is distributed on-site.

c. The Resolutions Committee only recommends late resolutions for debate if the topic was not known prior to the regular deadline date or if it is emergency in nature. Late resolutions require a special motion at the convention to admit for debate.

d. Late resolutions are considered after all resolutions printed in the Resolutions Book have been debated. The time is set out in the program, and is normally on Sunday morning.

e. Off the Floor resolutions must be submitted in writing to the Chair of the Resolutions Session, and copies must be made available to all delegates no later than Sunday morning.
UBCM RESOLUTION PROCEDURES

UBCM urges members to submit resolutions to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

UBCM and its member local governments have observed that submitting resolutions first to Area Associations results in better quality resolutions overall. If absolutely necessary, however, local governments may submit council or board endorsed resolutions directly to UBCM prior to June 30. Should this be necessary, detailed instructions are available on the UBCM website.

UBCM RESOLUTIONS PROCESS

1. Members submit resolutions to their Area Association for debate.
2. The Area Association submits resolutions endorsed at its Convention to UBCM.
3. The UBCM Resolutions Committee reviews the resolutions for submission to its Convention.
4. Resolutions endorsed at the UBCM Convention are submitted to the appropriate level of government for response.
5. UBCM will forward the response to the resolution sponsor for review.

UBCM RESOLUTIONS GUIDELINES

The Construction of a Resolution:
All resolutions contain a preamble and an enactment clause. The preamble describes the issue and the enactment clause outlines the action being requested. A resolution should answer the following three questions:
   a) What is the problem?
   b) What is causing the problem?
   c) What is the best way to solve the problem?

Preamble:
The preamble begins with "WHEREAS", and is a concise paragraph about the nature of the problem or the reason for the request. It answers questions (a) and (b) above, stating the problem and its cause, and should explain, clearly and briefly, the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. Supporting background documents can describe the problem more fully if necessary. Do not add extra clauses.

Only one sentence per WHEREAS clause.

Enactment Clause:
The enactment clause begins with the phrase "THEREFORE BE IT RESOLVED", and is a concise sentence that answers question (c) above, suggesting the best way to solve the problem. The enactment should propose a specific action by AVICC and/or UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.
HOW TO DRAFT A RESOLUTION

1. **Address one specific subject in the text of the resolution.**
   Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if it is unclear or too complex for them to understand quickly. If there are multiple topics in a resolution, the resolution may be sent back to the sponsor to rework and resubmit, and may end up as a Late Resolution not admitted for debate.

2. **For resolutions to be debated at UBCM, focus on issues that are province-wide.**
   The issue identified in the resolution should be relevant to other local governments across BC. This will support productive debate and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts. Regionally specific resolutions may be referred back to the AVICC, and may not be entered for debate during the UBCM Convention.

3. **Use simple, action-oriented language and avoid ambiguous terms.**
   Explain the background briefly and state the desired action clearly. Delegates can then debate the resolution without having to try to interpret complicated text or vague concepts.

4. **Check legislative references for accuracy.**
   Research the legislation on the subject so the resolution is accurate. Where necessary, identify:
   - the correct jurisdictional responsibility (responsible ministry or department, and whether provincial or federal government); and
   - the correct legislation, including the title of the act or regulation.

5. **Provide factual background information.**
   Even a carefully written resolution may not be able to convey the full scope of the problem or the action being requested. Provide factual background information to ensure that the resolution is understood fully so that members understand what they are debating and UBCM can advocate effectively with other levels of government and agencies.

   Each resolution **must include a separate backgrounder** that is a maximum of 3 pages and specific to a single resolution. Do not submit backgrounders that relate to multiple resolutions. The backgrounder may include links to other information sources and reports.

   The backgrounder should outline what led to the presentation and adoption of the resolution by the local government, and can link to the report presented to the council or board along with the resolution. Resolutions submitted without background information **will not be considered** until the sponsor has provided adequate background information. This could result in the resolution being returned and having to be resubmitted as a late resolution.

6. **Construct a brief, descriptive title.**
   A title identifies the intent of the resolution and helps eliminate the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution. For ease of printing in the Annual Report and Resolutions Book and for clarity, a title should be no more than three or four words.
Sample Resolution

CURTAIL JUMPING OVER DOGS [SHORT TITLE] City of Green Forest [Sponsor]

WHEREAS the quick brown fox jumped over the lazy dog;

AND WHEREAS the lazy dog does not enjoy games of leapfrog:

THEREFORE BE IT RESOLVED that the quick brown fox will refrain from jumping over the lazy dog.

[A second enactment clause, if absolutely required:]

AND BE IT FURTHER RESOLVED that in the future the quick brown fox will invite a different partner to participate in games of leapfrog.

Your resolution should follow the structure of this sample resolution.

Draft your resolution to be as readable as possible within these guidelines.
REQUEST FOR DECISION

To: ACRD Board of Directors

cc: Bamfield Volunteer Fire Department
    Huu-ay-aht First Nation

From: Wendy Thomson, General Manager of Administrative Services

Meeting Date: November 13, 2019

Subject: First Responder and BC Emergency Health Services Collaboration Amendment Agreement

Recommendation:

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors enter into the amended First Responder and BC Emergency Health Services Collaboration Agreement with BC Emergency Health Services in order for the Bamfield Volunteer Fire Department to provide emergency medical response services within the Bamfield fire protection service area and a portion of the Huu-ay-aht First Nation community AND FURTHER the Chairperson and Chief Administrative Officer be authorized to enter into the amendment agreement on behalf of the ACRD.

Desired Outcome:

To enter into a revised agreement with BC Emergency Health Services (BCEHS) which will allow the Bamfield Volunteer Fire Department to provide emergency medical responder services including transportation of patients within the Bamfield Fire protection service area and a portion of the Huu-ay-aht First Nation community.

Background:

In September 2016, the ACRD Board of Directors entered into a First Responder Collaboration Agreement with BCEHS. The purpose of this agreement is for the ACRD, Bamfield Volunteer Fire Department (BVFD) and BCEHS to collaborate on providing basic first responder services to the residents within the Bamfield fire protection boundaries and to a portion of the Huu-ay-aht First Nation community defined in the agreement.

The ACRD, BVFD and HFN have been working with BCEHS for the past four years to improve medical care provided to the residents and visitors in the Bamfield and Huu-ay-aht area including the ability for the BVFD to provide emergency medical responder (EMR) services.

ACRD staff and the BVFD have been working with BCEHS staff on an amended Collaboration Agreement to include the delivery of EMR services to the communities of Bamfield and Huu-ay-aht. A copy of the finalized amended Collaboration Agreement has received a thorough legal review by both parties. Attached for consideration of approval by the ACRD Board of Directors is the First Responder and BC Emergency Health Services Collaboration Agreement which includes the following:

a. BCEHS to provide the BVFD with a decommissioned fully stocked ambulance with the necessary equipment to transport personnel and patients (the unit was delivered fully stocked and serviced by BCHES to the BVFD in early October 2019);
b. BCEHS will provide at its cost:
   - All training required by the BVFD to obtain and maintain EMR certification and licensing for their current personnel; (BCEHS has commenced training with the volunteers)
   - All training required by the BVFD to certify and license any new personnel requesting the training in EMR;
   - All training when updates or changes in practices are required;
   - EMG instructor training to the BVFD personnel certified in EMR;
   - Operational training and support as and when required by the BVFD;

Refer to Appendix B of the attached amendment Agreement for full details on the responsibilities of the BVFD (ACRD) and BCEHS.

Regional District staff and the BVFD Chief recommend that the ACRD Board of Directors authorize entering into the amended agreement with BCEHS as presented for the provision of EMR services.

Next Steps

The Regional District retained the services of Orca Health & Safety to develop a policy and procedure manual for the Bamfield Ambulance to ensure the safety of the volunteers and patients. The manual develops a system of inspection and operational guidelines to be followed when using the Bamfield ambulance. This final document will be completed on November 12th and forwarded to the Fire Chief for implementation by the Department prior to deploying the ambulance for transferring and treating patients.

Within the next few months, Regional District staff bring forward a “Bamfield Volunteer Fire Department Conversion Bylaw” for consideration by the Board. The establishing bylaw for the BVFD is very outdated (1972) and requires updating with the addition of the first responder services. A conversion bylaw is the best approach to address this.

Time Requirements – Staff & Elected Officials:

Substantial staff and elected officials time has been spent negotiating an amended Agreement with BCEHS.

Financial:

Related costs are identified in the amendment agreement and are paid by either the Bamfield Volunteer Fire Department service budget or BCEHS.

Policy or Legislation:

The Local Government Act and following bylaws apply: Bylaw 24, Bamfield Volunteer Fire Department Establishment and R1023 ACRD Fire Department Operational Criteria Bylaw.

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

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

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)
FIRST RESPONDER AND BC EMERGENCY HEALTH SERVICES COLLABORATION AMENDMENT AGREEMENT

THIS COLLABORATION AMENDMENT AGREEMENT (this “Amendment Agreement”) dated for reference the ___________ day of ____________, 2019 (the “Effective Date”).

BETWEEN:

BRITISH COLUMBIA EMERGENCY HEALTH SERVICES, a body corporate duly incorporated by Act of the Legislature of British Columbia, and having its head office at 2261 Keating Cross Road, Saanichton, BC V8M 2A5

("BCEHS")

AND:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT having an office at 3008 Fifth Avenue, Port Alberni, BC V9Y 2E3

(the "Local Government")

(together the “Parties” and each a “Party”)

WHEREAS:

A. The Parties entered into a First Responder and BC Emergency Health Services Collaboration Agreement dated for reference September 22, 2016 (the "Original Collaboration Agreement") whereby the Parties expressed their desire to continue a strong working relationship to ensure that patients receive quality emergency health services that put the needs of the patient first.

B. Pursuant to the Collaboration Agreement, the Local Government agreed to cause its First Responders to provide EMA FR Services as and when requested by BCEHS.

C. The Parties wish to amend the Original Collaboration Agreement so that the Local Government can cause its First Responders to provide EMR Services (as defined herein) in accordance with the terms and conditions of the Original Collaboration Agreement, the Act and the Regulations.

NOW THEREFORE, in consideration of the premises, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by each of the Parties), the Parties agree as follows:

1. Amendment

   (a) All capitalized terms used in this Amendment Agreement and not defined herein shall have the meaning given to such term in the Original Collaboration Agreement;

   (b) Section 1 of the Original Collaboration Agreement is amended by adding the following:

   (i) ”EMR” has the meaning given to such term in the Regulation; and
(ii) "EMR Services" means only those activities which an EMA holding a license in the category EMR is permitted to perform under the Regulation;

(c) The following shall be added as Section 3.3 to the Original Collaboration Agreement:

(i) The Local Government will provide, and will cause its First Responders to provide, the EMR Services as and when requested by BCEHS in accordance with Appendix B - First Responder Services attached hereto;

(d) The following shall be added as Section 4.1(c) to the Original Collaboration Agreement:

(i) Providing EMR Services in British Columbia through its First Responders;

(e) Section 4.2 of the Original Collaboration Agreement shall be deleted and replaced with the following:

(i) Notwithstanding that the Local Government's First Responders may hold a category of license that, under the Act and Regulation, qualify the First Responders to provide Emergency Health Services other than the EMA FR Services and the EMR Services, no consent is provided by BCEHS under this Collaboration Agreement for the Local Government to provide, and the Local Government will not provide or allow its First Responders to provide, any Emergency Health Services except for the EMA FR Services, the EMR Services and the Training Services;

(f) Section 5.3 of the Original Collaboration Agreement is deleted;

(g) The following shall be added to section 5.4 following Section 5.4(b)

“For certainty, this Section 5.4 does not apply to any provision by the Local Government or its First Responders of EMR Services in accordance with Appendix B;”

(h) Section 5.4(b) shall be amended by deleting "5.3";

(i) Section 13 of the Original Collaboration Agreement shall be deleted and replaced with the following:

(i) This Collaboration Agreement is supplemented by the following appendices which are attached hereto and form an integral part of this Collaboration Agreement:

Appendix A - [Information Sharing, Privacy and Security Provisions]

Appendix B - [First Responder Services]

(j) The following shall be added as Section 15.4.

“For certainty, the provision of EMR Services by the Local Government is governed solely by Appendix B, except where expressly stated otherwise in this Agreement;”

2. **Entire Agreement**

(a) This Amendment Agreement together with the Original Collaboration Agreement
(and all appendices attached thereto) sets forth the entire agreement of the Parties with respect to the subject matter contained herein, and no oral or written statement or representations not contained herein shall have any force or effect. No amendment of this Amendment Agreement shall be effective unless it is in writing and signed by both Parties.

IN WITNESS WHEREOF the Parties hereto have executed this Amendment Agreement the day and year first written above.

BC EMERGENCY HEALTH SERVICES

Per:

________________________________________

Authorized Signatory
Name: Nancy Kotani
Title: Chief Transformation Officer

ALBERNI-CLAYQUOT REGIONAL DISTRICT

Per:

________________________________________

Authorized Signatory
Name: Douglas Holmes
Title: Chief Administrative Officer
APPENDIX B - EMR SERVICES

PART 1 – FIRST RESPONDER SERVICES

1. EMR SERVICES

   a) The Local Government agrees to provide the following EMR Services, in acceptance with BCEHS' clinical response model:

      i. Lifting
      ii. Loading
      iii. Evacuation
      iv. Transportation

      (collectively, the "EMR Services")

   b) The Local Government shall provide the EMR Services, provided that at the time a request is made for service by BCEHS, the Local Government has sufficient First Responders and resources to do so, recognizing that the relevant fire department, the Bamfield Volunteer Fire Department, is staffed by volunteers and has limited resources.

   c) The Local Government agrees to provide the EMR Services within the area defined by the attached map.

   d) The Parties agree that they will comply with the following dispatch procedures when BCEHS requests EMR Services:

      i. the Local Government will direct its First Responders to provide the EMR Services as and when requested by BCEHS within the overall framework of the British Columbia Province Wide Emergency Services Health Care System;

      ii. the Local Government will direct its First Responders to adhere to all directions, programs, policies and practices applicable to the EMR Services that are established from time to time by BCEHS;

      iii. the Local Government will direct its First Responders to adhere to all reporting requirements with respect to the EMR Services that are established by BCEHS from time to time; and

2. MEDICAL OVERSIGHT

   The Local Government shall direct its First Responders to comply with any medical oversight direction provided by BCEHS.

3. MEDICAL SUPPLIES

   BCEHS will provide all consumable soft supplies, oxygen and nitrous oxide to the Bamfield Volunteer Fire Department including supplies identified in the BCEHS First Responder
4. TRAINING

BCEHS will provide at its cost:

a) All training required by the Bamfield Volunteer Fire Department to obtain and maintain EMR certification and licensing for their current personnel;

b) All training required by the Bamfield Volunteer Fire Department to certify and license any new personnel requesting the training in EMR;

c) All training when updates or changes in practices are required;

d) EMR instructor training to the Bamfield Volunteer Fire Department personnel certified in EMR; and

e) Operational training and support as and when required by the Bamfield Volunteer Fire Department.
PART 2 - PATIENT TRANSPORTATION SERVICES

1. PATIENT TRANSPORTATION SERVICES

1.1 Provision of Patient Transportation Services

It has been identified that the Local Government operates Bamfield Volunteer Fire Department which is located in a community that meets the parameters of the First Responder Patient Transportation Policy where there is no existing local ambulance station and there is an extended BCEHS response time due to remoteness, isolation or geography. The Bamfield Volunteer Fire Department may assist BCEHS with the following patient transportation services that may include transporting, extrication/evacuation, and lifting/loading patients with the appropriate training, license level, liability and support from BCEHS.

It is expected that the Local Government will advise its first responders engaging in patient transportation activities to follow the First Responder Patient Transportation Policy along with the Guidelines and Procedures for First Responder Patient Transportation.

1.2 Patient Transportation Details

The Local Government, through the Bamfield Volunteer Fire Department, shall provide the following patient transportation services:

a) As directed by BCEHS Dispatch Operations – transport patients to the VIHA Bamfield Health Clinic.

b) As directed by BCEHS Dispatch Operations – transport patients from the VIHA Bamfield Health Clinic to BCEHA air transport.

c) At the request of BCEHS – support BCEHS Patient Care Delivery by picking up BCEHS paramedics arriving at air transport landing site and providing patient and BCEHS paramedics transport to air transport landing site.

The Local Government shall only be required to provide these services if the Bamfield Volunteer Fire Department has the operation capacity to do so, recognizing that it is staffed by volunteers, and has limited financial resources.

1.3 Standard of Care

The Local Government shall advise First Responders who will be engaging in patient transport activities that they must be in compliance with the Emergency Medical Assistants (EMA) regulations and appropriate licensing.

1.4 Medical Operations Support

BCEHS will provide medical support during any event via Dispatch Operations through a Paramedic Specialist or Emergency Physician Oncall Support (EPOS) as and when
1.5 Vehicles, Equipment and Supplies

The vehicle(s) utilized for patient transportation must be in compliance with commercial vehicle inspection standards (inspected by a designated provincial inspection facility) or in unique circumstances approved by the Director of Fleet Services.

BCEHS will supply the Local Government with a decommissioned ambulance from its fleet that is in compliance with commercial vehicle inspection standards and that is:

a) Fully equipped with all medical, patient transport, and safety equipment required to provide EMR services;

b) Mechanically sound and compliant with all Motor Vehicle Act regulations and requirements;

c) Fully equipped with emergency lighting and siren required for emergency vehicles; and

d) Acceptable to the Bamfield Volunteer Fire Department.

Should the unit provided by BCEHS suffer any mechanical malfunction that results in the cost of repair exceeding replacement cost as determined by the Local Government, BCEHS will provide a replacement unit per section Part 2 - 1.3 b-d.

2. INDEMNITY AND INSURANCE

2.1 Insurance

The Local Government must comply with commercial transportation insurance required through ICBC and shall also maintain a minimum of two million dollars liability coverage.

2.2 Indemnity

a) To the extent that the Local Government is not indemnified under a valid and collectible policy of insurance, BCEHS will indemnify and save harmless the Local Government, against and from, all claims which may be brought or made by any person against the Local Government, its elected officials, officers, employees and volunteers, in consequence of the Local Government providing the EMR Services in British Columbia in accordance with this Agreement, and whether sustained or incurred by reason of negligence or default of this agreement, including reasonable legal fees and disbursements.

b) Despite section 2.2(a), the BCEHS will not indemnify or save harmless against claims which are the result of:

i. the gross negligence or willful, wanton or reckless conduct of the Local Government or its officers, employees or volunteers in providing
the EMR Services;

ii. an officer, employee or volunteer providing EMR Services for which they are neither licensed nor hold a proper license endorsement under the Emergency Medical Assistants Regulation;

iii. an officer, employee or volunteer traveling to or from a location for the purposes of providing the EMR Services; or

iv. an officer, employee or volunteer sustaining bodily injury or death as a result of providing the EMR Services.
MEMORANDUM

To: ACRD Board of Directors

From: Sarah Holden, Junior Planner

Meeting Date: November 13, 2019

Subject: DVD19001 – Timothy Cisaroski & Carly Shak – 7463 Hector Road

Recommendation

THAT the Board of Directors issue development variance permit DVD19001.

Background

On October 23, 2019 the Board reviewed an application for a development variance permit for LOT 4, DISTRICT LOT 39, ALBERNI DISTRICT, PLAN 1877, EXCEPT PART IN PLAN 515R.

The Board resolved that this application proceed to the next stage of the variance process. This involved notifying all neighbouring property owners and residents within 100 meters of the property, which has been completed. No written correspondence has been received to date. If any objections or responses are received prior to the November 13, 2019 Board meeting, staff will inform the Board.

The development variance permit will reduce the required front yard setback in an A2 zone from 50 feet (15.24 meters) to 25 feet (7.62m) to site a new mobile home on the property.

Prepared by: ______________________________________________
Sarah Holden, Junior Planner

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

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

DVD19001

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔat Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)
DEVELOPMENT VARIANCE PERMIT NO. DVD19001

Whereas, pursuant to Section 498 of the Local Government Act, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 5 of Part 14 of the Local Government Act;

A Development Variance Permit is hereby issued to:

Name: Timothy Cisaroski & Carly Shak
Address: 7463 Hector Road

With respect to:
Legal Description: LOT 4, DISTRICT LOT 39, ALBERNI DISTRICT, PLAN 1877, EXCEPT PART IN PLAN 515R

PID: 000-286-869

The provisions of the Regional District of Alberni-Clayoquot Bylaw No. 15 are hereby varied as follows:

(i) Development variance of Schedule No. II – Bulk and Site Regulations to reduce the required front yard setback from 50 feet (15.24 meters) to 25 feet (7.62m) to site a mobile home.

In accordance with the provision of Section 498 of the Local Government Act, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on ___________ , 2019.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on ___________ , 2019.

Douglas Holmes, BBA, CPA, CA
Chair of the Board of Directors

Chief Administrative Officer
MEMORANDUM

To: Douglas Holmes, CAO and the Regional Board of Directors

From: Sarah Holden, Junior Planner

Date: November 13, 2019

Subject: Amendment to Bylaw P1381 (RE18010 - Cowley & Grant)

Recommendation:

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1381 be amended as presented;

THAT Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw P1381 be read a second time as amended.

Background: On September 26, 2018 the Board of Directors gave first reading to Bylaw P1381, a bylaw to amend the ACRD Zoning Bylaw, by rezoning LOT A, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 21840 from Small Holdings (A1) District to Acreage Residential (RA3) District. The bylaw was to facilitate a subdivision of the subject property into two parcels: a 0.6 acre parcel and a remainder 3.09 acre parcel. The application was sent to referral agencies on October 10, 2018. The application did not move forward to the public hearing stage because the Regional District had not received sewerage confirmation stating that the proposed 0.6 acre lot was capable of accommodating onsite sewage disposal. On September 20, 2019 Gibson and Sons Consulting provided sewerage confirmation, stating that the lot is capable of accommodating onsite sewage to a minimum 1 acre density, but not a 0.6 acre density.

The RA3 District allows for a minimum density of 0.6 acres, which the land cannot support. The RA2 District is a more suitable zoning as it allows for a minimum density of 1 acre, which the land can support.

Zoning: The proposed amendment to Bylaw P1381 would change the zoning designation from A1 District to RA2 District to ensure that a minimum lot area of 1 acre is retained to accommodate sewage.
<table>
<thead>
<tr>
<th></th>
<th>A1 District (existing)</th>
<th>RA3 District (Original Proposal)</th>
<th>RA2 District (Amended)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Lot Area:</td>
<td>2 acres</td>
<td>0.6 acres</td>
<td>1 acre</td>
</tr>
<tr>
<td>Minimum Lot Width:</td>
<td>165</td>
<td>98.425</td>
<td>120</td>
</tr>
<tr>
<td>Lot Coverage:</td>
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<td>15%</td>
<td>25%</td>
</tr>
<tr>
<td>Minimum Setbacks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Front:</td>
<td>25 feet</td>
<td>49.21 feet</td>
<td>40</td>
</tr>
<tr>
<td>Rear:</td>
<td>30 feet</td>
<td>32.8 feet</td>
<td>30</td>
</tr>
<tr>
<td>Side:</td>
<td>5 feet</td>
<td>16.4 feet</td>
<td>15</td>
</tr>
</tbody>
</table>

Comments:
The proposed amendment to Bylaw P1381 is intended to ensure that the zoning designation maintains a minimum 1 acre density to accommodate sewage. The RA2 District supports a minimum 1 acre lot while maintaining rural characteristics.

The process following a second reading of the amended bylaw includes staff contacting referral agencies and scheduling a public hearing. After a public hearing is held, the bylaw would be considered for third reading.

Submitted by: ________________________________
Sarah Holden, Junior Planner

Reviewed by: ________________________________
Mike Irg, Manager of Planning and Development

Reviewed by: ________________________________
Douglas Holmes, Chief Administrative Officer
A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

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

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

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

1. TITLE
   This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1381.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 21840 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

   Read a first time this 26th day of, September, 2018.
   Read a second time this day of,
   Public Hearing held this day of,
   Read a third time this day of,

   Adopted this day of,

_____________________________________  ____________________________________
Douglas Holmes, BBA, CPA, CA       Chair of the Regional Board
Chief Administrative Officer
Schedule 'A'
This schedule is attached to and forms part of Bylaw P1381

Legal Description: LOT A, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN21840

To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.
Rezoning Application

MEETING DATE: September 26, 2018

ACRD FILE NO.: RE18010

APPLICANTS: Rod Grant and Bev Cowley

LEGAL DESCRIPTION: LOT A, DISTRICT LOT 20, ALBERNI DISTRICT, PLAN 21840

LOCATION: 5628 Tomswood Road

ELECTORAL AREA: “E” Beaver Creek

Applicant’s Intention: The property owners have applied to rezone the 3.69 acre parcel from Small Holdings (A1) District to Acreage Residential (RA3) District to facilitate a subdivision of the subject property into two parcels: a 0.6 acre parcel and a remainder 3.09 acre parcel.

Recommendations:

- THAT Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw P1381 be read a first time;
- THAT the public hearing for Bylaw P1381 be delegated to the Director for Electoral Area ‘E’, the Alternate Director or the Chairperson of the Regional District;
- THAT the Board of Directors confirm that adoption of Bylaw P1381 is subject to:
  a. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density;
  b. The issuance of a development variance permit to reduce the required watercourse setback; and
  c. Meeting technical referral agency requirements.

Observations:

i) Status of Property: The 3.69 acre parcel mostly flat with a single family dwelling and accessory building on the southern side of the property. The eastern half of
the property is cleared, with the western half remaining treed and undeveloped. Tomwood Road borders the north and east sides of the property, and other residential lots surround the property on all sides.

ii) Services

a. **Sewage Disposal:** On-site sewage disposal. As a condition of rezoning, the property owner will need to seek confirmation from a Registered On-Site Wastewater Practitioner that the proposed lots are capable of accommodating on-site sewage.

b. **Water Supply:** Beaver Creek Community Water. The Beaver Creek Water System Service Area DCC Bylaw F1133 comes into effect August 25th, 2018. The Development Cost Charges associated with this bylaw will likely affect the proposed subdivision associated with this rezoning. The cost per parcel created for residential purposes according to Bylaw F1133 is $5,023.

c. **Fire Protection:** Beaver Creek Volunteer Fire Department.

d. **Access:** Access to the property is off Tomwood Road. Access to the proposed new lot would also be off Tomwood Road.

iii) Existing Planning Policies Affecting the Site

a. **Agricultural Land Reserve:** Not within the Agricultural Land Reserve.

b. **Official Community Plan:** The Beaver Creek Official Community Plan designates the property as “Residential Use”.

The OCP designates two Development Permit Areas (DPAs) that impact development on this property: “Development Permit Area I – Riparian Areas Protection” and “Development Permit Area II – Protection from Natural Hazards”. DPA I extends to areas within 15m from the high water mark of any minor stream and is intended to minimize negative environmental impacts from development activities. DPA II extends to regions within the defined tsunami hazard area. A development permit is not a requirement of this rezoning, but it will need to be addressed at the subdivision stage.

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

c. **Zoning:** The property is zoned Small Holdings (A1) District and the property owner is applying to rezone to Acreage Residential (RA3) District.

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RE18010

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuulu’il?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe, Toquaht Nation Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)
The applicant intends to rezone the property to allow for a subdivision of the 3.69 acre parcel into a 0.6 acre parcel and a remainder 3.09 acre parcel. Rezoning the property to Acreage Residential (RA3) District from Small Holdings (A1) District would allow this subdivision.

**The proposed development requires a rezoning of the subject property from Small Holdings (A1) District to Acreage Residential (RA3) District.**

**Comments:**

The rezoning is the first step in the applicant’s plan to subdivide the property into two lots. A large portion of the lot is occupied by a marked watercourse and related DPA, but it appears that a viable lot with room to build could be created by this subdivision. The proposed 0.6 acre lot would occupy the northeast corner of the lot, and be accessed from Tommswood Road.

As proposed, the subdivision would provide a good lot while retaining tree cover and riparian area in the western portion of the property. ACRD Staff are supportive of the application as it provides a good opportunity for infill development and is not out of character for the area.

Staff recommend that Bylaw P1381 be given first reading and proceed to public hearing subject to:

1. Confirmation from a Registered On-Site Wastewater Practitioner that the proposed lot is capable of accommodating on-site sewage disposal to a minimum 0.6 acre density;
2. The issuance of a development variance permit to reduce the required watercourse setback; and
3. Meeting technical referral agency requirements.

Submitted by:  ________________________________
Peter Thicke, Junior Planner

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

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

To: ACRD Board of Directors

From: Sarah Holden, Junior Planner

Meeting date: November 13, 2019

Re: P1390/RF19002 – 6159 Strathcona Street (Sutton & Zanette)

Recommendation:

THAT Bylaw P1390, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw be adopted.

Background:

Bylaw P1390 was given second and third readings on October 23, 2019. All conditions for the rezoning have been satisfied and planning staff recommends that the bylaw be adopted.

Prepared by: __________________________________________
Sarah Holden
Junior Planner

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

Approved by: _________________________________________
Douglas Holmes, BBA, CPA, CA
Chief Administrative Officer
A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

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

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

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

1. TITLE
   This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1390.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 18, DISTRICT LOT 95, ALBERNI DISTRICT, PLAN 1021 from Rural (A2) District to Acreage Residential (RA 2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 26th day of June, 2019
Public Hearing held this 15th day of October, 2019
Read a second time this 23rd day of October, 2019
Read a third time this 23rd day of October, 2019

Adopted this     day of     , 2019
Schedule 'A'
This schedule is attached to and forms part of Bylaw P1390

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

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

To: ACRD Board of Directors

From: Mike Irg, MCIP, RPP, General Manager of Planning and Development

Date: November 13, 2019

Subject: Rural Planning Projects

Recommendation:

THAT the Board of Directors direct staff to add additional staff time for 2020 to complete the Board’s rural planning projects initiated in 2019 in the amount of approximately $42,000 for a 0.75 FTE Planner for six months beginning January 1, 2020.

Desired Outcome:

To extend the term position of existing personnel to complete the work priorities established by the Board of Directors in an efficient and cost effective manner.

Background:

There are several rural planning projects underway for 2019. This includes additional work on the zoning bylaw (which has been discussed with the Electoral Area Directors Committee) and the significant time spent on the cannabis regulation file, as well as implementing the short-term vacation rental (STR) policy, developing bylaw enforcement notice (ticketing) options, and an age-friendly plan.

To complete the projects approved and initiated by the Board and to continue reviewing regular planning applications, staff are recommending maintaining the current staff level until June 30, 2020. This includes the recommended 0.75 planner FTE for six months in 2020. The balance of the current staffing level below is included in the 2019-2024 Financial Plan.

- General Manager of Planning & Development,
- two Planners (one 1.0 FTE and one +/- 0.75 FTE),
- Junior Planner (1.0 FTE),
- Planning Assistant (1.0 FTE)
- Mapping Technician (1.0 FTE) and
- Bylaw Enforcement Officer (1.0 FTE).

2019 Applications To-Date

9 Rezoning
25 Development Permit and Development Variance Permit
7 Subdivisions
2 Agricultural Land Reserve
1 Board of Variance
8 Crown Leases
30 Bylaw Enforcement

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)
7 Miscellaneous
13 Temporary Use Permits
104 TOTAL APPLICATION RECEIVED

Through the end of 2019, this work will have required 22 APC meetings, 11 public hearings, 2 public meetings (for cannabis retail applications), 3 agricultural advisory committee meetings, and 6 zoning bylaw open houses, for a total of 44 meetings.

2020 Planning Projects

In addition to day-to-day development planning activities (handling public enquiries, managing development applications, attending meetings), there are a number of projects started in 2019 that are expected to continue into 2020.

1. Zoning Bylaw Rewrite
   - Finalize draft bylaw and mapping, agency referral, engage with APCs, legal review, public hearing.
2. Alberni Valley Age-Friendly Plan
   - Steering committee, public engagement, developing plan. Action Plan to be completed by April 30, 2020 as per grant requirements.
3. Bylaw Enforcement Notice strategy
   - Memo to the Board on November 13th to consider options for implementing a Bylaw Notice Dispute Adjudication System. Additional work required to finalize the bylaw and policies.
4. Somass Flood Mapping project
   - Technical mapping work to be completed in 2019, public engagement process to begin in Jan/Feb 2020.
5. Cannabis Regulation
   - Managing ongoing regulatory changes to cannabis production. Policy updates on the review of cannabis retail store referrals.
6. Short Term Rentals (STRs)
   - Managing STR Temporary Use Permit applications, proactive enforcement of existing STR operations.
7. Open Burning Bylaw and Woodstove Bylaw
   - Finalizing regulatory burning bylaws, public engagement process.

There are other potential planning projects for 2020 that staff have previously discussed with the Board, including comprehensive OCP updates, nuisance bylaw and building bylaw updates and an accessory dwelling unit review. As well as the resources required to administer the BEN (ticketing), burning regulations, and the STR policy. These projects will be discussed in more detail at the Board’s strategic planning session later in November and through the 2020 budget process.

Time Requirements – Staff & Elected Officials:

Directors’ time is required to prepare and attend committee meetings, public hearings, and open houses. Staff time is required to prepare reports, bylaws, meetings and respond to public inquiries. Additional work on the zoning bylaw rewrite has included water specific zones and new zones for Bamfield, as directed by the Board and EA Directors Committee. The adoption of the recommendation will allow the extension of an existing employee whose term is close to completion thereby avoiding an additional hiring process.

Financial:

The budget allocation will be through rural planning to complete the zoning bylaw, continue work with short-term vacation rentals, implement the bylaw enforcement notice system, burning bylaw/woodstove bylaw, and continue work on the cannabis zoning regulations file to the end of June 2020. The estimated cost for this 0.75 FTE Planner for 6
Policy or Legislation:
The ACRD is required to keep OCPs and the zoning bylaw up to date and process development applications. The Board sets work priorities.

Options Considered

1. Defer to strategy session and 2020 budget. This likely will result in current staff changes and the need to hire a new temporary position and project delays.
2. Not complete one or more of the projects.

Submitted by: ________________________________
Mike Irg, MCIP, RPP, General Manager of Planning & Development

Approved by: ________________________________
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
Non-Farm Use Application within the Agriculture Land Reserve

To: ACRD Board of Directors

Date: November 13, 2019

File No.: AE19003

Owners: Susan and Michael Kruk

Legal Description: THAT PART OF DISTRICT LOT 115, ALBERNI DISTRICT, LYING SOUTH OF PARCEL A (DD 12685N) AND EAST OF PARCEL B (DD 1542N) OF SAID LOT

Location: 7545 Beaver Creek Road

Electoral Area: Area “E” (Beaver Creek)

Recommendation:

THAT the Board of Directors forward the application to the Agricultural Land Commission noting that the proposed second dwelling complies with the ACRD Zoning Bylaw.

Applicant’s Intention: The applicant intends to construct a secondary dwelling with a 112 square meter (1200 square foot) footprint on the property located at 7545 Beaver Creek Road. The second single family dwelling would allow for an immediate family member to reside on the property and support the agricultural use of the land.

Observations:

1. Property Description: The property is 7.1 hectares (approximately 17.5 acres) in size and is accessed off Beaver Creek Road. The property is flat and mostly treeed apart from a cleared area around the existing house, driveway, the proposed building site, and a small field cleared for grazing. There is an existing barn on the property.

The property does not have farm status, however, the applicant has been working on cleaning the site, building up the soil, and is in the process of constructing a greenhouse with the intent of having an organic market gardening business.
2. **Soil Capability:** Provincial soil mapping, which indicates the “land capability for agriculture”, classifies the property into CC1 Class 3, CC1 Subclass A. Soil Capability Class and Subclass are as follows:

   - **Class 3:** Land in this class has limitations that require moderately intensive management practices or slightly restrict the range of crops, or both.
   - **Soil Moisture Deficiency (Subclass A):** Crops are adversely affected by drought caused by low soil water holding capacity.

3. **Services:**
   - **(a) Sewage Disposal:** On-site sewage disposal. The second house would require additional on-site septic infrastructure to be regulated at the building permit stage.
   - **(b) Water Supply:** Beaver Creek Water System.
   - **(c) Fire Protection:** Beaver Creek Volunteer Fire Department.
   - **(d) Access:** The property is accessed from Beaver Creek Road.

4. **Existing Planning Documents Affecting the Site:**

   **A. Agricultural Land Reserve:** The property is located within the Agricultural Land Reserve. The Agricultural Land Commission (ALC) has determined that a non-farm use application is required to allow for the construction of a second dwelling. Part 4 – Residential Uses of the Agricultural Land Use Regulation requires ALC approval for an additional residence on a property within the ALR.

   **B. Official Community Plan:** The Beaver Creek OCP designates the property “Agricultural Use”. Objective 4.1.1 reads: “maintain and foster agricultural use and food production.” The applicant intends to foster agricultural uses on the property but needs support to do so. An accessory dwelling would provide a home for a family member and enable the applicant to engage in agricultural activities on agricultural land.

   A portion of this property is affected by Development Permit Area I (DPA I) – Riparian Areas Protection. A marked watercourse, Truman Creek, flows through the south east corner of the property. Truman Creek is designated as a “minor stream” and any development within 15 meters of the stream, measured from the high water mark, requires a development permit.

   **C. Zoning:** The property is zoned Rural (A2) District. The A2 zoning allows for a range of rural residential and agricultural uses. The zoning allows for two single family dwellings to be located on a lot provided the lot has a minimum area of 10 acres. The subject property is 17.5 acres in size, which would allow for two individual single family dwellings to be located on the one parcel provided approval is granted from the Agricultural Land Commission.
Comments:

The applicant intends to construct a second dwelling, which will allow for a family member to reside on the property to assist with the agricultural use of the land. Previously, the applicant had farm status for market gardening on another property. Plans to construct a 1000 square foot (92.9 square meter) green house, build up garden beds, and possibly raise sheep, poultry, and cattle are intended to enable the applicant to achieve similar farm status in the near future.

Amendments to the Agricultural Land Commission Act, which took effect on February 22, 2019, now require that the ALC approve any application for an additional residence.

Planning Staff recommend that the application be forwarded to the ALC for their consideration noting that the second dwelling complies with the ACRD Zoning Bylaw.

Submitted by:  
Sarah Holden, Junior Planner

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

Approved by:  
Douglas Holmes BBA, CPA, CA  
Chief Administrative Officer
Driveway access off of Beaver Creek Road.

Proposed new dwelling site.

Future greenhouse site.

Existing barn/storage area and field.

Existing dwelling.
Provincial Agricultural Land Commission - Applicant Submission

Application ID: 58768
Application Status: Under LG Review
Applicant: Susan Kruk
Local Government: Alberni-Clayoquot Regional District
Local Government Date of Receipt: 08/18/2019
ALC Date of Receipt: This application has not been submitted to ALC yet.
Proposal Type: Non-Adhering Residential Use - Non-Adhering Accommodation
Proposal: To have a second dwelling for my son (who is single,). To support me in my endeavours and learn farming.

Mailing Address:
7545 Beaver Creek Rd
Port Alberni, BC
V9Y 8M8
Canada
Primary Phone: (250) 731-0631
Email: suesimon@shaw.ca

Parcel Information

Parcel(s) Under Application

1. Ownership Type: Fee Simple
   Parcel Identifier: 008-634-815
   Legal Description: PT OF DL 115 ALBERNI DISTRICT LYN S OF PCL A (DD 12685N) & E OF PCL B (DD 1542N) OF SAID L
   Parcel Area: 7.1 ha
   Civic Address: 7545 Beaver Creek Road
   Date of Purchase: 02/22/2019
   Farm Classification: No
   Owners
   1. Name: Susan Kruk
      Address:
      7545 Beaver Creek Rd
      Port Alberni, BC
      V9Y 8M8
      Canada
      Phone: (250) 731-0631
      Email: suesimon@shaw.ca
Current Use of Parcels Under Application

1. Quantify and describe in detail all agriculture that currently takes place on the parcel(s).
   No agriculture

2. Quantify and describe in detail all agricultural improvements made to the parcel(s).
   Some clearing on south end near home for greenhouse placement. Land misused we’ve been cleaning up a lot of rubbish still a lot more to do.

3. Quantify and describe all non-agricultural uses that currently take place on the parcel(s).
   Residential home

Adjacent Land Uses

North

Land Use Type: Residential
Specify Activity: Privately owned

East

Land Use Type: Residential
Specify Activity: Privately owned

South

Land Use Type: Residential
Specify Activity: Privately owned

West

Land Use Type: Residential
Specify Activity: Privately owned

Proposal

1. What is the purpose of the proposal?
To have a second dwelling for my son (who is single). To support me in my endeavours and learn farming.

2. Describe any agri-tourism that is currently taking place on the property.
None

3. What is the total floor area of the proposed accommodation in square metres?
112 m²

4. How many "sleeping units" in total are proposed?
1

5. Describe the rationale for the proposed location of the accommodation.
To have second dwelling behind existing barn and use existing road. That narrow strip of property will remain wooded and borders on neighbours wooded property which is also the east side.

6. Describe the size, type and number, as well as occupancy of all residential structures currently located on the property.
Occupied by owner (I'm 71 and widowed, living on my own) 1 dwelling under 93 sq m

7. Describe any agri-tourism accommodation or tourist accommodation currently located on the property.
None

8. Does the proposal support agriculture in the short or long term? Please explain.
Both really. I've had farm status in the past, market gardening. My plan is to construct an approx 1000 sq ft greenhouse which I have ordered and am currently working on short term and work toward building up beds for growing veg. Once that's working possibly sheep or poultry which I've had in the past, or cattle only with help. I also have another son who is helping me set up and wants to learn, his daughter has a keen interest and has been working after school in a plant nursery.

9. What is the total area of infrastructure necessary to support the proposed accommodation?
Just basics, septic field, parking.

10. Do you need to import any fill be required to construct the accommodation?
No

Applicant Attachments

- Proposal Sketch - 58768
- Certificate of Title - 008-634-815

ALC Attachments

None.

Decisions

None.
REQUEST FOR DECISION

TO: ACRD Board of Directors

FROM: Amy Anaka, MCIP, RPP, Planner

MEETING DATE: November 13, 2019

RE: Alberni Valley Age-Friendly Project Introduction

Recommendations:

THAT the Board of Directors receive the Alberni Valley Age-Friendly Project Introduction report.

THAT the Board of Directors appoint an Electoral Area Director to the ACRD Age-Friendly Working Group.

Background:

At the October 24, 2018 Board of Directors meeting the Board directed staff to apply to the 2019 Union of BC Municipalities (UBCM) Age-Friendly Communities grant program to develop a local Age-Friendly Plan. On November 27, 2018 UBCM approved Stream 1 funding for the creation of an Alberni Valley Age-Friendly Community Action Plan, in the amount of $24,750. The Age-Friendly Communities program assists communities in BC to support aging populations by developing and implementing policies and plans, undertaking projects that enable seniors to age in place, and facilitating the creation of age-friendly communities (UBCM). Age-friendly is a global, national and provincial initiative with a main goal of supporting healthy aging by encouraging and supporting communities in becoming more age-friendly.

The 2016 Census notes that 21.8% of the total population in the Alberni-Clayoquot Regional District (ACRD) is 65 years or older, which is higher than the provincial average of 18.3%. The largest population group in the ACRD is 45 to 64 years (30%), with the greatest growth expected in the next 20 years for those 75 and older. With this aging population, the ACRD needs to consider planning initiatives that support age-friendly communities such as accessibility, transportation, housing, health care, food security, and recreation.

Project Overview:

The overall project goal is to develop an Age-Friendly Plan that will include objectives and strategies to promote the development of the rural areas of the Alberni Valley (AV) as age-friendly communities. The Age-Friendly Plan will focus on residents 55 years and older in the four ACRD Electoral Areas (EA’s), but will consider all ages and abilities, as an age-friendly community benefits all people. An age-friendly community is one that is designed to help older people live safely, enjoy good health and stay involved (Age-Friendly Communities, Government of Canada).

According to the 2016 Census, the total population of the four AV EA’s is approximately 6,500, with 3,075 residents being 55 years and older. The population of residents 55 years and older includes:
- Area B Beaufort: 200 of 443 residents (45%)
- Area D Sproat Lake: 915 of 1,616 residents (57%)
- Area E Beaver Creek: 1,120 of 2,754 residents (41%)
- Area F Cherry Creek: 840 of 1,935 residents (43%)

Although the Plan will be focused on the four AV EA’s, the project team will involve and consult with other agencies and organizations such as First Nations, the City of Port Alberni, the Alberni Clayoquot Health Network, and other established committees and groups. The City of Port Alberni received similar UBCM grant funding to complete an Age-Friendly assessment, which is currently underway. ACRD staff have met with the City’s project team, expressing interest in working together.

Plan development will incorporate related activities and reports, some of which include existing age-friendly plans for the Districts of Tofino and Ucluelet, and City of Port Alberni. As well as the current City of Port Alberni assessment underway, and the ACRD Zoning Bylaw Review and EA Transit Feasibility Study, both of which are also currently underway.

The Plan will focus on eight themes established by the World Health Organization to evaluate a community’s age-friendliness through an age-friendly lens, including: outdoor spaces and buildings; transportation; housing; respect and social inclusion; social participation; communication and information; civic participation and employment; and community support and health services. Evaluation with an age-friendly lens will set priorities for ACRD policies and bylaws.

**Project Timeline & Tasks**
The following project timeline outlines how the Age-Friendly Plan will be completed over four phases, by April 30, 2020.

- **Phase 1 Project Strategy tasks include**: Project kick-off meeting, background research, identify partners and stakeholders, establish Working Group, and engagement strategy.
- **Phase 2 Community Engagement tasks include**: Create web presence, resident survey, service provider survey/discussions, resident and service provider roundtable discussions/focus groups.
- **Phase 3 Planning/Needs Assessment tasks include**: Analysis of engagement activities, consultation summary, and research local policy context.
- **Phase 4 Plan Development tasks include**: Create policy action items (reviewed with an age-friendly lens), policy development to inform updates to ACRD documents (Zoning Bylaw, Alberni Valley EA OCP’s, Alberni Valley Parks and Trails Strategic Plan, Alberni Valley Agricultural Plan and Coastal Addendum, and Alberni Valley Emergency Plan), create Plan.
The Age-Friendly Plan supports policy development for regional and rural planning initiatives including the EA OCP’s, Zoning Bylaw, development permit requirements, food security and active transportation.

**Age-Friendly Working Group:**
To help guide the Age-Friendly Project development, an Age-Friendly Working Group (WG) will be established for the duration of the Project, ending in April 2020. The WG will be led by Project staff and may be comprised of ACRD residents/community members, service providers/government representatives, First Nations, and any other individuals or organizations as needed. ACRD staff are also recommending that an EA Director is appointed to the WG. The WG is expected to meet once a month, starting in December, for which dates and times will be determined.

**Time Requirements – Staff & Elected Officials:**
The Project will be completed by current Planning staff, with the assistance of a Planning Consultant, Cherie Enns Consulting. Staff have recommended that one EA Director is appointed to the Working Group and attend the monthly meetings.

**Financial:**
The Project is provided by the Age-Friendly Communities program, with 100% funded by the Province of BC with no capital cost to the ACRD. There will be in kind costs to the ACRD including meeting space, office supplies, and administration.

**Next Steps:**
Upon receipt of the Age-Friendly Project introduction report from the Board, next steps include: additional background research, development of an engagement strategy, creation of a survey to ACRD residents and service providers (available online and paper form, and mailed to AV EA residents and property owners), and service provider discussions.

Staff will provide an overview of the final Age-Friendly Plan to the Board when it is complete. Following this, the ACRD would have access to apply for Stream 2 UBCM funding, which would support the development of local projects supporting age-friendly communities.

Prepared by: ____________________________________________
Amy Anaka, MCIP, RPP
Planner

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

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

To: ACRD Board of Directors

From: Heather Zenner, RPF, Lands and Resources Coordinator

Meeting Date: November 13, 2019

Subject: Provincial Consultation – Private Managed Forest Land. Summary of Results

Recommendation:

THAT the ACRD Board of Directors receive this report for information.

Report:

Earlier this year, the Ministry of Forests, Lands, Natural Resource Operations and Rural Development (FLNROD) undertook a review of the Private Managed Forest Land program via an online survey, accepting written submissions, and meeting with local governments and stakeholder groups. Alberni-Clayoquot Regional District (ACRD) Directors and City of Port (CPA) Alberni Councilors and staff met with FLNROD on June 27, 2019 to discuss the program and issues affecting the Alberni Valley. In summary issues raised at this meeting include:

- Loss of recreational access to Private Managed Forest Lands,
- Concern with legislative differences on Crown and Private Forest Lands,
- Water Quality in community watersheds,
- Water licences,
- Sustainable forest management,
- Pile burning and air quality,
- Use of public roads by private land holders.

FLNROD summarized the comments that were received through this engagement process and are attached separately to this agenda and are also available here:

https://engage.gov.bc.ca/govtogetherbc/impact/private-managed-forest-land-program-results/.

The online survey engaged 1,225 participants with over 10% of the respondents being located in the ACRD.

Some of the key results from the engagement process include:

- 52% of the participants indicated that they agree or strongly agree that the program goals are still relevant,
- 62% of the participants disagree or strongly disagree that the key public environmental values are sufficient,
- 70% of participants do not agree that the current regulatory framework is effective in supporting of the management objective of the Private Managed Forest Land Act.

FLNROD has posted written submissions that didn’t request anonymity on their website, including submissions from special interest groups, citizens, First Nations, Managed Forest Land Owners, and Local Government. From the Alberni Valley, the ACRD, CPA, and the Hupacasath First Nation all provided written comments. The Union of BC Municipalities also submitted a written response, including a listing of adopted resolutions dating back to 1991 that relate to Private Managed Forest Land.
Next Steps:

The Private Managed Forest land Program Review Team indicated that they are looking ahead to ongoing conversations and dialogue with communities and First Nations, to formulate an official policy intentions paper for the minister to consider.

Other:

Of note provincial staff have committed to organize a meeting to discuss access to Private Managed Forest Lands. This meeting will include staff representatives from FLNROD, ACRD, Mosaic, and Provincial Parks.

Submitted by: ____________________________
Heather Zenner, RPF, Lands and Resources Coordinator

Reviewed by: ____________________________
Rob Williams, MSc, General Manager of Environmental Services

Approved by: ____________________________
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer
REPORT FROM THE CHAIR and VICE-CHAIR
ON ACTIVITIES FOR THE PERIOD ENDED SEPTEMBER 2019

Purpose
This report is intended to provide a summary of the activities and performance of the Municipal Finance Authority of British Columbia (“MFA”) for the period ended September 2019.

Governance
Representation from every community in British Columbia is provided through our 39 Members from 28 regional districts and our 10-member Board of Trustees.

Since our Annual General Meeting on March 28, 2019, the Board of Trustees has met three times.

The Investment Advisory Committee, comprised of all Trustees, has also met two times. The purpose of these meetings was to receive reports from our pooled investment fund manager, Phillips, Hager & North, and to update investment guidelines and program offerings. PH&N reports to the Committee on fund positioning and performance, investment management processes, and portfolio compliance.

A newsletter was sent out to all members in May 2019, providing an update on MFA activity and financial results from the Chair and Vice-Chair.

Results from Operations – Six Months 2019 vs Budget
The annual budget was reviewed by the Board of Trustees on March 12th, 2019, and approved by the Members at the Annual General Meeting on March 28th, 2019. The annual budgeted operating revenue is $6.49 million and expenditures $3.51 million for a projected profit of $2.98 million. The results for the 1st half of 2019 show a net profit of $1,141,185 and is negative to budget by $9,945. Revenues are down $265,772, which is attributed to lower overall participation levels in pooled investment funds than expected. Expenditures are favorable by $255,827.

The retention fund for the first half of the year is favorable to budget by $543,819 and has a balance of $77.0 million at June 30, 2019.

Financing
Since our spring issuance in April of 2019, we issued two new debentures in the marketplace.

On May 21 2019, we issued a new 5-year debenture (2.15% due June 2024) to refinance $800 million which funded the maturity of two debentures; June 2, 2019 2.05% & June 3, 2019 4.875%.
The issue was oversubscribed and well diversified between 60 investors of which 20 were new buyers. This transaction was the largest ever single-tranche municipal offering.

The day following our Semi-Annual Meeting on September 24, 2018, we launched our fall issue. $235 million was raised through the re-opening of our existing October 2029 debenture at a yield of 2.116% to fund new loans requests approved at the meeting. The issue was 1.8X oversubscribed and well diversified between 33 investors and attracted 10 new buyers to the 10-year borrowing program.

More generally, the MFA continues to achieve lower interest rates when compared to all other municipal participants in the bond market across Canada. This reflects our triple A credit ratings and the strength of local government throughout BC. We are able to lend to all our members at the same low rate, regardless of the size of each community we serve in BC.

The short-term borrowing program currently has $600 million in commercial paper outstanding (vs. a $700 million limit) and remains highly sought out by investors. Notwithstanding the strong investor demand for MFA commercial paper, management has indicated that it will look to reduce the outstanding commercial paper balance by $100 million prior to the end of Q1 2020, bringing the outstanding amount down to $500 million. Given lower than expected short-term loan utilization by its Members, MFA management views the reduction in outstanding commercial paper as a prudent step in reducing the Authority’s overall financial risk profile.

Monies raised through the issuance of commercial paper are used to fund loans under our short-term and equipment finance programs. The current lending rate is 2.46%. As of September 30, 2019, we had 109 outstanding short-term loans totaling $260.67 million and 288 Equipment Financing loans totaling $34.76 million.

**Pooled Investment Funds**

<table>
<thead>
<tr>
<th>As at</th>
<th>August 31, 2019</th>
<th>August 31, 2018</th>
<th>Change</th>
<th>1 Year Returns at August 31, 2019</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$ millions</td>
<td>$ millions</td>
<td></td>
<td>Funds</td>
</tr>
<tr>
<td>Bond</td>
<td>543</td>
<td>561</td>
<td>-18</td>
<td>4.38 %</td>
</tr>
<tr>
<td>Intermediate</td>
<td>261</td>
<td>328</td>
<td>-67</td>
<td>2.65 %</td>
</tr>
<tr>
<td>Money Market</td>
<td>1,503</td>
<td>1,185</td>
<td>318</td>
<td>1.90 %</td>
</tr>
<tr>
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<td>1,568</td>
<td>697</td>
<td>871</td>
<td>**</td>
</tr>
<tr>
<td>AUM</td>
<td>3,875</td>
<td>2,771</td>
<td>1,104</td>
<td></td>
</tr>
</tbody>
</table>

** Current Rate on CIBC and NBC PHISA’s are 2.46% and 2.47%, respectively.

We would note that the recent (over last few months) quick reversal of rates (back to all-time lows in interest rates) which reflects global market uncertainty about future growth prospects, has made cash management challenging for local government reserves managers.
Pooled Mortgage Fund
We are moving ahead with the launching of our fourth pooled fund product in October – the MFA Pooled Mortgage Fund. The fund would offer a pickup in yield to the MFA Bond Fund with historically very little incremental credit risk. The trade-off is relative lack of liquidity, so it would only be suitable for investors who understand that only a portion of “long term” reserves should be invested in the product.

Pooled Investment Fund Advisory Committee to Management
In an effort to continuously improve our pooled fund investment offerings, MFA has recently created a Pooled Fund Advisory Committee comprised of ten local government clients. The Committee will meet four times per year and provide management with ideas, feedback and advice on our pooled funds. More specifically, the mandate of the Committee includes:

- Reviewing performance of existing pooled funds;
- Advising on operational improvements on our pooled funds;
- Advising on the creation of new funds;
- Exchanging ideas and leveraging our cooperative structure to get more from investment service providers; and
- Reporting on relevant recommendations/findings from the group to the Investment Advisory Committee of the Board or the Board of Trustees.

Committee members were chosen for two-year terms through an application process over the summer and comprise the following members:

- Stephen Banmen, General Manager, Finance, Regional District of North Okanagan
- Rob Clark, Strategic Financial Analyst, City of Prince George
- Andrew Hoge, Manager, Corporate Finance & Treasury Capital Regional District
- Stuart Horn, Chief Administrative Officer Regional District of Central Kootenay
- Chris Paine, Director of Finance City of Colwood
- Tina Perreault, General Manager, Corporate Services / Chief Financial Officer Sunshine Coast Regional District
- Wesley Renaud, Budget Analyst City of Penticton
- Arseniy Shchedrinskiy, Financial Controller District of West Vancouver
- Doug Spindler, Assistant Director, Treasury Services City of Burnaby
- Trevor Thompson, Chief Financial Officer City of Maple Ridge
**Investor Relations**
Management continues to actively promote our credit story to institutional investors around the world. Investor development meetings are done in various formats, including one-on-one teleconference calls, one-on-one meetings, and group presentations. Investor development is a critical component in differentiating MFA and achieving continuous access to the markets and the lowest cost of funds from among our peers.

We have outlined our most important investor development events for 2019 below.

**BMO Annual Government Finance Conference**
We presented to a large group of institutional investors at the BMO Annual Government Finance Conference in Toronto and Montreal in May.

**National Bank Financial BF Municipal Investor Conference**
We have participated in a presentation to a group of Canadian fixed income investors in Toronto in September.

**CIBC Government Finance Conference**
We will be participating in a presentation to a group of Canadian fixed income investors in Vancouver in December.

**Bloomberg Canadian Fixed Income Conference**
We will be making multiple presentations to investors in New York and Washington, DC in October of this year.

**Credit Ratings**
Annual credit rating presentations were held in Richmond in April 2019.

Our AAA credit ratings with stable outlooks were since reaffirmed by all three ratings agencies – Standard and Poor’s, Moody’s, and Fitch. Our Commercial Paper program was also reaffirmed at the highest ratings available.

**MFABC Adopts Capital Adequacy Policy**
In September of this year, MFABC Trustees approved a newly developed capital adequacy policy. This policy and associated framework will formally guide management on how to manage its capital in the future.

As we have discussed over the last few years, in their efforts to bring consistency to their credit rating models post the 2007/8 financial crisis, the rating agencies have been increasingly viewing MFABC as a financial institution providing financial services to the local government sector. Historically, they have focused more on our “government-like” characteristics including our taxation ability as a basis for our strong AAA credit ratings. Viewed as a financial institution, MFABC’s “on-balance-sheet” capital position becomes a critical component supporting our ratings.

On-balance sheet capital for financial institutions is a formal requirement of financial regulatory bodies around the world. Capital is needed to absorb credit or other losses at the financial institution and therefore provide protections to retail customers and more broadly to the financial
system. Capital requirements have been significantly strengthened by regulators post the 2007/8 crisis as they want to avoid the possibility of financial contagion in the future and another government-led bailout of the financial system.

While MFABC is not a regulated entity, most of the local government funding agencies that exist around the world (about 10 of them) are subject to those regulatory requirements. As a result, and given that rating agencies must apply standardized models to assess the relative risks between institutions, management and the Trustees viewed it prudent to self-impose similar requirements to MFABC’s operations. A number of years ago Trustees halted distributions of the Strategic Retention Fund to Members in anticipation of approving a Capital Policy. This was an important signal to the rating agencies and the market. In effect, we indicated to our capital market participants (investors, banks, dealers, rating agencies) that MFABC’s Strategic Retention Fund is an important and (possibly) permanent component of our risk capital held for the benefit of the organization and bondholders, and is to be used in the event of unexpected credit or operational losses.

On September 10, the Trustees formally adopted our capital adequacy policy and framework (collectively “the model”). The model was structured on the same principals as OSFI (Office of the Superintendent of Financial Institutions) guidelines for Canadian Chartered banks and is comparable to the approaches taken by MFABC’s international peers. The model calls for MFABC to target a Leverage Ratio of Total Capital to Total Assets of 2% (versus 3% for a Canadian Chartered Bank) and a Capital Adequacy Ratio (Total Capital / Risk Weighted Assets) of between 9% and 11% (versus 14% to 16% for large global banks) and a Liquidity Ratio of 1.0 x (maintain enough liquidity to service a full year of interest expense). The model is quite complex and has a lot of moving parts, but it effectively looks at all the major risks faced by MFABC (credit, operational, market, liquidity, investment and refinancing risk) and assigns capital to defray those risks.

Based on the policy, MFABC is targeting a minimum on-balance sheet capital of $185 million while it currently holds $181 million of capital. As MFABC continues to be profitable from operations, that target should be achievable over the coming few fiscal years.

**Annual General Meeting**

The Annual General Meeting and Financial Forum event is set to take place in Victoria on March 25 and 26, 2020. As MFABC will be celebrating its 50th year in 2020, the Board of Trustees have approved an increased budget for the AGM/Financial Forum event to showcase and celebrate our successes over the past 50 years and look to the future of the organization. We will be hosting a formal gala dinner on March 25 to replace our traditional reception and will organize special conference sessions to commemorate our milestone anniversary.

Submitted by:

Malcolm Brodie
Chair

Al Richmond
Vice-Chair
The Vancouver Island Regional Library (VIRL) Board of Trustees is telling our story with its adopted 2020 – 2024 Financial Plan.

At the September 21 meeting, the Board adopted a balanced budget of $38,142,775 for 2020. Municipal and rural levies will contribute $24,050,684 to the library budget, an average increase of 3.94% and a per capita decrease of $0.68 over 2019.

Priorities for next year’s Budget include:
- Developing and promoting programming that draws library customers in, regardless of age or other factors.
- Promoting our catalogue, resources and services.
- Telling our story through public information and promotional materials.
- Focusing on our facilities.
- Continuing investment in technology in an increasingly electronic world.
- Investing in staff through professional development and other opportunities, recognizing that staff deliver our story directly to customers.

The following Business Cases were approved as part of the 2020 Budget:
- Strategic Planning 2021 – 2025
- Review and Optimization of VIRL’s Distribution System
- Safety Management System

By adopting this budget, the Board supports VIRL’s ongoing transition to a library of the 21st century and to our evolving role in today’s rapidly shifting world.
Strategic Planning 2021 – 2025: Strategic planning charts VIRL’s course for the next five years, focusing the Library’s efforts and creating a strong foundation for future achievements. The Strategic Plan is a foundational tool for Vancouver Island Regional Library, and guides the work of staff in all 39 physical branches as well as the continued development of our e-Library.

Review and Optimization of VIRL’s Distribution System: This Business Case aims to achieve refinements to VIRL’s distribution system through the review of a supply chain management specialist. The anticipated outcomes of this review include:

- A decrease in the number of days it takes an item to travel from its point of origin to where it is needed.
- An increase in customer access to information, since reducing the travel time will allow each item to be circulated a greater number of times in a year.
- A reduction in shipping and handling costs.

Safety Management System: A Safety Management System (SMS) is a modern business tool used by organizations to ensure compliance to applicable legislation. Once implemented, VIRL’s SMS will bring us in-line modern safety management practices.
Balance Sheet: The balance sheet of $33.9 million shows a healthy balance of cash and investments of $6.2 million at the end of July and a year to date operating surplus of $338,310.

Revenue and Expenditures: The net operating surplus as at the end of July reflects that revenues were in line with expectations and expenditures were within budget.

Reserves: The Board of Trustees is provided with updated reserves information at each meeting. At the end of July the reserves stood at a balance of $6.5 million. Appropriations to reserves are recorded on a monthly basis and at the end of July represented 58% of the budgeted contributions to reserves for the year.

Year to date withdrawals consist of amounts for projects at various facilities, as well as purchases of furniture and equipment, IT software and hardware, and improvements to the Integrated Library System.

In summary: ViRL’s current position is sustainable and ViRL’s operations are in line with expectations for this point in the year.
Facilities Updates

Campbell River
VIRL staff met with City of Campbell River staff on August 23 to discuss a new branch. Project planning is underway.

Chemainus
Construction began during the week of March 4 and is slated to be complete in late 2019.

Courtenay
VIRL has initiated planning this project.

Ladysmith
Ladysmith is looking to initiate a mixed-use project on property owned by the Town, which could include space for a new branch. No recent discussions have taken place.

Masset
Based on the success of the Sayward tender, VIRL will move forward with developing plans for the Masset branch. VIRL’s consultants are preparing the documents for tender.

North Saanich
The proposed site at the Panorama Centre is part of the Agricultural Land Reserve. VIRL awaits further direction from North Saanich.

Port Alberni
Planning is underway and VIRL is looking to engage consultants to advance planning in the near future.

Queen Charlotte
VIRL had discussions with School District 50 and local officials regarding potential sites for a new library. No additional information to report.
Facilities Updates (cont.)

Sandspit
VIRL is working with School District 50 to finalize a lease for land to house a new prototype branch. Survey, geotechnical and environmental work are complete. Discussions are on hold while the parties work to resolve an issue surrounding use of the space.

Sayward
Construction is well underway with the new branch slated to open in the fall of 2019.

Sooke
VIRL awaits approval of the Development Permit and further direction from Council.

Tahsis
VIRL continues discussion around potential sites or other options for service delivery.

Tofino
VIRL has attended various meetings related to the concept of a shared building with the Clayoquot Biosphere Trust, which would be built on a site currently owned by Tofino. Discussions are in the early stages for this potential project.

Woss
The Village of Woss has identified the site for the new branch. VIRL staff have commenced with the necessary planning work in preparation of a prototype branch, including work to produce a bid package.