



**Alberni-Clayoquot Regional District**

**Regular Board of Directors Meeting  
Wednesday, October 5, 2011**

**Time: 1:30 p.m.**

**Place: Regional District Office  
Board Room  
3008 Fifth Avenue  
Port Alberni, BC**

**AGENDA**

**Pages**

**1. CALL TO ORDER:**

**2. PETITIONS, DELEGATIONS & PRESENTATIONS:**

a/ Introduction – Dan Holder, Fire Services Coordinator

b/ John Thomas, Environmental Services Technician  
Presentation – 5 Years of Service

c/ Dave Reid, HB Lanark  
Re: Regional Park & Trail Master Plan

**3. ADOPTION OF MINUTES:**

a/ Regular Board of Directors Meeting – August 24, 2011 .....

**4. COMMUNICATIONS/CORRESPONDENCE  
FOR ACTION:**

a/ District of Ucluelet  
Re: Request for Pre-Banquet Reception Sponsorship for 2012  
Association of Vancouver Island and Coastal Communities  
Convention .....

b/ Cheryl Schwager  
Re: Request for Review of Recycling Program .....

c/ Air Quality Council  
Re: Request for Letter of Support .....

Alberni-Clayoquot Regional District Board Meeting  
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|  | <b>Pages</b>            |
|--|-------------------------|
| d/ Uchucklesaht Tribe Government<br>Re: Request for Donation .....   |                         |
| e/ Vancouver Island Spine Trail Association<br>Re: Request for Letter of Support .....   |                         |
| f/ Clayoquot Biosphere Trust<br>Re: Clayoquot Biosphere Trust Bylaw Review .....   |                         |
| <b>5. <u>COMMUNICATIONS/CORRESPONDENCE</u></b><br><b><u>FOR INFORMATION:</u></b>   |                         |
| a/ BC Ferries<br>Re: BC Ferries to Undertake Major Cost Containment<br>Program.....  |                         |
| b/ Youth Parliament of British Columbia<br>Re: British Columbia Youth Parliament, 83 <sup>rd</sup> Parliament .....                        |                         |
| c/ BC Transit<br>Re: First 2010-2011 Annual Performance Summary of ACRD<br>Transit System.....   |                         |
| d/ Land Title and Survey Authority of BC<br>Re: Annual Report 2010/2011 .....  |                         |
|  | (Report held in office) |
| e/ Minister of Fisheries and Oceans<br>Re: Fisheries and Oceans Canada Staffing levels and the<br>Pacific Salmon Treaty.....               |                         |
| Re: Barkley Sound Economic Harvest Opportunity Agreement<br>With Hupacasath and Tseshaht First Nations .....                               |                         |
| f/ BC Heritage Branch, Ministry of Forests, Lands and Natural<br>Resource Operations<br>Re: Heritage Lighthouse Protection Act Update..... |                         |

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|   | <b>Pages</b> |
|---|--------------|
| g/ The Corporation of the Village of Slocan<br>Re: Renewal of British Columbia's Heritage Programs .....  |              |
| h/ City of Port Coquitlam<br>Re: Municipal Auditor General Survey.....  |              |
| i/ Town of Golden<br>Re: Municipal Auditor General Survey.....  |              |
| j/ Alberni Valley Museum and Heritage Commission<br>Re: Historic Significance of the Old Arrowsmith<br>(CPR)Trail.....                          |              |
| k/ Alberni District Historical Society<br>Re: Fall 2011 Newsletter .....  |              |
| l/ Union of British Columbia Municipalities<br>Re: Invitation for Expressions of Interest for Appointment<br>To RCMP Management Committee ..... |              |
| m/ BC Mayors Climate Leadership Council<br>Re: Practical Solutions for Climate Action:<br>Vancouver Island Summit.....                          |              |
| n/ British Columbia Safety Authority<br>Re: 7 <sup>th</sup> Annual Lieutenant Governor's Awards for Public<br>Safety.....                       |              |

**6. REPORTS:**

- a/ Nuu-chah-nulth Tribal Council – W. Gallic
- b/ 9-1-1 Corporation – H. Chopra
- c/ Vancouver Island Regional Library - P. Cote
- d/ Central West Coast Forest Society - T. Bennett

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**Pages**

|           |  |  |
|-----------|--|--|
| e/        | Emergency Planning - K. McRae/P. Edwards/P. Cote |  |
| f/        | Alberni Valley Chamber of Commerce - G. Wong     |  |
| g/        | Coastal Communities Network – T. Bennett         |  |
| h/        | West Island Woodlands Advisory Group - K. McRae  |  |
| i/        | Island Coastal Economic Trust – G. Wong          |  |
| j/        | Air Quality Council, Port Alberni - P. Edwards   |  |
| k/        | West Coast Aquatic Board - T. Bennett            |  |
| l/        | Clayoquot Biosphere Trust                        |  |
| m/        | Island Corridor Foundation – K. McRae            |  |
| n/        | RCMP Update                                      |  |
| o/        | Alberni Valley Committee – G. Wong               |  |
|           | • Minutes from August 30, 2011 Meeting.....      |  |
| p/        | West Coast Committee – T. Bennett                |  |
|           | • Minutes from September 21, 2011 Meeting .....  |  |
| <b>7.</b> | <b><u>OTHER REPORTS:</u></b>                     |  |
| <b>8.</b> | <b><u>STAFF REPORTS:</u></b>                     |  |
| a/        | September 2011 CAO Report .....                  |  |
| b/        | Planning & Development Report.....               |  |
|           | • August Building Report .....                   |  |

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|   | <b>Pages</b> |
|---|--------------|
| c/ Finance Department Staff Report.....   |              |
| d/ Staff Action Items as of October 5, 2011.....                                |              |
| <b>9. <u>ADMINISTRATION:</u></b>  |              |
| a/ Administrative Memo<br>Re: WCLF Gas Management Assessment .....              |              |
| b/ Request for Decision<br>Re: Gas Tax Agreement – Possible Projects .....      |              |
| c/ Request for Decision<br>Re: 2012 Alberni Golf Club Tax Exemption Bylaw ..... |              |
| • 4 Readings.....   |              |
| e/ Administrative Memo<br>Re: Long Beach Advisory Planning Commission.....      |              |
| <b>10. <u>FINANCES:</u></b>   |              |
| a/ Financial Statements<br>• January 1 – August 31, 2011.....                   |              |
| <b>11. <u>PLANNING MATTERS:</u></b>   |              |
| <b><u>ELECTORAL AREA DIRECTORS ONLY</u></b>                                     |              |
| a/ DVC11008 (McGregor) 1026 Sixth Ave – Salmon Beach<br>Memo.....               |              |
| <b>12. <u>CHAIRPERSON’S REPORT:</u></b>   |              |
| <b>13. <u>UNFINISHED BUSINESS:</u></b>  |              |
| <b>14. <u>DIRECTOR’S DECLARATIONS:</u></b>                                      |              |

- 15. **NEW BUSINESS:**  
*[Section 15(3) - The Board must not consider any matters not listed on the Agenda unless it is first agree to by a vote of two-thirds of those Members present]*
  
- 16. **MEETING SCHEDULE:**  
a/ October 2011 .....
  
- 17. **QUESTION PERIOD:**
  
- 18. **RECESS TO IN-CAMERA:**  
a/ Motion to close the meeting to the public to discuss matters relating to:
  - Labour relations or other employee relations
  
- 19. **RE-OPEN MEETING:**
  
- 20. **RECOMMENDATIONS FROM IN-CAMERA:**
  
- 21. **ADJOURNMENT:**



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

**BOARD OF DIRECTORS MEETING  
MINUTES**

**WEDNESDAY, AUGUST 24, 2011**

**REGIONAL DISTRICT BOARD ROOM**

Present: Chairperson: Glenn Wong, Directors: Tony Bennett, Hira Chopra, Penny Cote, Patty Edwards, John Fraser, Mike Kokura, Ken McRae, Stefan Ochman, Eric Russcher.

Staff: Russell Dyson, Chief Administrative Officer, Wendy Thomson, Manager of Administrative Services, Mike Irg, Manager of Planning and Development, Teri Fong, Manager of Finance, Carla Connelly, Planner.

Other: John Jack, Councillor, Huu-ay-aht First Nation, Pat Deakin, Economic Development Officer, City of Port Alberni.

1. The meeting was called to order at 1:30 p.m.

**PETITIONS, DELEGATIONS & PRESENTATIONS**

2. *Moved by P. Cote, seconded by E. Russcher, "That Mr. Matt Sander and Mr. Mike Kraneveldt, Sproat Lake Marine Patrol be invited to address the Board of Directors."*

*"Carried"*

3. The delegation presented the 2011 Sproat Lake Marine Patrol Year End Report. The program was a success again this year. Life jackets were borrowed 68 times through the Kids Don't Float loaner station, boat counts were down this year primarily due to the bad weather in July, 26 jump starts were provided, 14 tows and 28 pleasure craft courtesy checks. The delegation answered questions from Directors. Directors thanked the crew for their great work this season.

4. *Moved by H. Chopra, seconded by P. Cote, "That Mr. Keith Gibson, Long Beach Golf Course and Mr. Ken Sander, Alberni Golf Club be invited to address the Board of Directors."*

*"Carried"*

5. Mr. Gibson provided an overview of the activities of the Long Beach Golf Club over the past year. The Wickanninish Inn Pro-Am tournament raised over \$21,000 in support of the local high school and extra-curricular activities. Mr. Gibson



requested the ACRD Board of Directors to consider granting the Long Beach Golf Club a property tax exemption in 2012. Mr. Gibson answered questions from Directors.

6. Mr. Sander provided an overview of the activities of the Alberni Golf Club over the past year. Their numbers were down a bit this season, but they still attracted over 100 visitors to the region. He thanked the ACRD for their support over the past nine years. Mr. Sander requested the ACRD Board to consider another tax exemption in 2012. Mr. Sander answered questions from Directors.
7. *Moved by K. McRae, seconded by E. Russcher, "That staff be instructed to prepare a 2012 tax exemption bylaw for the Long Beach Golf Club and the Alberni Valley Golf Club for consideration by the ACRD Board of Directors."*

*"Carried"*

8. *Moved by M. Kokura, seconded by P. Edwards, "That Mr. Neil Hastie, CEO, Encorp Pacific be invited to address the Board of Directors."*

*"Carried"*

9. Ms. Hastie provided an overview of the status and performance of the beverage containers and electronic recycling in the Alberni-Clayoquot region including service levels and future opportunities. Encorp has three deposits in the Alberni-Clayoquot Region and they have 10 full-time employees in the ACRD. Encorp is a non-profit product stewardship corporation that operates a private depot collection network. Mr. Hastie answered questions from Directors.
10. The Chairperson thanked Mr. Hastie for his presentation.

#### **ADOPTION OF MINUTES**

11. *Moved by E. Russcher, seconded by M. Kokura, "That the minutes from the regular Board of Directors meeting held on July 27, 2011 be adopted as circulated."*

*"Carried"*

#### **COMMUNICATION/CORRESPONDENCE – FOR ACTION**

12. Correspondence received from the Ucluelet First Nations and Huu-ay-aht First Nation advising of their intention to become members of the Alberni-Clayoquot Regional District Board of Directors.



*Moved by M. Kokura, seconded by P. Cote, "That the Alberni-Clayoquot Regional District Board of Directors forward a letter to the Ucluelet First Nation and Huu-ay-aht First Nation thanking them for their interest in joining the Alberni-Clayoquot Regional District and invite them to meet to discuss the implementation process ."*

*"Carried"*

13. Correspondence dated August 17, 2011 from Ms. Judy Carlson regarding concerns with Road Construction at Mount Arrowsmith Regional Park.

*Moved by P. Edwards, seconded by P. Cote, "That this correspondence be received."*

*"Carried"*

14. Letter dated August 16, 2011 from Fisheries and Oceans Canada regarding BC Aquaculture Regulatory Program Update.

*Moved by T. Bennett, seconded by K. McRae, "That this correspondence be forwarded to the Coastal Community Network and that the Regional District forward a letter to Fisheries and Oceans Canada stressing that local government needs to be recognized as a separate entity and should have a seat and say on Department of Fisheries and Ocean's policy decisions with regards to the BC Aquaculture Regulatory Program."*

*"Carried"*

15. Correspondence dated August 19, 2011 from the Tseshaht Market requesting a letter of support for the Aboriginal Community-Owned Business of Year Award.

*Moved by E. Russcher, seconded by P. Cote, "That the Alberni-Clayoquot Regional District Board of Directors forward a letter to the Tseshaht Market supporting their nomination and application for the 2011 Aboriginal Community-Owned Business of Year Award."*

*"Carried"*

#### **COMMUNICATION/CORRESPONDENCE – FOR INFORMATION**

16. *Moved by M. Kokura, seconded by P. Edwards, "That the following correspondence be received for information: Union of British Columbia Municipalities re: Executive Highlights, July 21, 22<sup>nd</sup>, 2011 Resolutions, Ministry of Finance re: 5.25% Fee Charge for Collection of Regional District Taxes, Ministry of*



*Finance re: Surveyor of Taxes 5.25 % Collection Fee, Ministry of Jobs, Tourism and Innovation re: North Island –Coast Development Initiative Trust Review, Ministry of Public Safety and Solicitor General re: Federal/Provincial/ Territorial RCMP Agreements, BC Hydro re: Outcome of Government of BC Review, Island Timberlands re: Upgrading of Cold Creek Mainline, Special Olympics BC – Port Alberni re: Thank you for Grant-in-Aid and Regional District of Mount Waddington re: Federal Government Budget 2012 Submission.”*

“Carried”

17. *Moved by H. Chopra, seconded by P. Edwards, “That a letter be forwarded to BC Hydro stressing the Regional District’s concerns with the proposed 16% rate increase and request they consider the general public when proposing any increases.”*

“Carried”

## **REPORTS**

18. Director Bennett provided a brief update on the upcoming Coastal Communities Network – Community to Community Summit, September 23<sup>rd</sup> in Vancouver.

*Moved by T. Bennett, seconded by P. Edwards, “That the verbal written report on the Coastal Communities Network be received.”*

“Carried”

19. Director McRae reported on the West Island Woodlands Advisory Group (WIWAG).

*Moved by K. McRae, seconded by H. Chopra, “That this verbal report be received.”*

“Carried”

20. Director McRae provided an update on the Island Corridor Foundation. They Foundation is hoping that more funding is coming from the Federal Government.

*Moved by H. Chopra, seconded by J. Fraser, “That this verbal report be received.”*

“Carried”



### OTHER REPORTS

21. Director Cote reported that Lakeshore Road has been closed. The Ministry of Transportation is replacing a culvert by the West Bay Hotel. She reported that she has received several calls regarding safety with re-directing traffic. She also reported that she has received complaints that the Ministry is changing names of creeks and culverts in the Sproat Lake area. The CAO advised that staff have contacted the Ministry of Transportation regarding the issues raised from an emergency perspective.

*Moved by P. Cote, seconded by K. McRae, "That this verbal report be received."*

*"Carried"*

### STAFF REPORTS

22. *Moved by M. Kokura, seconded by T. Bennett, "That the August 2011 CAO Report be received."*

*"Carried"*

23. *Moved by T. Bennett, seconded by M. Kokura, "That the Planning and Development Report dated August 23, 2011 be received."*

*"Carried"*

24. *Moved by S. Ochman, seconded by P. Cote, "That the Building Report for July 2011 be received."*

*"Carried"*

25. *Moved by T. Bennett, seconded by P. Cote, "That the Finance Department Report dated August 22, 2011 be received."*

*"Carried"*

26. *Moved by M. Kokura, seconded by P. Edwards, "That the report from the City of Port Alberni regarding the Economic Development Strategic Plan be received."*

*"Carried"*

27. *Moved by T. Bennett, seconded by M. Kokura, "That the Staff Action Items as of August 17, 2011 be received."*



“Carried”

### ADMINISTRATION

28. Administrative Memo regarding ACRD Meeting Amendments September/October 2011.

*Moved by T. Bennett, seconded by M. Kokura, “That the Board of Directors approve the following amendments to the Alberni-Clayoquot Regional District Meeting Schedule for September/October 2011 due to the 2011 UBCM Convention, September 26<sup>th</sup> to 30<sup>th</sup>, Vancouver, BC:*

- a. The September 28<sup>th</sup> Board of Directors meeting be re-scheduled for Wednesday, October 5, 2011 at 1:30 pm in the Regional District Board Room;*
- b. The October 12<sup>th</sup> Regional Hospital District meeting be re-scheduled for Wednesday, October 5, 2011, immediately following the Regular Board of Directors meeting; and,*
- c. The October 12, 2011 Committee-of-the Whole Meeting be cancelled.”*

“Carried”

29. Administrative Memo regarding the Community to Community Forum, October 13, 2011 at the Barclay Hotel, 10:00 am to 2:00 pm regarding Emergency Planning.

*Moved by T. Bennett, seconded by P. Cote, “That this correspondence be received.”*

“Carried”

30. Request for Decision regarding Dangerous Dogs, Electoral Areas “D” (Sproat Lake) and “E” (Beaver Creek).

*Moved by P. Edwards, seconded by P. Cote, “That the Alberni-Clayoquot Regional District Board of Directors enter into a contract with Coastal Animal Control Services of BC to provide animal control as it relates to dangerous dogs in Electoral Area ‘D’ (Sproat Lake) and ‘E’ (Beaver Creek).”*

“Carried”

31. Request for Decision regarding Proposed cell Tower.



*Moved by T. Bennett, seconded by M. Kokura, "That the Alberni-Clayoquot Regional District advise Rogers Communications that the Regional District has reviewed the proposed telecommunications tower on Block 853, Alberni District, Except Part in Plans 824 RW, VIP67890, VIP67891 and VIP72746 and has no objection to the location of the proposed cellular tower."*

*"Carried"*

32. Request for Decision regarding VIHA Homelessness Grant.

*Moved by P. Edwards, seconded by M. Kokura, "That the Alberni-Clayoquot Regional District Board of Directors accept the recommendations from the Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI) regarding the disbursement of the \$285,000 grant from VIHA as follows:*

*\$85,000 to the Alberni Valley Community Foundation for grants for homelessness projects;*

*\$95,900 to the Port Alberni Shelter Society for pre-design services and schematic design for a new facility;*

*\$40,000 to the Phoenix House for a roof replacement; bug proof mattresses, pillow and night table sets for 12 units; and a business plan;*

*\$47,500 to the Port Alberni Friendship Centre for the Tenant Advocacy Project;*

*\$16,600 to the West Coast Women's Resource Society for the Homelessness Outreach Enhancement Project."*

*"Carried"*

**FINANCES**

33. *Moved by S. Ochman, seconded by M. Kokura, "That the Financial Statements dated January 1<sup>st</sup> to July 31, 2011 be received."*

*"Carried"*

34. Administrative Memo regarding Finance Warrant No. 507 – Additional Information on Payments.

*Moved by T. Bennett, seconded by P. Cote, "That this correspondence be received."*

*"Carried"*



## PLANNING

35. RE10010, Rezoning Application, (Chase), 6253 Drinkwater Road, Electoral Area "E" (Beaver Creek).  
*Moved by P. Edwards, seconded by M. Kokura, "That Bylaw P1267, Beaver Creek Official Community Plan amendment be adopted."*
- "Carried"*
36. *Moved by P. Edwards, seconded by P. Cote, "That Bylaw P1268, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be adopted."*
- "Carried"*
37. RD11005, Rezoning Application, (Louie), 10700 Tilly Road, Electoral Area "D" (Sproat Lake).  
*Moved by P. Cote, seconded by P. Edwards, "That the Administrative Memo regarding Rezoning Application RD11005 be received."*
- "Carried"*
38. *Moved by P. Cote, seconded by T. Bennett, "That the Public Hearing Report for Rezoning Application RD11005 be received."*
- "Carried"*
39. *Moved by P. Cote, seconded by P. Edwards, "That the Public Hearing Minutes for Bylaws P1266, P1277 and P1275 be received."*
- "Carried"*
40. *Moved by P. Cote, seconded by T. Bennett, "That Bylaw P1266, Sproat Lake Official Community Plan Amendment be deferred."*
- "Carried"*
41. *Moved by P. Cote, seconded by T. Bennett, "That Bylaw P1277, Regional District of Alberni-Clayoquot Zoning Text Amendment be deferred."*
- "Carried"*
42. *Moved by P. Cote, seconded by T. Bennett, "That the Public Hearing for Bylaws P1266 and P1277 be delegated to the Director for Electoral Area "D" (Sproat*



*Lake), her alternate Director or the Chairperson of the Regional District Board.”*

*“Carried”*

43. RT11002, Rezoning Application, (ACRD) Temporary Use Permits, Electoral Area “D” (Sproat Lake).

*Moved by P. Cote, seconded by T. Bennett, “That the Public Hearing Report for Bylaw P1275 be received.”*

*“Carried”*

44. *Moved by P. Cote, seconded by S. Ochman, “That the Board of Directors concur with the recommendation of Planning Staff and proceed with second and third reading of Bylaw P1275.”*

*“Carried”*

45. *Moved by P. Cote, seconded by T. Bennett, “That Bylaw P1275, Sproat Lake Official Community Plan Amendment Bylaw be read a second time.”*

*“Carried”*

46. *Moved by P. Cote, seconded by T. Bennett, “That Bylaw P1275, Sproat Lake Official Community Plan Amendment be read a third time.”*

*“Carried”*

47. RT11006, Rezoning Application, (ACRD), Alberni Valley Airport and Long Beach Airport.

*Moved by T. Bennett, seconded by P. Edwards, “That the Board of Directors concur with the following recommendations of Planning Staff:*

- a. Proceed with first reading of Bylaws P1280, P1281, P1282 and P1283;*
- b. The public hearing for Bylaws P1280 and P1281 be delegated to the Director for Electoral Area “D”, her Alternate Director or the Chairperson of the Regional District Board; and,*
- c. The public hearing for Bylaws P1282 and P1283 be delegated to the Director for Electoral Area “C”, his Alternate Director or the Chairperson of the Regional District Board.”*



*“Carried”*

48. *Moved by M. Kokura, seconded by P. Edwards, “That Bylaw P1280, Regional District of Alberni-Clayoquot Zoning Text Amendment be read a first time.”*

*“Carried”*

49. *Moved by T. Bennett, seconded by P. Edwards, “That Bylaw P1281, Regional District of Alberni-Clayoquot Zoning Atlas Amendment No. 652 be read a first time.”*

*“Carried”*

50. *Moved by M. Kokura, seconded by P. Cote, “That Bylaw P1282, Regional District of Alberni-Clayoquot Zoning Text Amendment be read a first time.”*

*“Carried”*

51. *Moved by M. Kokura, seconded by J. Fraser, “That Bylaw P1283, Regional District of Alberni-Clayoquot Zoning Atlas Amendment No. 653 be read a first time.”*

*“Carried”*

52. DVF11006, Development Variance Application, (Van Vliet), 6390 Cherry Creek Road, Electoral “F” (Cherry Creek).  
*Moved by G. Wong, seconded by P. Edwards, “That the Regional District Board issue Development Variance Permit No. DVF11006.”*

*“Carried”*

### **UNFINISHED BUSINESS**

53. *Moved by T. Bennett, seconded by P. Cote, “That Regional District Directors be authorized to attend the Coastal Communities Network Community to Community Summit on September 23, 2011 in Vancouver.”*

*“Carried”*

### **MEETING SCHEDULE**

54. *Moved by M. Kokura, seconded by T. Bennett, “That the ACRD meeting schedule for September 2011 be received.”*



*“Carried”*

55. *Moved by M. Kokura, seconded by E. Russcher, “That the meeting be closed to the public to discuss matters relating to labour or other employee relations.”*

*“Carried”*

56. The meeting was closed to the public at 3:50 p.m.
57. The meeting was re-opened to the public at 4:25 p.m.
58. *Moved by E. Russcher, seconded by S. Ochman, “That this meeting now stand adjourned.”*

*“Carried”*

59. The meeting adjourned at 4:26 p.m.

Certified Correct:

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Glenn Wong,  
Chairperson

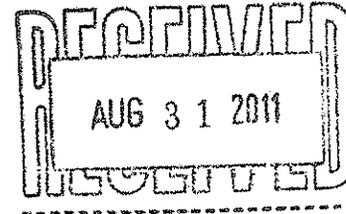
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Russell Dyson,  
Chief Administrative Officer



August 13, 2011

Russell Dyson  
Chief Administrative Officer  
Alberni-Clayoquot Regional District  
3008 5<sup>th</sup> Ave  
Port Alberni, BC  
V9Y 2E3



Dear Mr. Dyson,

I am writing this letter to formally request sponsorship from the Alberni-Clayoquot Regional District for the upcoming AVICC Convention in Ucluelet on April 12-15, 2012, specifically the Pre-Banquet Reception held on Saturday evening.

There are many benefits to being a sponsor for this event, including but not limited to:

**\$2,000: Pre Banquet Reception Sponsor**

- One Complimentary delegate registration package
- Mention during the banquet dinner
- Exhibitor/information table (optional)
- Inclusion of 1 page insert in delegate packages
- Company name printed on signage and on program agenda

If you have any questions, please don't hesitate to contact me.  
I look forward to hearing from you.

Thank you,



Abigail K. Fortune  
Director of Recreation  
District of Ucluelet

**District of Ucluelet**

500 Matterson Drive  
PO Box 999  
Ucluelet, BC V0R 3A0

t. 250.726.7772 ex. 224  
c. 250.266.0297  
f. 250.726.7774

**Ucluelet.ca**  
info@Ucluelet.ca  
*Life on the Edge*®

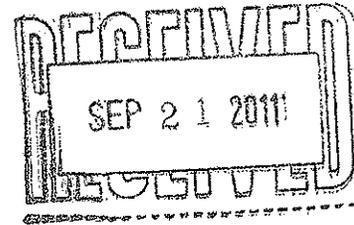


7799A Beaver Creek Rd.  
Port Alberni, B.C. V9Y 8M9  
September 19, 2011

Alberni-Clayoquat Regional District  
3008 - 5th Ave.  
Port Alberni, B.C. V9Y 2E3

To Whom It May Concern:

Re: Recycling charges



Recently we received an invoice for recycling from July 01, 2011 - June 30, 2012.

I will never forget Patty Edwards' comment in 2008 that "Beaver Creek is just going to have to suck it up" when she decided to not let her constituents decide on recycling while the Sproat Lake and Cherry Creek directors were going to ask theirs.

We were told at the time that we would be able to vote when the three year contract was up whether we wanted to renew it.

Why are we receiving invoices again without any discussion? When are we going to get a say?

I don't feel that we should be paying twice as much as some of our neighbours who are running businesses out of their homes. My mother lives in one home on our property and we live in the other. Together we usually only have one box of recycling per month.

We are low income but are charged double because there are two houses on our property. Most of our neighbours put out more than us, especially the ones with businesses.

Are you going to review this?

Sincerely,

Cheryl Schwager



Air Quality Council  
Box 1269  
Port Alberni, BC  
V9Y 7M1

September 28, 2011

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

Dear Directors and Chair,

It may be possible for the Air Quality Council to conduct another woodstove exchange program in Port Alberni. The application deadline for this round of funding is October 14. I am requesting a letter of support from the ACRD, to be included with the application. I look forward to your response.

Yours Sincerely,

Bernadette Wyton  
Chair, Air Quality Council



**Uchucklesaht Tribe**



**Government**

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**September 27, 2011**

**The Uchucklesaht Tribe is in process of preparing for their Christmas Celebration Event for families to start off their holiday season which will be on December 10, 2011 at the Echo Center. As you can imagine, creating a memorable and historic event for families in the community involves a lot of planning and resources.**

**We are requesting that all businesses that Uchucklesaht Tribe does business with consider giving a donation that can go towards this holiday event for families.**

**Any amount that you feel suitable is welcome.**

**If you are interested in submitting a donation, please contact Carla Halvorsen or Kirunn Sharma at 250-724-1832 at the office and we can arrange for pickup of delivery of donation.**

**The Uchucklesaht Holiday Celebration Committee**



**Mike Irg**

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**From:** Gil Parker [gparker@telus.net]  
**Sent:** Thursday, September 08, 2011 8:49 AM  
**To:** Mike Irg  
**Cc:** Robert Gunn  
**Subject:** Cowichan Lake Trail: Lake Cowichan to Francis Lake

from Gil Parker; Vancouver Island "Spine" Trail Association

Dear Mike,

We from VISTA met yesterday with Brian Farquhar of CVRD, during which we confirmed the contract for the Cowichan Study to Robert Gunn and Associates. The work will be done directly for VISTA and it will not be necessary for the CVRD to administer the contract. As previously discussed, we would ask that you at ACRD provide to Robert all topographic, land use, and regional planning information as may be available and pertinent to the Study. I assume Robert will inquire as needs arise.

Of course, VISTA will make the Study available to ACRD and we consider both regional districts as active partners in planning this future trail. While we have always\*assumed\* that our cooperation with ACRD was appreciated, we do not have any written confirmation of the District's support for this initiative or the overall VI Spine concept in our files. Is it possible that we could receive something to this effect? It would be useful for our fund-raising and other purposes.

We will advise the Ditidaht Nation that the Study is proceeding. We have been regularly in touch with the Band.

I would like to point out, that with this additional commitment of VISTA time and resources, that our directors are dedicated to the successful completion of this trail and that the VI Spine Trail is a fact that ultimately will become a reality. We are pleased to see the progress to this end in the Port Alberni area, and are particularly gratified that the route down the Canal is nearing completion. We are also vitally concerned that the Log Train Trail be retained and maintained by the Region, as it is critical to the access for the VI Spine to the Beaufort Range. This will be one of the most scenic and sought-after segments of the VI Spine, and a credit to the Alberni area.

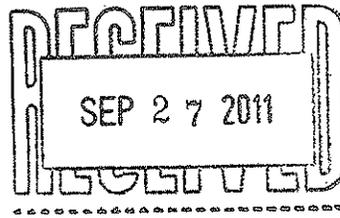
Regards, Gil Parker

--

Gil Parker, President,  
Vancouver Island "Spine" Trail Ass'n  
169 Bushby Street, Victoria, B.C., Canada, V8S 1B5 ph 250 3709349 [www.vispine.ca](http://www.vispine.ca)



Alberni Clayoquot Regional District  
Attn: Mayor & Council  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC  
V9Y 2E3



Box 67 Tofino, BC  
Canada V0R 2Z0

September 23, 2011

RE: CBT Bylaw Review

Dear Mayor & Council,

The CBT Board has recently completed a review and amendment of our bylaws. Our goal was to update the governing documents to provide concise definitions and direction for the Board and staff.

Importantly, we have maintained a number of provisions that are fundamental to the governance of the CBT. All of the communities in the region are represented on the CBT Board and we have not made any changes to the process for selecting appointees. All meetings remain open to the public with legal and personnel items going in camera.

We have removed a number of sections that pertain to the initial set up of the society as that detail is no longer needed. We have also clarified the role of alternate director to make the distinction that they are not able to hold officer positions. Lastly, we have changed the role of ex-officio board members to being advisory in nature and therefore removing the contradiction of being a non-voting member.

We would like to invite all members of the communities to review the document before it is approved at a special meeting of the members. Additional copies of the draft are available from our office or from me directly at [rebecca@clayoquotbiosphere.org](mailto:rebecca@clayoquotbiosphere.org). The document can also be downloaded at [www.clayoquotbiosphere.org/biosphere-blog](http://www.clayoquotbiosphere.org/biosphere-blog), along with our current bylaws for comparison.

The CBT Board welcomes feedback and questions on the proposed changes before Thursday, October 13<sup>th</sup> 2011. Pending no further revisions, a special meeting of the members will be scheduled in January 2012. The meeting will be widely advertised and your participation will be most welcome.

Respectfully,

Rebecca Hurwitz  
Managing Director



**BYLAWS  
of the  
CLAYOQUOT BIOSPHERE TRUST SOCIETY**

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**SOCIETY ACT**  
**BYLAWS**  
of the  
**CLAYOQUOT BIOSPHERE TRUST SOCIETY**

**PART 1. - INTERPRETATION**

**1.1 Definitions**

In these Bylaws and the Constitution of the Society, unless the context otherwise requires:

- (a) **“Address of the Society”** means the address of the Society as filed from time to time with the Registrar in the Notice of Address;
- (b) **“Alternate Director”** means a Person appointed by a Participating Community to stand in place of the Primary Director in the event that such Primary Director is unable to attend a meeting of the Board;
- (c) **“BC”** means Her Majesty The Queen in right of the Province of British Columbia, or an agency thereof;
- (d) **“Board”** means the Directors acting as authorized by the Constitution and these Bylaws in managing or supervising the management of the affairs of the Society and exercising the powers of the Society;
- (e) **“Board Advisor”** means a Person appointed by Canada or BC, as the case may be, as a Board Advisor in accordance with these Bylaws;
- (f) **“Board Resolution”** means:
  - (i) a resolution passed at a duly constituted meeting of the Board by a simple majority of the votes cast by those Directors who are present and entitled to vote at such meeting; or
  - (ii) a resolution that has been consented to in writing by every Primary Director who would have been entitled to vote on the resolution in person at a meeting of the Board;
- (g) **“Bylaws”** means the bylaws of the Society as filed in the Office of the Registrar;
- (h) **“Canada”** means Her Majesty the Queen in right of Canada, or an agency thereof;
- (i) **“Canada Fund”** means all funds donated, granted or contributed at any time to the Society by Canada;
- (j) **“Chair”** means a Person elected to the office of Chair in accordance with these Bylaws and includes two (2) Persons elected to the offices of co-chair;

- (k) **"Clayoquot Biosphere Region"** means that area coincident with the traditional territories of the Ahousaht First Nation, the Hesquiaht First Nation, the Tla-o-qui-aht First Nation, the Toquaht First Nation and the Yuułu?if?ath, and the District of Tofino, the District of Ucluelet and electoral area C of the Alberni-Clayoquot Regional District, within the traditional territories of the above First Nations;
- (l) **"Constitution"** means the constitution of the Society as filed in the Office of the Registrar;
- (m) **"Directors"** means those Persons who have become directors in accordance with these Bylaws and includes:
- (i) a Primary Director; and
  - (ii) an Alternate Director
- each of whom have not ceased to be directors and a "Director" means any one such Person;
- (n) **"Income Tax Act"** means the *Income Tax Act*, R.S.C. 1985 (5<sup>th</sup> Supp.), c.1 as amended from time to time;
- (o) **"Members"** means the applicants for incorporation of the Society and those Persons who have been appointed as a member by a Participating Community in accordance with these Bylaws and, in either case, have not ceased to be members, and a "Member" means any one of them;
- (p) **"Ordinary Resolution"** means
- (i) a resolution passed at a general meeting by the Members by a simple majority of the votes cast in person, or
  - (ii) a resolution that has been submitted to the Members and consented to in writing by 75% of the Members who would have been entitled to vote on the resolution in person at a general meeting of the Society, and a resolution so consented to is deemed to be an Ordinary Resolution passed at a general meeting of the Society;
- (q) **"Participating Communities"** means the following:
- (i) the Ahousaht First Nation;
  - (ii) the Hesquiaht First Nation;
  - (iii) the Tla-o-qui-aht First Nation;
  - (iv) the Toquaht First Nation;
  - (v) the Yuulu?if?ath;
  - (vi) the District of Tofino;
  - (vii) the District of Ucluelet; and

(viii) the Alberni-Clayoquot Regional District

and "Participating Community" means any one such organization;

- (r) "**Person**" means a natural person;
- (s) "**Primary Director**" means the Person appointed by a Participating Community to be a Member of the Society which Person will also be a Director of the Society by virtue of these Bylaws;
- (t) "**Project Auditor**" means a Person familiar with the programs and activities conducted by the Society and who has experience managing programs and activities of a similar nature;
- (u) "**Registered Address**" of a Member or Director means the address of that Person as recorded in the register of Members or the register of Directors;
- (v) "**Registrar**" means the Registrar of Companies of the Province of British Columbia;
- (w) "**Society**" means "**Clayoquot Biosphere Trust Society**";
- (x) "**Society Act**" means the *Society Act* R.S.B.C. 1996, c.433, as amended from time to time; and
- (y) "**Special Resolution**" means:
  - (i) a resolution passed at a general meeting by a majority of not less than 75% of the votes of those Members who, being entitled to do so, vote in person,
    - (1) of which the notice that the Bylaws provide, and not being less than 14 days' notice, specifying the intention to propose the resolution as a Special Resolution has been given, or
    - (2) if every Member entitled to attend and vote at the meeting agrees, at a meeting of which less than 14 days' notice has been given, or
  - (ii) a resolution that has been submitted to the Members and consented to in writing by every Member who would have been entitled to vote on the resolution in person at a general meeting of the Society, and a resolution so consented to is deemed to be a Special Resolution passed at a general meeting of the Society.

## 1.2 **Society Act Definitions**

The definitions in the *Society Act* on the date these Bylaws become effective apply to these Bylaws and the Constitution.

## PART 2. - MEMBERSHIP

### 2.1 **Admission to Membership**

Membership in the Society will be restricted to the following Persons:

- (a) those Persons who are Members on the date these Bylaws come into force; and
- (b) those Persons subsequently appointed by the Participating Communities in accordance with Bylaw 2.2

provided in each case that such Person has not ceased to be a Member in accordance with Bylaw 2.10.

## **2.2 Appointment of Member**

Each Participating Community will appoint one (1) Person to be a Member of the Society by delivering a notice of the appointment in writing to the Address of the Society.

In addition, the Persons appointed by the District of Tofino, the District of Ucluelet and the Alberni-Clayoquot Regional District (collectively, the "Municipalities") may jointly appoint up to two (2) Persons to be Members of the Society by delivering to the Address of the Society a notice of the appointment in writing signed by all of them.

## **2.3 Process for Selecting Appointees**

Each Participating Community will establish and adhere to an open and publically accountable procedure for selecting Persons from the community for appointment as Members (and therefore Primary Directors in accordance with Bylaw 5.5 hereof) and Alternate Directors based on an objective assessment of the skills, knowledge and expertise that the Person can bring to the Society.

The procedure established by each Participating Community should permit interested community members with the opportunity to submit his or her credentials for serving as a Member, Primary Directors and Alternate Directors for consideration.

The Members appointed by the Municipalities will establish an open and publically accountable procedure for selecting Persons from the Participating Communities for appointment as Members (and therefore Primary Directors in accordance with Bylaw 5.5 hereof) in accordance with Bylaw 2.2 hereof based upon an objective assessment of the skills, knowledge and expertise that the Person can bring to the Society.

The procedure established by the Members appointed by the Municipalities should permit interested members of the Participating Communities with the opportunity to submit his or her credentials for serving as a Member/Primary Director.

## **2.4 Commencement of Appointment**

An appointment of a Member is effective on the later of:

- (a) the date it is received by the Society; or
- (b) the effective date stated in the notice of appointment.

## **2.5 Membership Terms**

Subject to Bylaw 2.10, every appointment or reappointment of a Member will be deemed to continue in force for a term of four (4) years from the date on which such appointment is effective.

Upon the expiry of a Member's term of membership, a Participating Community may reappoint a Person as a Member of the Society for an additional term of four (4) years.

The Board may, in its discretion and by Board Resolution, permit a Participating Community to reappoint a Person as a Member of the Society for additional four (4) year terms.

A Person who has served two (2) successive terms as a appointee of a Participating Community who is not granted a term extension by the Board will, if appointed by a different Participating Community, be considered a new appointment and will be entitled to serve two (2) successive four (4) year terms.

## **2.6 Temporary Appointment of Member**

Notwithstanding the foregoing Bylaws, if a Participating Community fails to appoint a Member for a period of two (2) months, the Board may appoint a Person as a Member until a Member is appointed by the Participating Community whereupon the Board's appointment of the Member is revoked.

## **2.7 Membership not Transferable**

Membership is not transferable.

## **2.8 Expulsion of Member**

A Member may be expelled by Special Resolution. If a Member is expelled, the Participating Community will promptly appoint another Person to be a Member in accordance with these Bylaws.

A Person who is expelled as a Member may not be reappointed by any Participating Community for at least four (4) years.

## **2.9 Process for Expulsion**

Notice of the Special Resolution to expel a Member will be accompanied by a brief statement of the reasons for the proposed expulsion and a copy of the notice will be provided to the Participating Community that appointed such Member. The Member who is the subject of the proposed expulsion will be provided with an opportunity to respond to the statement of reasons at or before the time the Special Resolution for expulsion is considered by the Members.

## **2.10 Cessation of Membership**

A Person will immediately cease to be a Member:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the secretary of the Society or to the Address of the Society and the effective date of the resignation stated thereon; or
- (b) upon the expiry of his or her term;
- (c) upon his or her expulsion; or
- (d) upon his or her death.

**2.11 Dues**

There will be no annual membership dues.

**2.12 Standing of Members**

All Members are deemed to be in good standing.

**2.13 Compliance with Constitution, Bylaws and Policies**

Every Member will, at all times:

- (a) uphold the Constitution and comply with these Bylaws and the policies of the Society adopted by the Directors from time to time; and
- (b) further and not hinder the purposes, aims and objects of the Society.

**PART 3. - MEETINGS OF MEMBERS****3.1 Time and Place of General Meetings**

The general meetings of the Society will be held at such time and place, in accordance with the *Society Act*, as the Board decides.

**3.2 Extraordinary General Meeting**

Every general meeting other than an annual general meeting is an extraordinary general meeting.

**3.3 Calling of Extraordinary General Meeting**

The Board may, whenever it thinks fit, convene an extraordinary general meeting.

**3.4 Notice of General Meeting**

The Society will give not less than 14 days' written notice of a general meeting to those Members entitled to receive notice; but those Members may waive or reduce the period for a particular meeting by unanimous consent in writing.

The Society will also give notice of general meetings to the Participating Communities. Representatives of Participating Communities will be permitted to attend general meetings and may, if recognized by the Chair, participate in the meeting. Any such attendees are not Members and have no voting privileges.

**3.5 Contents of Notice**

Notice of a general meeting will specify the place, the day and the hour of the meeting and the business to be transacted at the meeting.

**3.6 Omission of Notice**

The accidental omission to give notice of a general meeting to, or the non-receipt of notice by, any Member entitled to receive notice does not invalidate proceedings at that meeting.

### **3.7 Annual General Meetings**

The first annual general meeting of the Society will be held not more than 15 months after the date of incorporation, and thereafter an annual general meeting will be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.

The Society's annual general meeting will be open to the public.

## **PART 4. - PROCEEDINGS AT GENERAL MEETINGS**

### **4.1 Special Business**

Special business is:

- (a) all business at an extraordinary general meeting except the adoption of rules of order; and
- (b) all business that is transacted at an annual general meeting, except:
  - (i) the adoption of rules of order;
  - (ii) consideration of the financial statements;
  - (iii) consideration of the report of the Directors;
  - (iv) consideration of the report of the auditor;
  - (v) the appointment of the auditor; and
  - (vi) such other business that, under these Bylaws or any governing statutes, ought to be transacted at an annual general meeting, or business which is brought under consideration by the report of the Directors if the report was issued with the notice of the meeting.

### **4.2 Requirement of Quorum**

No business, other than the election of a Person to chair the meeting and the adjournment or termination of the meeting, will be conducted at a general meeting at a time when a quorum is not present.

### **4.3 Loss of Quorum**

If at any time during a general meeting there ceases to be a quorum present, business then in progress will be suspended until there is a quorum present or until the meeting is adjourned or terminated.

### **4.4 Quorum**

A quorum at a general meeting is six (6) Members.

#### **4.5 Lack of Quorum**

If within 30 minutes from the time appointed for a general meeting a quorum is not present, the meeting, if convened on the requisition of Members, will be terminated; but in any other case it will stand adjourned to the next day, at the same time and place, and if, at the adjourned meeting, a quorum is not present within 30 minutes from the time appointed for the meeting, the Members present will constitute a quorum.

#### **4.6 Chair**

The Chair of the Society will, subject to a Board Resolution appointing another Person, chair all general meetings; but if at any general meeting the Chair, or such alternate Person appointed by a Board Resolution, is not present within 15 minutes after the time appointed for the meeting or requests that he or she not chair that meeting, the Members present may choose one of their number to chair that meeting.

#### **4.7 Alternate Chair**

If a Person presiding as chair of a general meeting wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Members present at such meeting, he or she may preside as chair.

#### **4.8 Adjournment**

A general meeting may be adjourned from time to time and from place to place, but no business will be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

#### **4.9 Notice of Adjournment**

It is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting except where a meeting is adjourned for more than 14 days, in which case notice of the adjourned meeting will be given as in the case of the original meeting.

#### **4.10 Ordinary Resolution Sufficient**

Any issue at a general meeting which is not required by these Bylaws or the *Society Act* to be decided by a Special Resolution will be decided by an Ordinary Resolution.

#### **4.11 Entitlement to Vote**

Each Member is entitled to one (1) vote.

#### **4.12 Decisions by Show of Hands, Voice Vote or Secret Ballot**

Voting will be by show of hands or voice vote recorded by the secretary of the meeting, except that, at the request of any two (2) Members present at the meeting, a secret vote by written ballot will be required.

#### **4.13 Voting by Proxy**

Voting by proxy is not permitted.

#### **4.14 Ordinary Resolution in Writing**

A resolution in writing which is identified as an Ordinary Resolution and signed by a minimum of 75% of the Members who would have been entitled to vote on the resolution at a general meeting of the Society is as valid and effectual as an Ordinary Resolution as if it had been passed at a meeting of Members duly called and constituted and will be deemed to be an Ordinary Resolution. Such a resolution may be in two or more counterparts which together will be deemed to constitute one Ordinary Resolution in writing. Such Ordinary Resolution will be filed with minutes of the proceedings of the Members and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

#### **4.15 Special Resolution in Writing**

A resolution in writing which is identified as a Special Resolution and has been signed by all the Members who would have been entitled to vote on the resolution at a general meeting of the Society is as valid and effectual as a Special Resolution as if it had been passed at a meeting of Members duly called and constituted and will be deemed to be a Special Resolution. Such a resolution may be in two or more counterparts which together will be deemed to constitute one Special Resolution in writing. Such Special Resolution will be filed with minutes of the proceedings of the Members and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

#### **4.16 Copy of Special Resolution to be filed with the Registrar**

A copy of any Special Resolution passed in accordance with the Bylaws will be filed with the Registrar in the appropriate form and will not take effect until such copy is accepted by the Registrar.

### **PART 5. - DIRECTORS**

#### **5.1 Powers of Directors**

The Board may exercise all such powers and do all such acts and things as the Society may exercise and do, and which are not by these Bylaws or by statute or otherwise lawfully directed or required to be exercised or done by the Members in general meeting, but nevertheless subject to the provisions of:

- (a) all laws affecting the Society; and
- (b) these Bylaws and the Constitution.

#### **5.2 Management of Property and Affairs**

The property and the affairs of the Society will be managed by the Board.

### **5.3 Composition of Board**

The Board will be composed of the following:

- (a) up to ten (10) Primary Directors; and
- (b) up to eight (8) Alternate Directors

appointed by the Participating Communities in accordance with these Bylaws.

### **5.4 Invalidation of Acts**

No act or proceeding of the Board is invalid by reason only of there being less than the prescribed number of Directors in office.

### **5.5 Primary Directors**

Each Member will be a Primary Director.

A notice of appointment of membership delivered by a Participating Community in accordance with Bylaw 2.2 will be deemed to be a notice of appointment of a Primary Director by that Participating Community.

### **5.6 Alternate Directors**

Each Participating Community may appoint one (1) Person as an Alternate Director.

Alternate Directors may be appointed by delivering a notice of appointment in writing to the Address of the Society.

A Person who is currently appointed as a Primary Director may not be appointed as an Alternate Director.

### **5.7 Board Advisors**

Canada may appoint up to three (3) Persons as Board Advisors.

BC may appoint one (1) Person as a Board Advisor.

Board Advisors may be appointed by delivering a notice of appointment in writing to the Address of the Society.

A Person who is a Primary Director or an Alternate Director may not be appointed as a Board Advisor.

A Board Advisor is entitled to receive notice of and attend all meetings of the Board and to participate in discussions of the Board.

Canada and BC may revoke the appoint of any Board Advisor at any time by delivering a notice of revocation in writing to the Address of the Society.

### **5.8 Commencement of Appointment of Directors and Board Advisors**

An appointment of a Director or Board Advisor is effective on the later of:

- (a) the date it is received by the Society; or
- (b) the effective date stated on the notice of appointment.

### **5.9 Directors' Term of Office**

Every appointment or reappointment of a Director will be deemed to continue in force for a term of four (4) years from the date on which such appointment is effective.

Upon the expiry of a Director's term of office, he or she may be reappointed for a further term of four (4) years by a Participating Community, Canada or BC, as the case may be.

### **5.10 Directors Subscribe to and Support Purposes**

Every Director will unreservedly subscribe to and support the purposes of the Society.

### **5.11 Primary Director Conduct**

A Primary Director who:

- (a) is absent without reasonable excuse at three (3) consecutive meetings of the Board; or
- (b) engages in conduct or behaviour that is contrary to the interests of the Society or otherwise inappropriate

may be the subject of a Special Resolution for expulsion in accordance with Bylaws 2.8, 2.9 and 5.13.

Before considering a Special Resolution to remove a Primary Director for absenteeism or inappropriate conduct, the Board will notify the Participating Community that appointed the Primary Director of its concerns.

### **5.12 Alternate Director Conduct**

An Alternate Director who engages in conduct or behaviour that is contrary to the interests of the Society or otherwise inappropriate may be the subject of a Special Resolution for expulsion in accordance with Bylaws 2.8, 2.9 and 5.13.

Before considering a Special Resolution to remove an Alternate Director for inappropriate conduct, the Board will notify the Participating Community that appointed the Alternate Director of its concerns.

### **5.13 Removal of Director**

The Members may remove a Director by Special Resolution.

A Person who was removed as a Director by Special Resolution may not be appointed by a Participating Community for at least four (4) years following the date of his or her removal.

**5.14 Ceasing to be a Director**

A Person will automatically cease to be a Director:

- (a) upon the date which is the later of the date of delivering his or her resignation in writing to the secretary of the Society or to the Address of the Society and the effective date of the resignation stated therein; or
- (b) upon the expiry of his or her term; or
- (c) in the case of a Primary Director, upon the date he or she ceases to be a Member; or
- (d) upon his or her removal; or
- (e) upon his or her death.

**5.15 Reimbursement of Directors' Expenses**

A Director may be reimbursed for all expenses necessarily and reasonably incurred by him or her while engaged in the affairs of the Society.

**5.16 Compensation of Directors**

A Director is not entitled to any compensation.

**5.17 Powers of the Board**

The Board will have the power to make expenditures, including grants, gifts and loans, whether or not secured or interest-bearing, in furtherance of the purposes of the Society. The Board will also have the power to enter into trust arrangements or contracts on behalf of the Society in furtherance of the purposes of the Society.

**5.18 Investment of Property and Standard of Care**

If the Board is required to invest funds on behalf of the Society, the Board may invest the property of the Society in any form of property or security in which a prudent investor might invest. The standard of care required of the Directors is that they will exercise the care, skill, diligence and judgment that a prudent investor would exercise in making investments in light of the purposes and distribution requirements of the Society.

**5.19 Investment in Mutual or Pooled Funds**

The property of the Society may be invested by the Board, or by any agent or delegate of the Board, in any mutual fund, common trust fund, pooled fund or similar investment.

**5.20 Investment Advice**

The Directors may obtain advice with respect to the investment of the property of the Society and may rely on such advice if a prudent investor would rely upon the advice under comparable circumstances.

### **5.21 Delegation of Investment Authority to Agent**

The Directors may delegate to a stockbroker, investment dealer, or investment counsel the degree of authority with respect to the investment of the Society's property that a prudent investor might delegate in accordance with ordinary business practice.

## **PART 6. - PROCEEDINGS OF THE BOARD**

### **6.1 Procedure of Meetings**

After issuance of the certificate of incorporation, a meeting of the Board will be held at which the Directors may:

- (a) appoint officers;
- (b) make banking arrangements;
- (c) appoint an auditor to hold office until the first annual general meeting; and
- (d) transact any other business.

Subsequent meetings of the Board may be held at any time and place determined by the Board, provided that two (2) days' notice of such meeting will be sent to each Director. However, no formal notice will be necessary if all Directors were present at the preceding meeting when the time and place of the meeting were determined or are present at the meeting or waive notice thereof in writing or give a prior verbal waiver to the secretary of the Society.

### **6.2 Quorum**

The Board may from time to time fix the quorum necessary to transact business and, unless so fixed, the quorum will be a majority of the Primary Directors currently in office.

A Director who has, or may have, an interest in a proposed contract or transaction with the Society will be counted in the quorum at a meeting of the Board at which the proposed contract or transaction is considered but is not entitled to vote on the proposed contract or transaction.

### **6.3 Chair of Meetings**

The Chair of the Society will, subject to a Board Resolution appointing another Person, chair all meetings of the Board; but if at any Board meeting the Chair or such alternate Person appointed by a Board Resolution is not present within 15 minutes after the time appointed for the meeting, or requests that he or she not chair that meeting, the Directors present may choose another Primary Director to chair that meeting.

### **6.4 Alternate Chair**

If the Person presiding as chair of a meeting of the Board wishes to step down as chair for all or part of that meeting, he or she may designate an alternate to chair such meeting or portion thereof, and upon such designated alternate receiving the consent of a majority of the Directors present at such meeting, he or she may preside as chair.

### **6.5 Calling of Meetings**

The Chair will convene meetings of the Board.

### **6.6 Notice**

Each Director is entitled to receive notice of a meeting of the Board. For the purposes of the first meeting of the Board held immediately following the appointment of a Director or Directors at an annual or other general meeting, or for the purposes of a meeting of the Board at which a Director is appointed to fill a vacancy in the Board, it is not necessary to give notice of the meeting to the newly elected or appointed Director or Directors for the meeting to be properly constituted.

Board meetings are open to the public except for matters the Board by Board Resolution decides are to be conducted *in camera*.

### **6.7 Passing Resolutions**

Any issue at a meeting of the Board which is not required by these Bylaws or the *Society Act* to be decided by a resolution requiring more than a simple majority will be decided by Board Resolution.

### **6.8 Procedure for Voting**

Voting will be by show of hands or voice vote recorded by the secretary of the meeting except that, at the request of any one Director, a secret vote by written ballot will be required.

### **6.9 Resolution in Writing**

A Board Resolution in writing which has been deposited with the secretary is as valid and effectual as if it had been passed at a meeting of the Board duly called and constituted. Such Board Resolution may be in two or more counterparts which together will be deemed to constitute one resolution in writing. Such resolution will be filed with minutes of the proceedings of the Board and will be deemed to be passed on the date stated therein or, in the absence of such a date being stated, on the latest date stated on any counterpart.

A Board Resolution in writing must be signed by each of the Primary Directors.

### **6.10 Alternate Directors**

An Alternate Director is entitled to receive notice of every meeting of the Board and to attend any meeting of the Board.

Subject to Part 7 of these Bylaws, if both the Primary Director and the Alternate Director appointed by a Member are present at a meeting of the Board, the Alternate Director does not count towards the quorum of the meeting and does not exercise a vote on any matter before the Board.

However, if a Primary Director appointed by a Member leaves a meeting and the corresponding Alternate Director is present, then the Alternate Director counts toward the quorum of the meeting and may exercise a vote on all matters unless and until such time as the Primary Director returns.

Any vote cast by an Alternate Director where the corresponding Primary Director is present will be disregarded.

## **7. CONFLICT OF INTEREST**

### **7.1 Declaration of Conflict**

A Director who has, or may have, a direct or indirect interest in a proposed contract or transaction with the Society will disclose fully and promptly the nature and extent of his or her interest to each other director and will otherwise comply with the provisions of the Society Act and any policies of the Society relating to conflicts of interest from time to time in effect.

### **7.2 Non-Participation in Discussion**

A Director who has declared his or her conflict of interest in accordance with Bylaw 7.1 will not further participate in any discussion of the Board, or a committee thereof, relating to the proposed transaction, unless invited by the Chair to provide information to other Directors.

A Director who has declared his or her conflict of interest in accordance with Bylaw 7.1 will not, under any circumstances, cast a vote on any matter in respect of any matter that is germane to his or her conflict.

### **7.3 Vote by Alternate Director**

If a Primary Director is precluded from participating in discussion of the Board, or a committee thereof, or from casting a vote in respect of a matter due to a conflict, the Alternate Director appointed by the Participating Community, if any, may, if present and subject the provisions of this part, participate and cast a vote on the matter.

## **PART 8. – COMMITTEES**

### **8.1 Standing and Special Committees**

The Board may create such standing and special committees as may from time to time be required. Any such committee will limit its activities to the purpose or purposes for which it is appointed and will have no powers except those specifically conferred by a Board Resolution. Unless specifically designated as a standing committee, any special committee so created must be created for a specified time period only. Upon completion of the earlier of the specified time period or the task for which it was appointed, a special committee will automatically be dissolved.

### **8.2 Delegation to Committees**

The Board may delegate any, but not all, of its powers to committees which may be in whole or in part composed of Directors as it thinks fit.

### **8.3 Terms of Reference and Rules**

In the event the Board decides to create a committee, it must establish Terms of Reference for such committee. A committee, in the exercise of the powers delegated to it, will conform to any rules that may from time to time be imposed by the Board in the Terms of Reference or otherwise, and will report every act or thing done in exercise of those powers at the next meeting of the Board held after it has been done, or at such other time or times as the Board may determine.

#### **8.4 Meetings**

The members of a committee may meet and adjourn as they think proper and meetings of the committees will be governed *mutatis mutandis* by the rules set out in these Bylaws governing proceedings of the Board.

### **PART 9. - DUTIES OF OFFICERS**

#### **9.1 Election of Officers**

The Board will elect the officers. All officers must be Primary Directors. The Board will elect co-chairs, one of whom will be a Primary Director appointed by a First Nation, the other of whom will be a Primary Director appointed by one of the District of Tofino, the District of Ucluelet or the Alberni-Clayoquot Regional District together with such other officers as are required in accordance with these Bylaws, who will hold office until the first meeting of the Board held after the next following annual general meeting.

#### **9.2 Secretary and Treasurer Required**

The Board will appoint a secretary and treasurer and may appoint and remove such other officers of the Society as it deems necessary and determine the duties, responsibilities and term, if any, of all officers.

#### **9.3 Removal of Officers**

A Person may be removed as an officer by a resolution passed at a meeting of the Board by a majority of not less than two-thirds (2/3) of the Directors present.

#### **9.4 Replacement**

Should the Chair or any other officer for any reason not be able to complete his or her term, the Board will remove such officer from his or her office and will elect a replacement without delay.

#### **9.5 Duties of Co-Chairs**

The co-chairs will supervise the other officers in the execution of their duties and will preside at all meetings of the Society and of the Board.

#### **9.6 Duties of Secretary**

The secretary will be responsible for making the necessary arrangements for:

- (a) the issuance of notices of meetings of the Society and the Board;
- (b) the keeping of minutes of all meetings of the Society and the Board;
- (c) the custody of all records and documents of the Society, except those required to be kept by the treasurer;
- (d) the maintenance of the register of Members; and
- (e) the conduct of the correspondence of the Society.

### 9.7 Duties of Treasurer

The treasurer will be responsible for making the necessary arrangements for:

- (a) the keeping of such financial records, reports and returns, including books of account, as are necessary to comply with the *Society Act* and the *Income Tax Act*;
- (b) the rendering of financial statements to the Directors, Members and others, when required;
- (c) ensuring that the capital of the Canada Fund is restricted;
- (d) ensuring that the capital of the Canada Fund is segregated from any income thereof;
- (e) ensuring that separate accounts be maintained at one or more Canadian financial institutions for the purpose of segregating the capital of the Canada Fund from any income thereof and from other funds of the Society and that the account is managed by reputable investment advisors experienced in managing public endowment funds and who have met the requirements established by the Investment Industry Regulatory Organization of Canada to qualify as a manager of discretionary funds.

### 9.8 Absence of Secretary at Meeting

If the secretary is absent from any meeting of the Society or the Board, the Directors present will appoint another Primary Director to act as secretary at that meeting.

### 9.9 Combination of Offices of Secretary and Treasurer

The offices of secretary and treasurer may be held by one Person who will be known as the secretary-treasurer.

## PART 10. – EXECUTION OF INSTRUMENTS

### 10.1 No Seal

The Society will not have a seal.

### 10.2 Execution of Instruments

Contracts, documents or instruments in writing requiring the signature of the Society may be signed by:

- (a) the Chair, together with the secretary or the treasurer, or
- (b) any two (2) Directors

and all contracts, documents and instruments in writing so signed will be binding upon the Society without any further authorization or formality. The Board will have power from time to time by Board Resolution to appoint any officer or officers, or any Person or Persons, on behalf of the Society either to sign contracts, documents and instruments in writing generally or to sign specific contracts, documents or instruments in writing.

## **PART 11. - BORROWING**

### **11.1 Powers of Directors**

In order to carry out the purposes of the Society, the Board may, on behalf of and in the name of the Society, raise or secure the payment or repayment of money in any manner it decides, including the granting of guarantees, and in particular, but without limiting the foregoing, by the issue of debentures provided however that the Society may not provide security which charges any part of the original capital received by the Society or which breaches the requirements of any gift made to the Society. The Board may grant security charging the income earned from its original capital.

### **11.2 Issuance of Debentures**

No debenture will be issued without the authorization of a Special Resolution.

### **11.3 Restrictions on Borrowing Powers**

The Members may by Ordinary Resolution restrict the borrowing powers of the Board.

### **11.4 Business Plan**

The Board will have a business plan covering the current and next two years for the guidance of the Board in their management of the affairs of the Society. The Auditor will be directed to provide comments on such plan each year in the auditor's report.

### **11.5 Development of Business Plan**

In the development of the business plan the Board will seek public and donor input.

### **11.6 Investment Managers**

The Board will, in selecting investment managers, use a procurement procedure which will include at least three (3) qualified investment managers.

### **11.7 Administration Expenses**

The Board, in its business plan, will endeavour to control its administrative and operational expenses of the Society at a level sufficient to sustain the purposes of the Society.

### **11.8 Joint Ventures and Partnerships**

The Board will not enter into joint ventures or partnerships and will not form subsidiaries or invest in the shares of non-publicly traded companies.

### **11.9 Recognition of Canada's Contribution**

For projects funded by the Canada Fund, the original financial contribution made by Canada will be recognized in the literature announcing and describing the project and as a note in the Society's financial statements.

**PART 12. - AUDITOR****12.1 Requirement**

The Society is required to be audited and to appoint an external auditor with the qualifications described in section 42 of the *Society Act*.

**12.2 Appointment of Auditor at Annual General Meeting**

If the Society wishes to appoint an auditor that auditor will be appointed at an annual general meeting to hold office until he, she or it is reappointed or his, her or its successor is appointed at the next following annual general meeting in accordance with the procedures set out in the *Society Act* or until the Society no longer wishes to appoint an auditor.

**12.3 Removal of Auditor**

An auditor may be removed by Ordinary Resolution in accordance with the procedures set out in the *Society Act*.

**12.4 Notice of Appointment**

An auditor will be promptly informed in writing of his, her or its appointment or removal.

**12.5 Restrictions on Appointment**

No Director or employee of the Society will act as auditor.

**12.6 Attendance at Annual General Meetings**

The auditor may attend general meetings.

**12.7 Canada Fund Audit**

Every three (3) years the Members will appoint a Project Auditor to audit the Canada Fund and the projects funded by the Canada Fund. The project audit will be based on criteria developed by the Board. The Project Auditor will collect performance information on projects funded by the Canada Fund and will report to the Members. The Project Auditor will work with the Board and the employees of the Society to review project plans, status reports and other project artefacts to determine if the projects were appropriately conducted and met their goals. The Project Auditor will provide feedback to the Board and employees of the Society for the future improvement of project management.

Canada may audit the Canada Fund at its own expense.

**PART 13. - NOTICES****13.1 Entitlement to Notice**

Notices of a general meeting will be given to:

- (a) every Person shown on the register of Members as a Member on the day the notice is given; and

(b) the auditor.

No other Person is entitled to be given notice of a general meeting.

### **13.2 Method of Giving Notice**

A notice may be given to a Member or a Director either personally, by delivery, facsimile, electronic mail, or by first class mail posted to such Person's Registered Address.

### **13.3 When Notice Deemed to have been Received**

A notice sent by mail will be deemed to have been given on the day following that on which the notice was posted. In proving that notice has been given, it is sufficient to prove the notice was properly addressed and put in a Canadian Government post office receptacle with adequate postage affixed, provided that if, between the time of posting and the deemed giving of the notice, a mail strike or other labour dispute which might reasonably be expected to delay the delivery of such notice by the mails occurs, then such notice will only be effective when actually received. Any notice delivered either personally, by delivery, facsimile, or electronic mail will be deemed to have been given on the day it was so delivered or sent.

### **13.4 Days to be Counted in Notice**

If a number of days' notice or a notice extending over any other period is required to be given, the day the notice is given or deemed to have been given and the day on which the event for which notice is given will not be counted in the number of days required.

## **PART 14. - MISCELLANEOUS**

### **14.1 Inspection of Records**

The documents, including the books of account, of the Society and the minutes of meetings of the Society and the Board will be open to the inspection of the Directors. The minutes of any meeting of the Society will be open to the inspection of Members in good standing upon reasonable notice to the keeper of such documents but the Members will not be entitled or have the right to inspect any other document of the Society.

### **14.2 Participation in Meetings**

Any meeting of the Society, the Board or any committee, may also be held, or any Member, Director or committee member may participate in any meeting of the Society, the Board or any committee, by telephone or video conference call or similar communication equipment as long as all the Members, Directors, or Persons participating in the meeting can hear and respond to one another. All such Members, Directors, or Persons so participating in any such meeting will be deemed to be present in person at the stated location of such meeting and, notwithstanding the foregoing Bylaws, will be entitled to vote by a voice vote recorded by the secretary of such meeting. This method of voting will from time to time be used for passing resolutions.

### **14.3 Rules Governing Notice, Board Resolutions and Ordinary Resolutions**

The rules governing when notice is deemed to have been given set out in these Bylaws will apply mutatis mutandis to determine when a Board Resolution will be deemed to have been submitted to all of the Directors and when an Ordinary Resolution will be deemed to have been submitted to all of the Members.

**14.4 Right to become Member of other Society**

The Society will have the right to subscribe to, become a member of, and cooperate with any other society, corporation or association whose purposes or objectives are in whole or in part similar to the Society's purposes.

**14.5 Not a Reporting Society**

Subject to an order of the Registrar pursuant to the *Society Act* stating that the Society is a "reporting society" as defined under the *Society Act*, the Society is not a "reporting society".

**14.6 Branch Societies**

The Society may establish and maintain one or more branch societies with the powers, not exceeding the powers of the Society, that the Society confers.

**PART 15. - INDEMNIFICATION****15.1 Indemnification of Directors and Officers**

Subject to the provisions of the *Society Act*, each Director and each officer of the Society will be indemnified by the Society against all costs, charges and expenses reasonably incurred in connection with any claim, action, suit or proceeding to which that Person may be made a party by reason of being or having been a Director or officer of the Society.

**15.2 Indemnification of Past Directors and Officers**

To the extent permitted by the *Society Act*, the Society will indemnify and hold harmless every Person heretofore now or hereafter serving as a Director or officer of the Society and that Person's heirs and personal representative.

**15.3 Advancement of Expenses**

To the extent permitted by the *Society Act*, all costs, charges and expenses incurred by a Director or officer with respect to any claim, action, suit or proceeding may be advanced by the Society prior to the final disposition thereof, in the discretion of the Board, and upon receipt of an undertaking satisfactory in form and amount to the Board by or on behalf of the recipient to repay such amount unless it is ultimately determined that the recipient is entitled to indemnification hereunder.

**15.4 Approval of Court and Term of Indemnification**

The Society will apply to the court for any approval of the court which may be required to ensure that the indemnities herein are effective and enforceable. Each Director and each officer of the Society on being elected or appointed will be deemed to have contracted with the Society upon the terms of the foregoing indemnities.

**15.5 Indemnification not Invalidated by Non-Compliance**

The failure of a Director or officer of the Society to comply with the provisions of the *Society Act*, or of the Constitution or these Bylaws, will not invalidate any indemnity to which he or she is entitled under this part.

**15.6 Purchase of Insurance**

The Society may purchase and maintain insurance for the benefit of any or all Directors, officers, employees or agents against personal liability incurred by any such Person as a Director, officer, employee or agent.

**PART 16. - BYLAWS****16.1 Entitlement of Members to copy of Constitution and Bylaws**

On being admitted to membership, each Member is entitled to, and upon request the Board will provide him or her with, a copy of the Constitution and Bylaws of the Society.

**16.2 Special Resolution required to Alter or Add to Bylaws**

These Bylaws will not be altered or added to except by Special Resolution.

For Immediate Release  
11-054

September 27, 2011

## **BC FERRIES TO UNDERTAKE MAJOR COST CONTAINMENT PROGRAM David Hahn Announces Retirement Plans**

VICTORIA – BC Ferries President and CEO David L. Hahn announced plans today for a major cost containment effort to address a significant drop in revenues in the first half of this fiscal year.

“I want to stress that this is by no means a crisis situation,” said Hahn. “We are taking prudent action now to reduce our operating and capital expenditures over the next eighteen months until the final price caps are determined by the B.C. Ferry Commissioner. This past summer, we have seen a significant drop in our traffic levels and we need to manage our costs to match our anticipated revenue short fall for this fiscal year. This drop off in traffic is largely due a number of factors, including a weakening economy, decline of the American tourism market and an exodus of Canadian tourists to the United States.”

BC Ferries traffic is at a twenty year low in passenger levels and an eleven year low in vehicle traffic. This situation has resulted in vehicle and passenger traffic being down about three and four per cent, respectively, this year. In its August 24<sup>th</sup> first quarter report, BC Ferries reported that it anticipates a year end loss to be in excess of \$20 million for fiscal year 2011/12.

Mr. Hahn said, “Over the last month, I have conducted an extensive review of our operating and capital costs and the following is a list of cost saving actions to be undertaken:

- Hiring freeze of all non essential positions
- Wage and salary freeze for next two years
- Select early retirements
- Reductions in executive compensation through elimination of the long term incentive plan
- Cancellation of discretionary expenses
- Reduced use of outside contractors and consultants
- Elimination of many charitable and community donations
- Cancellation of Vancouver Canucks partnership
- Eighteen month delay in select capital expenditures
- Application to provincial government for cancellation of up to 400 round trips per annum (major routes only).”

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British Columbia Ferry Services Inc., 500-1321 Blanshard Street, Victoria, BC V8W 0B7  
Tel (250) 978-1267 Fax (250) 978-1119 [www.bcferreries.com/news/](http://www.bcferreries.com/news/)

**Note to newsrooms:** For urgent media inquiries off-hours, call our emergency pager at (250) 516-7211

“I anticipate these adjustments will generate approximately \$11 million this fiscal year,” stated Mr. Hahn. “We are confident that these actions will contribute positively to the ongoing financial sustainability of BC Ferries, pending the BC Ferry Commissioner’s final price cap ruling.”

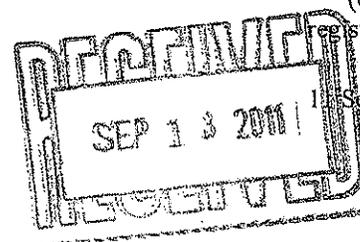
“As part of this cost containment effort, I have elected to retire effective December 31, 2011. This has not been an easy decision, but it will help facilitate a more constructive dialogue around future service levels and funding. I want to be clear on one thing. It’s my choice to retire and it is on my terms that I’m leaving. I believe it to be in the best interests of the organization, otherwise I would have never considered it.”

“On a personal note, let me thank all of our employees for making BC Ferries the best ferry system in the world. It has been a special honour and privilege to lead this organization for the last eight years.”

-30 -

Media Contact: Deborah Marshall  
BC Ferries, Media Relations  
Victoria: (250) 978-1267

Customer Contact:  
Victoria: (250) 386-3431  
Toll-free: 1-888-BCFERRY (1-888-223-3779)



Dear Sir or Madam:

**Re: British Columbia Youth Parliament, 83<sup>rd</sup> Parliament**

The British Columbia Youth Parliament's 83<sup>rd</sup> Parliament will be held in Victoria at the Provincial Legislative Chambers from December 27 to 31, 2011. The Youth Parliament is a province-wide non-partisan organization for young people ages 16 to 21. It teaches citizenship skills through participation in the December parliamentary session and in community service activities throughout the year. **Youth Parliament is a one year commitment.**

I invite you to encourage eligible youth from your municipality or region to apply to sit as members of the Youth Parliament. Youth Parliament is non-partisan, and applicants need only be interested in learning more about the parliamentary process and in serving their community.

Each applicant who is accepted to attend as a member of BCYP must pay a **\$260** registration fee. Thanks to a grant from Coast Capital Savings, the remainder of the \$450 cost is covered for all members. Financial support is available for applicants who cannot meet the expense of the registration fee. Applications for financial assistance are considered separately from applications for membership. We also provide resources for applicants attempting to secure funding from community sources (see [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html)).

Members will sit and debate in the Legislative Chambers for five days and will be accommodated for four nights at the Harbour Towers Hotel in Victoria. During that time, participants are supervised by members of the Board of Directors of the Youth Parliament of B.C. Alumni Society and other youth parliament alumni. In addition, transportation to and from Victoria will be provided for all members who require it.

I have enclosed an application form and two copies of a brochure about BCYP. I encourage you to make the application form and brochure available to interested young people and to make copies of the forms as needed. If your municipality sponsors a "youth of the year" award or has a municipal youth council, young people with that sort of initiative and involvement are ideal candidates for our organization. A soft copy of the form is available from our website at [www.bcyp.org/joinus.html](http://www.bcyp.org/joinus.html), along with soft copies of the brochure and a promotional poster.

**All application forms must be received by October 26, 2011.** Applicants will be notified whether they have been selected in early November. If you require more information, please contact me by telephone or e-mail as indicated above, or visit our website at [www.bcyp.org](http://www.bcyp.org).

Yours truly,

Dora Turje  
Registrar, Youth Parliament of B.C. Alumni Society





September 23, 2011

Russell Dyson  
Chief Administrative Officer  
Regional District of Alberni-Clayoquot  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Russell:

We are pleased to enclose the first 2010-2011 Annual Performance Summary (APS) of your transit system. The APS was developed in response to our commitment made at the Union of British Columbia Municipalities convention and the BC Transit Conference to provide you with better annual performance reporting. Our intention is to develop an annual report that provides you with a simple and straightforward document that outlines performance and notable activities that occurred within your system during the April 1 to March 31 operating period. Our future goal is to have this to you and your elected officials by July each year and if requested to follow up with an annual presentation to your local elected officials.

The attached document reports the performance of your transit system and provides data which will become the basis for future comparison. It includes:

- key activities
- revenue and ridership performance,
- financial performance and
- operational performance.

Over time, these APS's will provide a quick reference library from which to develop trend analysis, performance comparison year to year as well as to provide a benchmark for financial efficiency and ridership. We also trust that these reports will help you with your internal reporting requirements.

Given that this is the first year the APS is being produced, we recognize that this is a work in progress. We would appreciate any feedback you may have and we will endeavour to improve the report based on the input we receive from our partners throughout the province.

BC Transit is committed to working with you to improve the transit service quality, efficiency and ridership. Through recent developments like the multi year budget forecasts and the APS, BCT is striving to keep you better informed so that together we can continuously improve the service we deliver.

Please feel free to contact me or Peter Rantucci Director of Regional Transit Systems, should you have any questions, suggestions or concerns.

Sincerely,

A handwritten signature in black ink that reads "M. Moore". The signature is written in a cursive style with a large, stylized initial "M".

Myrna Moore  
Senior Regional Transit Manager

cc: local transit contact

Alberni-Clayoquot handyDART System  
Annual Performance Summary 2010/11

**1. Performance Overview**

**CUSTOM TRANSIT**

- **Revenue and Ridership Performance**
  - ◊ Revenue decreased by 4.4% compared with pervious year
  - ◊ Ridership (based on actual ride counts) decreased by 3.4%
  
- **Financial Performance**
  - ◊ Operating cost per hour increased 0.5% over last year
  - ◊ Actual total costs were 5.0% below the budgeted costs
  
- **Operational Performance**
  - ◊ Service utilization – rides per hour – decreased by 2.7%

**2. Revenue Hours**

Total hours of service delivered:

| Custom        | 2010/11 | 2009/10 | % Change |
|---------------|---------|---------|----------|
| Revenue Hours | 5,405   | 5,410   | -0.1%    |

**3. Revenue and Ridership Performance**

Revenue and calculated ridership:

| Custom     | 2010/11  | 2009/10  | Change   | % Change |
|------------|----------|----------|----------|----------|
| Revenues   | \$37,335 | \$39,039 | -\$1,704 | -4.4%    |
| Passengers | 19,158   | 19,831   | -673     | -3.4%    |

\*Calculations are based on rounded numbers therefore there could be slight rounding differences in the rate change columns.

#### 4. Financial Performance

a) Budget to Actual: 2010/11 actual total revenues and total costs in comparison to 2010/11 Annual Operating Agreement budgeted amounts.

| Custom         | Budget    | Actual    | \$ Variance* | % Variance |
|----------------|-----------|-----------|--------------|------------|
| Total Revenues | \$38,024  | \$37,335  | -\$689       | -1.8%      |
| Total Costs    | \$419,076 | \$398,042 | -\$21,034    | -5.0%      |

b) Cost Efficiency: Total operating costs and total costs for 2010/11 in comparison to 2009/10.

| Custom                  | 2010/11 | 2009/10 | \$ Change* | % Change |
|-------------------------|---------|---------|------------|----------|
| Operating Cost per Hour | \$70.92 | \$70.57 | \$0.35     | 0.5%     |
| Operating Cost per Ride | \$20.32 | \$19.67 | \$0.65     | 3.3%     |
| Total Cost per Ride     | \$20.78 | \$21.48 | -\$0.70    | -3.3%    |

\*Calculations are based on rounded numbers therefore there could be slight rounding differences in the rate change columns.

c) Financial Comparables: Comparison to high, low and average values of other BC Transit Tier 3\*\* systems for 2010/11 (system list at end of document).

| Custom                     |         | High     | Low     | Tier Average |
|----------------------------|---------|----------|---------|--------------|
| Operating Cost per Hour    | \$70.92 | \$114.90 | \$50.67 | \$78.56      |
| Operating Cost per Ride    | \$20.32 | \$46.14  | \$20.32 | \$27.68      |
| Cost Recovery from Revenue | 7.8%    | 12.5%    | 2.4%    | 6.0%         |

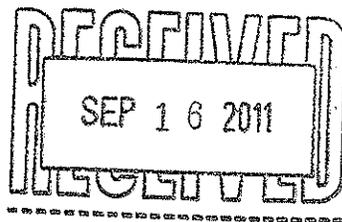
#### 5. Operational Performance

Service Utilization: Total rides per revenue hour.

| Utilization | 2010/11 | 2009/10 | % Change |
|-------------|---------|---------|----------|
| Custom      | 3.5     | 3.6     | -2.7%    |

\*\*Tier 3 comparable systems:

|                   |                  |
|-------------------|------------------|
| Cranbrook         | Powell River     |
| Dawson Creek      | Prince Rupert    |
| Fort St. John     | Squamish         |
| Kitimat           | Sunshine Coast   |
| Kootenay Boundary | Terrace Regional |
| Nelson            | Youbou           |
| Port Alberni      |                  |



September 13, 2011

**Re: 2010/11 Annual Report for the Land Title and Survey Authority of BC**

I am pleased to advise you that the 2010/11 Annual Report for the Land Title and Survey Authority of BC (LTSA) is now available. The 2010/11 Annual Report discusses the LTSA's strategic objectives, including the performance targets established by the Province which the LTSA has consistently achieved or exceeded in the reporting period.

In 2010/11, the LTSA made significant progress upgrading business processes and technology as a part of the modernization activities which are now about one year from completion. Updates included the launch of the LTSA Customer Service Centre and customer-requested enhancements to Electronic Services accessed on BC OnLine. The LTSA also announced the first phase of requirements to electronically file land title forms at the Land Title Office.

The LTSA continued to engage external stakeholder groups to obtain feedback on ways to improve services and processes, and relied on input from a number of consultation task forces representing the professional users of the LTSA's services. The LTSA would like to extend its appreciation to the many stakeholders who participated in the consultative activities on the business improvements underway.

The 2010/11 LTSA Annual Report is accessible on the LTSA website at [www.ltsa.ca](http://www.ltsa.ca) or by sending an email to [Linda.Williamson@ltsa.ca](mailto:Linda.Williamson@ltsa.ca).

Yours sincerely,

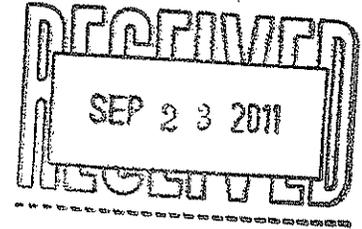
A handwritten signature in cursive script that reads "Godfrey D. Archbold".

Godfrey D. Archbold  
President and Chief Executive Officer





SEP 16 2011



Mr. Glenn Wong  
Chair  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, British Columbia  
V9Y 2E3

Dear Mr. Wong:

Thank you for your correspondence of May 27, 2011, and another received on July 19, 2011, regarding Fisheries and Oceans Canada (DFO) staffing levels as well as the Pacific Salmon Treaty (PST) Chapter 3 Chinook mitigation funding and assistance for Area G trollers. I regret the delay in responding.

I appreciate your kind words regarding my appointment as Minister of Fisheries and Oceans. I am honoured by the confidence that the Prime Minister has placed in me, and I look forward to facing the challenges and responsibilities of this portfolio.

Regarding your comment that DFO should reconsider the current allocation of aquaculture staff within the Pacific region, the distribution of positions is based on providing services to clients. Fishery interests live in both urban and rural communities, and offices are located to serve both of these communities in the most efficient way.

Medium to smaller communities, including coastal urban centres such as Campbell River, Nanaimo and Port Hardy, were selected to support the Department's diverse activities in all areas where shellfish and finfish aquaculture take place, including Tofino.

The Department will continue to ensure that appropriate staffing levels throughout the Pacific Region are closely aligned with DFO's priorities to support environmentally sustainable and internationally competitive fisheries, marine commerce, and healthy aquatic environments that contribute to Canada's economic prosperity.

Regarding West Coast Vancouver Island (WCVI) chinook, DFO recognizes that challenges are being faced by all who depend on the Pacific salmon resource for their sustenance, livelihood and recreation. The Department is working with all salmon harvest sectors to improve the management of the fishery so that conservation objectives are met and fishery objectives are achieved.

.../2

The PST is the framework under which Canada and the United States work jointly to conserve and share in the sustainable use of Pacific salmon. The harvest reductions agreed to under Annex IV, Chapter 3 of the Treaty were adopted by the Canadian and United States governments to help address the significant conservation concerns for chinook stocks in both countries. The United States also agreed to provide \$30 million in U.S. dollars to be used for a fishery mitigation program designed to, among other purposes, reduce effort in the commercial salmon troll fishery.

In 2009, consultations took place to seek advice on the design of the mitigation program. To provide advice on the development of a mitigation program, DFO also convened an Integrated Advisory Group comprising representatives from First Nations, the commercial sector, community representatives, and the Province of British Columbia. The Department appreciates the time and effort devoted by WCVI participants, including Area G representatives, in the consultation and advisory group process used by DFO to develop the mitigation program.

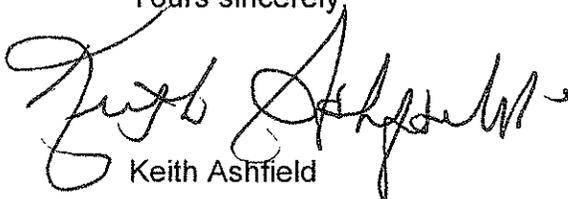
My predecessor's decision regarding the structure and implementation of the mitigation program has been finalized and is being implemented by DFO officials. The mitigation program details previously announced include a voluntary, permanent licence retirement program for the commercial salmon troll fleets, a modernization of the commercial allocation framework, and an economic capacity-building program for WCVI communities most impacted by reductions in the allowable catch under the 2008 Chinook Chapter of the PST.

Consistent with the Treaty, the bulk of the mitigation program funding will be used to reduce effort in the commercial salmon troll fleet, including the Area G troll fleet, thereby supporting a more sustainable and viable fishery.

I appreciate your request for Area G trollers and First Nations to be included in future consultations about West Coast fisheries. I can assure that the Area G Harvest Committee and First Nations continue to be included in the Department's existing advisory processes, including those specifically focused on implementation of the Chapter 3 Chinook mitigation program. Should you have any additional suggestions or questions, I encourage you to contact Mr. Paul Ryall, Salmon Team Leader, by telephone at 604-666-0115, or by email at < [paul.ryall@dfo-mpo.gc.ca](mailto:paul.ryall@dfo-mpo.gc.ca) >.

Thank you for taking the time to express your concerns about this matter. I look forward to working in partnership with the Alberni-Clayoquot Regional District and other stakeholders.

Yours sincerely



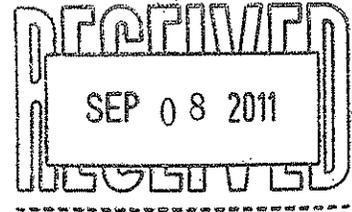
Keith Ashfield

c.c.: Dr. James Lunney, M.P.



Ottawa, Canada K1A 0E6

AUG 31 2011



Mr. Glen Wong  
Chair  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, British Columbia  
V9Y 2E3

Dear Mr. Wong:

Thank you for your correspondence of July 26, 2011, regarding the Barkley Sound Economic Harvest Opportunity Agreement with Hupacasath and Tseshaht First Nations.

I appreciate your kind words of support for the work involved in obtaining the one-year commercial sales agreement for sockeye, coho, chum and chinook salmon. As you note, the Agreement brings stability to the First Nations communities and helps them plan for future economic opportunities. As well, there is an additional benefit to the economy of the Port Alberni community as a whole.

I must add that successfully reaching the Agreement was the result of the collaborative approach taken by all sectors in the Barkley Sound fishery, including recreational and commercial interests, as well as the First Nations and Fisheries and Oceans Canada (DFO) staff involved in the negotiations. Overall, the process helped to further strengthen DFO's relationship with the First Nations and stakeholders. Departmental officials will continue to work through the collaborative processes to pursue sustainable management of the Barkley Sound salmon populations.

Thank you for taking the time to write.

Yours sincerely,

Keith Ashfield

c.c.: Dr. James Lunney, M.P.



Re-sending.

Pam Copley

Community Heritage Planner  
250.387.0119

---

**From:** Copley, Pam FLNR:EX  
**Sent:** Tuesday, September 13, 2011 6:14 PM  
**To:** 'russell.dyson@acrd.bc.ca'  
**Cc:** Pfahler, Ursula FLNR:EX  
**Subject:** FW: Heritage Lighthouse Protection Act Update

Good Afternoon Russell,

As a follow-up to my July message to you on this topic, please see the following recent information from Parks Canada. I would very much appreciate if you would bring this update to the attention of the appropriate regional board representatives, with thanks.

.....

In response to enquiries from communities and local governments interested in nominating a lighthouse in their region as a heritage lighthouse, Parks Canada has produced a 'Frequently Asked Questions' document (attached below) that is intended to clarify some aspects of the Heritage Lighthouse Protection Act and Program. Interested parties are strongly encouraged to contact Parks Canada staff with questions about the Act or the petition process by calling 819-934-9096, by email at [lighthouses@pc.gc.ca](mailto:lighthouses@pc.gc.ca), or to visit the recently updated website at <http://www.parkscanada.gc.ca/lighthouses>.

Regards,

Pam Copley  
Community Heritage Planner  
250.387.0119

BC Heritage Branch  
Ministry of Forests, Lands and Natural Resource Operations (FLNR)  
PO Box 9818 Stn Prov G  
Victoria BC V8W 9W3

Location: 800 Johnson Street, Victoria

## **“Questions and Answers pertaining to the *Heritage Lighthouse Protection Act*”**

### **Q. What is the *Heritage Lighthouse Protection Act*?**

A. The *Heritage Lighthouse Protection Act* is a law designed to protect federally owned lighthouses that have significant heritage value. The Act protects the heritage character of designated lighthouses and requires that they be reasonably maintained. Subject to certain conditions, heritage lighthouses may be sold or transferred to other levels of government, to not-for-profit community organizations, or to individuals in order to promote new uses and to ensure their long-term protection.

### **Q. How are lighthouses nominated for designation?**

A. A public petition process has been established to enable residents of Canada to nominate for designation the lighthouses that are important to them. The petition process runs for two years, from May 29, 2010 to May 29, 2012. Petitions must specify which lighthouse is being nominated and be signed by at least 25 residents of Canada who are 18 years of age or older.

### **Q. How do I submit a petition?**

A. Interested members of the public may visit Parks Canada’s Website, under “National Historic Sites”, for more information and to obtain a nomination package. They may also request a nomination package by calling the office of the Heritage Lighthouse Program at 819-934-9096.

The nomination package includes basic instructions on how to complete and deliver a valid petition. It also asks for contact information for the person who initiated the petition, and provides a simple petition template that people may use to nominate a lighthouse for designation.

Completed petitions should be sent to the office of the Heritage Lighthouse Program at Parks Canada: Heritage Lighthouse Program, Parks Canada Agency, 25 Eddy Street (25-5-P), Gatineau, Québec, K1A 0M5.

### **Q. How are heritage lighthouses designated?**

A. The Minister responsible for the Parks Canada Agency (Minister of the Environment) may designate a lighthouse to be a heritage lighthouse. In deciding whether or not to designate, the Minister must take into account designation criteria adopted for the purposes of the Act. The Historic Sites and Monuments Board of Canada will act as the Minister’s advisory committee for all matters relating to heritage lighthouses, including their designation.

### **Q. What are the designation criteria?**

A. Designation criteria take into consideration historical, architectural and community values. Related buildings, such as keepers’ residences and fog alarm buildings, may be designated along with their associated lighthouse if they contribute to the lighthouse’s heritage character. The criteria for the designation of heritage lighthouses are posted on Parks Canada’s Website under “National Historic Sites”.

**Q. Can surplus lighthouses be designated?**

A. Yes. A lighthouse that is surplus to federal operational requirements can be designated if a person or body commits to buy or otherwise acquire the lighthouse and protect its heritage character. The Act requires that all federal Ministers who administer lighthouses maintain and make accessible to the public a list of all lighthouses that are surplus to operational requirements. Fisheries and Oceans Canada published its list of surplus lighthouses in May 2010.

The sale or transfer of a heritage lighthouse out of the federal inventory must provide for the protection of its heritage character. There are a variety of legal tools at the government's disposal. The type of protection will vary depending upon the location of the lighthouse property and the provisions of the associated provincial laws that would be available upon the transfer out of federal jurisdiction. All owners of heritage lighthouses will be encouraged to use the *Standards and Guidelines for the Conservation of Historic Places in Canada* to guide their conservation efforts.

**Q. How long will it take for a lighthouse to be designated under the *Heritage Lighthouse Protection Act* from the time a petition is submitted?**

According to the Act, petitions must be received by May 29, 2012. While it is difficult to predict timelines with certainty, the Act stipulates that all petitions must have been evaluated and any resulting designation made by May 29, 2015.

**Q. What will happen if no community group can be identified to acquire a surplus lighthouse that has heritage value and for which a petition has been submitted?**

A. The *Heritage Lighthouse Protection Act* clearly states that the Minister cannot designate a surplus lighthouse unless a person or body commits to buy or otherwise acquire the lighthouse and protect its heritage character. In the absence of such a commitment, the lighthouse cannot be designated under the Act.

**Q. How can I learn more about the program?**

A. Interested members of the public may visit Parks Canada's Website ([www.parkscanada.gc.ca](http://www.parkscanada.gc.ca), under "National Historic Sites") for more information. They may also contact the Heritage Lighthouse Program office by telephone at 819-934-9096 or email at [lighthouses@pc.gc.ca](mailto:lighthouses@pc.gc.ca) or [phares@pc.gc.ca](mailto:phares@pc.gc.ca)





## THE CORPORATION OF THE VILLAGE OF SLOCAN

P.O. BOX 50, SLOCAN, B.C. V0G 2C0

TELEPHONE (250) 355-2277

FAX (250) 355-2666

cao@villageofslocan.ca

September 13, 2011

FROM THE OFFICE OF THE CHIEF ADMINISTRATIVE OFFICER

To All British Columbia Member Municipalities

**Re: Renewal of British Columbia's Heritage Programs**

Please be advised that at the September 12, 2011 regular meeting of the Village of Slokan Council the following resolution was passed:

"That Council support the City of New Westminster's resolution to have the Union of British Columbia Municipalities call on the Provincial Government to restore the Heritage Branch budget, and to implement Heritage BC's call for renewal of provincial heritage programs.

Sincerely,

Jack Richardson  
Chief Administrative Office



C I T Y O F  
**PORT**  
COQUITLAM

*Office of Mayor Greg Moore*

September 12, 2011

The Honorable Ms. Ida Chong, FCCA  
Minister of Community, Sport and Cultural Development  
[CSCD.Minister@gov.bc.ca](mailto:CSCD.Minister@gov.bc.ca)

Dear Minister Chong:

I am writing to you on behalf of the Port Coquitlam Council regarding the questionnaire distributed to BC municipalities from your office on July 27<sup>th</sup>, 2011. The topic of the questionnaire is the proposed Municipal Auditor General (MAG) function.

To begin as you may know our Council shares a commonality among many City Councils in BC. Most members on our Council are also members of our business community. Many of us own businesses locally, work in private industry locally or in the region. We are also residents in our community. We are well aware of the many factors that make a community successful including the economic strength of our businesses, the sense of community appreciated by our residents, community well-being as supported by city services, social, environmental and financial sustainability, and strategic service delivery provided by our staff.

Each year we ensure we consider community needs when developing financial plans and balancing the needs with affordability. Our financial records are independently audited and our financial plans and audited financial statements are presented to the public and provided to the Ministry. At any time the Inspector of Municipalities may request further information or undertake a review of our operations and policies as provided in the Community Charter. It is our opinion for added value; the Inspector may look at best practices and make recommendations accordingly.

We recently completed a Corporate Strategic Plan that has provided us with a focus for the next ten years. A focused approach ensures operations are efficient and the community receives the services they support in a cost effective manner. Performance objectives and measures were also developed through this process. As in the past we will continue to measure corporate performance on a regular basis and report on performance on an annual basis to the public and to the Ministry. We are proud to say throughout the strategic planning process we received feedback from more than 1300 members of our community and the Plan adopted by Council balances the current and future needs of our City.

.../2

We believe our City is very accountable to our businesses and residents. The cost to our citizens is less than \$3.00 per day (property tax, water and sewer charges for an average house / average number of residents in a home / 365 days) for water supply, sewer discharge, solid waste removal, transportation assets, parks and playgrounds, police services, fire and emergency, library, arts and culture, recreation and other primary and support services. We maintain tax rates at less than other cities in the region on average and fund our capital program mainly from property and utility rate revenues. Our City does not receive gaming revenues, yet we are successful in our service delivery model by running a lean organization.

Reading through the information provided to us by the Ministry and the UBCM, we are very concerned with the MAG initiative and the approach taken by the provincial government. We believe the current accountability framework in place is effective. We understand the province's wish to have certainty that local governments are well managed. We suggest a review of the information provided to the province from municipalities is a good place to start. We encourage the province to improve the existing structure and information requirements where they deem gaps exist rather than add a new layer of costly and time consuming administration.

We also believe that we can learn from others and invite the opportunity to review and share best practices. If a MAG is required to perform this task, we suggest that the role be very clearly defined. We also believe if a MAG function is implemented, that consideration be given to remove the Inspector of Municipalities if duplication results. We suggest the province to use existing resources to support this initiative, if pursued.

Furthermore, the approach taken by the Ministry is also of concern. It appears a solution is sought for an unidentified problem. The questions in the questionnaire appear to be seeking a problem. We're very concerned this exploratory mission will require considerable resources and will not achieve the outcome desired due to lack of focus.

Another issue of concern is if there is a cost to the MAG function, we understanding costs will be assumed by the province initially but are expected to be borne by municipalities in the future. Once again we are concerned with downloading of provincial initiatives without funding support. Knowing municipalities are currently limited in revenue generation to support cost pressures of maintaining services we have looked to the province for solutions; we find this initiative is an added pressure and the solution sought has not been addressed.

The UBCM has been the link between municipal elected officials and the province. We have appreciated their support and rely on the information they provide as a balanced view on issues that arise. The UBCM considers the actions taken in the past, impact on small, medium and large local governments, existing legislation and other necessary information including consultation with the membership before analyzing and developing solutions.

.../3

We believe this process is very necessary with the MAG proposal and encourage the province to work with the UBCM on this issue. We will be very willing to send our comments to the province through the UBCM.

In conclusion, we appreciate the work of the Ministry and support much of the initiatives undertaken by the provincial government over the years. We ask that the approach to the MAG issue follow a process that is sound, stands up to scrutiny and will provide the public with value for money.

The City Council of Port Coquitlam appreciates the opportunity to comment. If you have any questions or require further clarification, please do not hesitate to contact me at 604-927-5416.

Respectfully,



Greg Moore  
Mayor

Attachment – Finance and Intergovernmental Committee Report

c: Port Coquitlam City Councillors  
Union of BC Municipalities  
All BC Local Governments



C I T Y O F  
**P O R T**  
**COQUITLAM**

## Report to Committee

**DATE:** September 2, 2011  
**TO:** Finance and Intergovernmental Committee  
**FROM:** Mindy Smith, Director of Corporate Services  
**SUBJECT** MUNICIPAL AUDITOR GENERAL

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### RECOMMENDATIONS:

1. That a letter (Attachment 1) in support of concerns raised by the Union of British Columbia Municipalities (UBCM) on the issue of a Municipal Auditor General be sent to the Ministry of Community, Sport and Cultural Development with a message suggesting a thorough review and consultation process be conducted prior to implementation of the initiative.
2. That completion of the survey sent by the Ministry be delayed pending the outcome of the thorough review and consultation in cooperation with the UBCM.

### DISCUSSION:

The City received a request from the Ministry of Community, Sport and Cultural Development (Attachment 2) to complete a survey on a proposed Office of a Municipal Auditor General (MAG). Correspondence from the Ministry indicates the MAG is intended to assess whether taxpayers are receiving value for money at the local government level. Further correspondence states the MAG is not intended to revisit or evaluate the decisions made by elected officials.

Local Governments in BC are currently required by law to have their financial information audited on an annual basis. Along with assuring the financial statements are consistent with national reporting requirements, the audit also ensures systems and processes are strong and the funds collected are applied in accordance with City bylaws. The process is transparent and a public process is conducted each year on the financial statements and budgets and the information is available for review on-line or in hard copy at City Hall.

City departments are required by legislation to report on performance measures via annual reports. Elected Officials are responsible for ensuring budgets are set and decisions are made to meet community service requirements and the public receives value for their money.

Attachment 3 is the UBCM's Context Paper on the MAG proposal. The proposal is not clear on the issue it is trying to address. If it is intended to address a local government's finances, the

| ITEM | PAGE |
|------|------|
| 3.1  | 1    |

external and internal auditors currently perform this task at a detail level. If it is intended to establish performance measures, outcomes and evaluation, elected officials are responsible for this process as provided in the Community Charter Section 98, Annual Report. Elected officials have the resources to conduct audits and reviews of city operations at any time by leveraging internal and external expertise. If the proposal is to ascertain that the public receives value for money, elected officials are responsible for this outcome and again may leverage external or internal expertise. The provincial government through the Office of the Inspector of Municipalities has the ability to inspect municipal operations at a senior level for any concern raised by the public, organizations or individuals.

Although the MAG is a proposal at this time, it appears to be a foregone conclusion. The survey begins with the assumption the proposal will proceed. The questions are on implementation, not on whether the proposal is valid. The survey is looking to local government elected officials to define a problem and fit the MAG solution to the problem.

The UBCM has identified this as a concern in their Context Paper. The City suggests the Province conduct a more thorough review that includes developing a good understanding of the issue, analyzing potential solutions and basing the decision on a series of principles and desired outcomes. This approach may be beneficial in helping the Province understand the issue they are trying to resolve. With this initial step, the initial and ongoing expense and time commitment may be avoided and the public may receive better value for their money.

#### CONCLUSION:

The City encourages the provincial government to conduct a comprehensive review of the issues they wish to address prior to implementation of a solution. The City also encourages the provincial government to consult with the Union of BC Municipalities to gain a broader understanding of local government issues prior to introducing a very time consuming costly initiative that sends resources away from the work of local governments.

As well known in local governments, cities need additional funding for long term needs. Over the years local governments have asked senior levels of governments for assistance with determining additional funding sources. At this time little has been provided. Rather than introducing additional costly administration at both the local and provincial levels, it is suggested the Province work towards identifying and funding the needs of communities. A letter to the Minister reflecting the foregoing thoughts has been prepared for Council's consideration (Attachment 1).

*Respectfully submitted by,*



*for* Mindy Smith, CA-CIA, MBA  
Director of Corporate Services

Attachments: Letter to the Ministry of Community, Sport and Cultural Development  
E-mail correspondence from the Ministry and the MAG Survey  
UBCM – Member Release – July 28, 2011  
UBCM – Municipal Auditor General Context Paper

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August 9, 2011

File: 1680-01 – Municipal Auditor General

The Honourable Ida Chong, FCGA  
Minister of Community, Sport  
and Cultural Development  
PO Box 9490 STN PROV GOVT  
Victoria, BC V8W 9N7  
Via e-mail: [CSCD.Minister@gov.bc.ca](mailto:CSCD.Minister@gov.bc.ca)

Dear Minister,

**Re: Municipal Auditor General Survey**

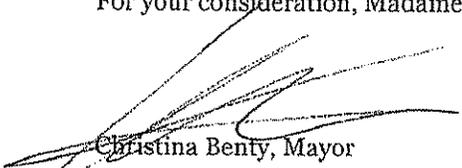
Our Council has chosen to write you directly regarding establishment of a Municipal Auditor General (MAG) office rather than respond within the confines of a single-page survey.

We believe that deciding this matter wrongly would have unnecessarily disruptive consequences for how municipal governance is presently practiced in British Columbia. So, understanding the gravity of the subject, we discussed it at length among ourselves then invited our trusted senior staff members into the conversation. We collectively agree upon and offer-up these reasoned though preliminary thoughts.

For purposes of expediency we will, for this instance only, stipulate that accountability to our residents in the form of value-for-money reporting could be enhanced. However, we contend comprehensive means to do so already exist. Therefore, we respectfully suggest the following as an alternative to creating a MAG:

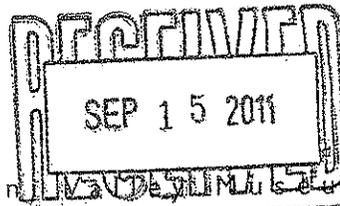
1. In partnership with the UBCM, LGMA and the University of Victoria Local Government Institute, the ministry should sponsor an immediate quantitative and qualitative analysis of the existing value-for-money tools available to BC municipalities;
2. As a near-term pilot program, the ministry should fund a limited, representative sampling of value-for-money audits in volunteer municipalities (perhaps by employing staff of the Auditor General of BC) to evaluate the scale and scope of present practices, and we so volunteer;
3. If warranted by outcomes from the above, expand the specificities of the *Community Charter* reporting regime [i.e. modify the reports of the municipal Auditor (s. 171) to include some level of value-for-money reporting, and require their inclusion in the Annual Municipal Report (s. 98)];
4. Accelerate development of local government managers' professional competencies by broadening the Certification and Scholarship Programs of the BC Board of Examiners (i.e. in consultation with UBCM, LGMA and other interested parties, amend BC Reg. 324/2005); and
5. Expand the scale and scope of the Local Government Internship Program to include transitional opportunities for experienced public administrators from other levels of government.

For your consideration, Madame Minister.

  
Christina Bentz, Mayor







Alberni Valley Museum and Heritage Commission



September 9, 2011

Island Timberlands Limited Partnership  
5<sup>th</sup> Floor, 65 Front Street  
Nanaimo, BC  
V9R 5H9

To Whom It May Concern:

The Alberni Valley Heritage Commission would like to comment on the historic significance of the old Arrowsmith (CPR) Trail. Part of our mandate is to advise all levels of government and the public on issues that may affect the cultural heritage of the region. We also advocate for the preservation, interpretation, accessibility and marketing of our cultural heritage. Our membership includes representatives from the City of Port Alberni, the Alberni Clayoquot Regional District, School District 70, and Alberni Valley Chamber of Commerce, as well as cultural and historical organizations such as the Community Arts Council, Western Vancouver Island Industrial Heritage Society, and Alberni District Historical Society.

At our September meeting, we discussed the effects that logging might have on the old Arrowsmith (CPR) Trail. Built in 1911, this is the probably the oldest recreational trail on Vancouver Island. Its purpose then was to make the alpine area more accessible, thereby bringing more tourists into the region, but it has also seen much use by local recreationalists. There are written records through the decades documenting its use by the Alpine Club, botanists, local hikers, and Scout and Guide troops. Perhaps as important are the living memories of the hundreds of people who have hiked and continue to hike this trail and who value its atmosphere of tranquility and timelessness. The CPR Trail is interwoven with the economic, recreational, and social history of the area and is an important part of our cultural heritage

We urge Island Timberlands to recognize the historical importance of the CPR Trail and do all it can to preserve the Trail in a state which respects its cultural significance.

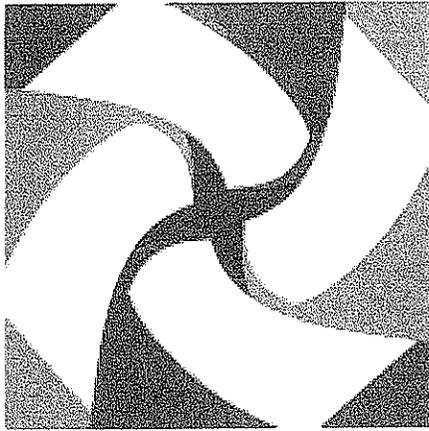
Yours truly,

Marta Williamson, Chair,  
Alberni Valley Heritage Commission

- c Regional District of Nanaimo
- c Alberni Clayoquot Regional District

Museum and Heritage Commission City of Port Alberni  
4255 Wallace Street Port Alberni BC Canada V9Y3Y6  
TEL (250) 723 2181 FAX (250) 723 1035





# ALBERNI DISTRICT HISTORICAL SOCIETY

4255 Wallace Street,  
Port Alberni, B.C. V9Y 3Y6

Phone (250) 723-2181 Local 267

email: [aadhs1@gmail.com](mailto:aadhs1@gmail.com)

Archives/Workshop in Alberni  
Valley Museum, 4255 Wallace St.

Hours 10 a.m.—3 p.m.  
Tuesday and Thursday

## 2010-2011 Board of Directors

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| Vice President | Meg Scoffield    |
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Maureen Brechin



# NEWSLETTER

FALL 2011

SEP 21 2011

Welcome to all our members for another season.

The summer season has been fairly quiet at the Archives, although there has been a steady stream of research requests. One was from an author working on a book about the changes cable stations had brought to the communities in which they were located. Our newspaper clipping files were very helpful for her. Some inquiries, such as those for a particular newspaper article, have been frustrating because they involve long, uncertain searches on the microfilm reader. Other requests, such as addresses of former businesses, are more easily answered, and being able to provide the information that a researcher needs is one of the great satisfactions of working at the Archives.

Our AGM was held last June, a month later than usual, because of the enormous response to our Woodward's retrospective in May. The June meeting was a much smaller affair, where we had a chance to honour some of our longest-working volunteers, and enjoy some strawberry shortcake. We were also pleased to welcome a new member, Maureen Brechin, to our Board of Directors.

We look forward to celebrating the centennial of Port Alberni in the coming year. We will be working with the Centennial Committee on having some newspaper articles by George Bird about life in the early years of the Valley reprinted. We will also be helping to provide information for a series of "Then and Now" pictures of locations in the Valley. There will be other events planned and plenty of opportunity to participate. It should be a very interesting year for everyone.

Judy Carlson, President

### ♥ GONE BUT NOT FORGOTTEN! ♥

Port Alberni has certainly not forgotten Woodward's or its famous \$1.49 Day sales. Last May 11, we set out to re-ignite memories of former management, staff and shoppers.

P.T.O.

...gone but not forgotten continued

Our journey back in time consisted of dual events: an afternoon tea at the Alberni Valley Museum for former employees (many travelled long distances for the occasion); plus an evening programme in the Cedar Room at Echo Centre, open to all. Many of those who attended described themselves as 'loyal customers', some having shopped at the local Woodward's for more than 40 years. We struck a rich vein of affection and nostalgia for our city's first modern department store, opened in 1948. This was reflected in attendance figures of well over 300. This event took a lot of hard work by board members and volunteers, but proved to be well worth the effort.

The evening was dedicated to the memory of local history advocate, Ike Patterson. Ike was a popular city councillor and a member of our Board of Directors.

- Meg Scoffield



### WELCOMING A SPECIAL GUEST SPEAKER

We are pleased to announce that DAVE OBEE, editorial page editor of the *Times Colonist* will be guest speaker at our first meeting of the new season. His topic, *The Roots of British Columbia*, will allow him to expand on his specialist areas of BC history and genealogy.

The meeting will take place on Wednesday, October 12, in the Cedar East room at Echo Centre, beginning at 7 p.m. Financial assistance from the Alberni Valley Community Foundation is gratefully acknowledged.

Mr. Obee has compiled eight books for Canadian family historians, and has given more than 400 talks about genealogical and historical research to meetings, conferences, libraries and community groups. As he is so much in demand we are grateful that he has found time for us in his Fall speaking schedule.

His most recent publication was *The Library Book*, a definitive history of libraries in British Columbia, published earlier this year to mark the 100th anniversary of the B.C. Library Association. Among his other titles: *Destination Canada* (the most comprehensive guide about resources for Canadian immigration research) and *Making the News*, a *Times Colonist* look at 150 years of the history of Victoria and Vancouver Island.

You won't want to miss this exciting presentation, leading into our celebration next year when we mark the centennial of the amalgamation of the City of Port Alberni.

A warm welcome back to our members. Please tell others to come out and enjoy this free, public programme. - ms

*Please note that we have reduced our number of public meetings to four a year.  
There will not be a meeting in November.*



## CONSERVATION CORNER

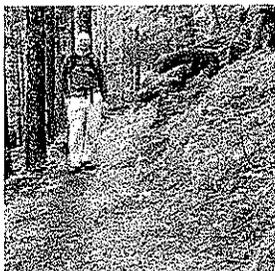
Subject: How to clean old photographs

This is an edited version of information printed in the June edition of the British Columbia Historical Federation Newsletter:

To prevent photos getting damaged, they are best kept either in albums or in Ultra-PRO clear polypropylene sleeves. Often some of the old photos have sticky finger marks, blobs of postal ink, minor chips or other signs of their age. Water or liquid damage is among the worst to deal with as there is usually nothing that can be done to recover the image.

Dudley Booth, a specialist in photo restoration, had this to say. "My advice would be to only handle with cotton gloves and do no experimentation with anything. Fingerprints are often impossible to remove because the acid has etched the image of the finger onto the photo. I remove defects from my photo collection digitally using Photoshop. Most damage can be removed so that the digital image looks like new. Most archives don't want to alter the original images."

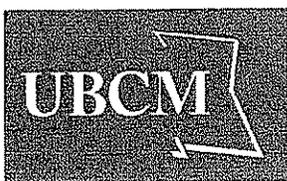
The short answer to the question above? Don't. Make a good quality photocopy or digital image to enjoy and share, and keep the original in safe storage.



### *Update on the Old Arrowsmith Trail*

At our last Board meeting, we discussed the threat to the old Arrowsmith (CPR) Trail that was posed by the planned construction of a logging road across and beside it. Realizing that the Trail is 100 years old, and has been a significant part in the cultural and economic history of our area, we agreed to write to the logging company. We offered to share with them the Archive's collection of reports about the many users of the Trail from every decade, and added that many of our members, who were Scouts or Guides in their youth, have memories of the Trail as the location of their first wilderness adventure. I'm happy to be able to tell you now that the company has responded to the many letters and comments it has received by changing its plans so that the road will be kept away from the Trail, on the other side of McBey Creek. A most heartwarming result, and it is very gratifying to know that the Arrowsmith Trail, with its feeling of tranquility and timelessness, will continue to carry its associations with the past into its next century





## MEMBER RELEASE

September 8, 2011

TO: Mayor & Council | Chair & Board | Senior Staff  
FROM: UBCM Secretariat  
RE: **British Columbia: RCMP Contract Management Committee**

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### 1. Purpose

This communication is being forwarded to invite expressions of interest from local government representatives, elected officials and/or staff, who wish to be appointed as a member of the British Columbia/Local Government RCMP Contract Management Committee. If a member of your Council/Board and/or staff wants to be considered for this appointment we would ask that you submit the following information – name, title and local government – to the UBCM by Friday, **October 7, 2011**.

The purpose of the Committee is to provide a forum for consultation, analysis and communication between Local Government and the Province regarding the management of the Agreement under which the RCMP provide local police services in BC and to analyze and respond to changes that may be proposed from time to time by the Federal government and/or the RCMP and recommend changes to the Federal government and/or the RCMP that may be considered necessary or appropriate.

### 2. British Columbia - RCMP Contract Management Committee

In British Columbia, the Province and local governments that have RCMP services will establish a management committee to monitor the RCMP agreement. This committee will not have to wait until the completion of the RCMP contract negotiations to begin operations, as it is not part of the Master Agreement. UBCM is working with the Province to establish this management committee as soon as possible.

The Provincial/Local Government committee, similar to its federal counterpart, will address issues and concerns related to the RCMP contract and the on-going delivery of local government police services by the RCMP. The committee will facilitate regular input/feedback between local governments and the Province, and ensure local government input into the 5 year RCMP Contract review process.

UBCM has received local government input on the Terms of Reference for the establishment of a British Columbia/Local Government RCMP Contract Management Committee and the UBCM Executive has approved the Terms of Reference and the creation of a joint committee with the Province. A copy of the Terms of Reference is available on the UBCM website: [www.ubcm.ca](http://www.ubcm.ca)

### **3. RCMP Contract Management Committee: Membership**

The local government representatives to the RCMP Contract Management Committee will come from communities policed by the RCMP and will be appointed by the UBCM. The RCMP Management Committee will have a total of ten local government representatives, this includes a UBCM Executive member.

Appointments to the Committee may be elected officials or local government staff, however, the majority of the Committee must be elected officials. Local government appointments to the Committee will coincide with the terms of elected office and will take into account the need for some level of continuity of service on the Committee for the effective functioning of the Committee. The appointments to the Committee will be made until the local government elections in 2014.

UBCM would point out that there may be a significant time commitment on the part of Committee members, in the early stages, to ensure that everyone understands the RCMP contract and is aware of the issues that the RCMP Contract Management Committee will need to consider.

### **4. UBCM Appointments to RCMP Contract Management Committee**

UBCM is looking for representatives from the following areas to appoint to the Committee:

- 3 representatives (elected officials or staff) from a local government with a population over 15,000 in the Lower Mainland RCMP District (two of which must be from the Metro Vancouver Area);
- 2 representatives (elected officials or staff) from a local government with a population over 15,000 outside of the Lower Mainland RCMP District;
- 2 representatives (elected officials or staff) from a local government with a population between 5,000 and 15,000;
- 1 representative (elected official or staff) from a regional district policed by the RCMP;
- 1 representative (elected official or staff) from a local government with a population under 5,000.

#### **UBCM Contact**

Please forward the name of the local government representatives (elected officials and/or staff) interested in being appointed as a member of the British Columbia/Local Government RCMP Contract Management Committee to UBCM by Friday, October 7, 2011 to Ken Vance, Senior Policy Advisor, Email: [kvance@ubcm.ca](mailto:kvance@ubcm.ca); Tel: 604-270-8226 ext. 114.

If your local government has any questions regarding the communication please contact Ken Vance, Senior Policy Advisor Email: [kvance@ubcm.ca](mailto:kvance@ubcm.ca); Tel: 604-270-8226 ext. 114.

# Invitation

BC MAYORS  
CLIMATE  
LEADERSHIP  
COUNCIL

## Practical Solutions for Climate Action: Vancouver Island Summit

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**To:** Vancouver Island Mayors, Chiefs, Councillors, Regional Directors  
**From:** BC Mayors Climate Leadership Council  
**Re:** Peer Learning Event on October 11 in Campbell River 10:00-2:00

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### ***Objective – Elected officials sharing successes and practical experiences***

Mayors, Chiefs, Councillors, and Regional Directors on Vancouver Island are engaged in climate action. There is no manual for elected officials on climate action or for obtaining community benefits, cost savings or funding for climate action. Connecting with others locally can be a powerful way to help each other.

Share actions that your community has taken, how political support developed, expected benefits, and how funding was secured.

*Share      Learn      Explore      Connect      Strategize      Inspire*

### ***Audience***

Locally elected officials – Mayors, Chiefs, Councillors, Regional Directors from Vancouver Island.

### ***Agenda***

- 10:00 Opening remarks and introduction to BCMCLC by Mayor Cornfield
- 10:10 Roundtable introductions and top climate actions in your community and top challenges
- 11:00 Climate commitments and economic development – Perspectives from Province of BC
- 11:45 Lunch
- 12:30 Roundtable of practical community project examples to promote climate action: innovation, funding sources and community benefits
- 1:30 Discussion of plans and opportunities to collaborate
- 1:50 Next steps and commitments
- 2:00 Close

### ***Logistics***

Held at the Rivercorp Board Room at 900 Alder Street Campbell River, starting at 10:00.

### ***Cost***

FREE, thanks to support from the Pacific Institute for Climate Solutions and the Canada Mortgage and Housing Corporation

### ***Registration***

Please RSVP online at: <http://viclimate.eventbrite.com> or call Dale Littlejohn at 604-628-7076

### ***Thanks***

Organized by



On behalf of

BC MAYORS  
CLIMATE  
LEADERSHIP  
COUNCIL

With support from



Pacific Institute  
for Climate Solutions  
Knowledge. Insight. Action.

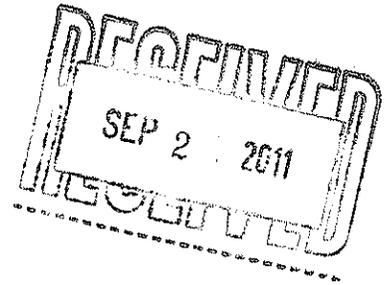






September 20, 2011

Russell Dyson  
Chief Administrative Officer  
Regional District of Alberni-Clayoquot  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3



Dear Russell,

On Wednesday, November 16, 2011, we will honour the women and men who work hard to keep our workplaces, communities, and the equipment we use safe.

We encourage you to join us for the 7th Annual Lieutenant Governor's Awards for Public Safety as we recognize 'Safety Superheroes' for their dedication, leadership and innovation in the pursuit of safety excellence in our province.

Under the auspices of the Lieutenant Governor of British Columbia, the BC Safety Authority will present the following awards:

- Lifetime Achievement
- Exceptional Contribution to Public Safety: Individual
- Exceptional Contribution to Public Safety: Organization

This special luncheon event held at the Vancouver Convention Centre (west) will be attended by BC's safety leaders, our generous sponsors and this year's Director of Ceremonies, Ian Hanomansing from CBC TV's The National.

Tickets may be purchased by completing the order form in the enclosed brochure. The deadline to buy tickets is November 4. Award recipients will be announced in early October but seating is limited.

For a list of previous year's recipients and more information about the event, please visit our website at [www.safetyauthority.ca/events](http://www.safetyauthority.ca/events) or call Jay Fiddler, Business Partner, Stakeholder Engagement Programs at 778.396.2128.

We hope you will join us in saluting this year's Safety Superheroes, and we look forward to seeing you on November 16.

Sincerely,

Catherine Roome  
President & Chief Executive Officer







## Alberni-Clayoquot Regional District

### Alberni Valley Committee Meeting Minutes

Tuesday, August 30, 2011

Regional District Board Room

Present: Chairperson: Glenn Wong, Directors: Hira Chopra, Mike Kokura, Patty Edwards, Penny Cote.

Staff: Russell Dyson, Chief Administrative Officer, Wendy Thomson, Manager of Administrative Services, Teri Fong, Manager of Finance.

1. The meeting was called to order at 2:00 pm
2. Introductions were conducted around the table.

#### Presentation

3. *Moved by M. Kokura, seconded by H. Chopra, "That Mr. Dougal Smith, Dougal Smith & Associates be invited to address the Alberni Valley Committee."*

*"Carried"*

4. Mr. Smith provided a brief presentation on the Sproat Lake Volunteer Fire Department (SLVFD) review and Final Report he conducted on behalf of the Alberni-Clayoquot Regional District.
5. He provided an overview of the following recommendations coming out of the Report:
  - The SLVFD should appoint a Staffing Officer who is accountable for directing and managing volunteer recruitment processes for SLVFD;
  - SLVFD should budget \$15,000 annually to support volunteer recruitment plans and activities;
  - As a recruitment and retention strategy, ACRD should reduce property taxes or provide grants to resident firefighters of \$500 per year;
  - The Department should also budget \$15,000 annually for fire prevention and public education programs and initiatives. Fire prevention and education are critical needs in the area because of wildfire risk and proximity of structures along the lake;
  - Ideally, SLVFD should begin to describe itself as a two hall department immediately (ie Halls 1 & 3) with Hall 2 used as a garage or

ancillary/seasonal hall. This should reduce SLVFD's staffing requirements to 30 volunteer firefighters in line with Fire Underwriter requirements.

- SLVFD should replace Halls 2 and 3 with a large new fire hall located on Highway 4 between Faber Road and Airport Road.
- The replacement hall should have facilities that enable it to function as the main hall for the Sproat Lake Fire Protection Area (eg 4 bays, room for 8 trucks, training facilities);
- For the present, the roof on Hall 3 should be repaired. However, seismic upgrading should be deferred until it is clear what the Regional District, residents of the Sproat Lake Fire Protection Area and the SLVFD decide to do about the Department's hall structure.

The projected costs of their recommendations are:

- New Hall \$3.5 million (capital cost/paid over 20 years)
- Recruiting Initiatives \$15,000/yr
- Property Tax Reduction/  
grant for firefighters of  
\$500 each \$15,000/yr
- Fire Prevention and  
Public Education \$15,000/yr

6. Mr. Smith answered questions from Directors.
7. Mr. Smith will be presenting the report to the Sproat Lake Volunteer Fire Department tonight.
8. The Chairperson thanked Mr. Smith for the excellent report and presentation.
9. *Moved by P. Cote, seconded by P. Edwards, "That this meeting now stand adjourned."*

*"Carried"*

10. The meeting adjourned at 3:00 p.m.

Certified Correct:

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Glenn Wong,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



## Alberni-Clayoquot Regional District

### **West Coast Committee Meeting Minutes**

**Wednesday, September 21, 2011**

**Long Beach Airport Maintenance  
Building, Tofino, BC**

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Present: Chairperson: Tony Bennett, Directors: John Fraser, Eric Russcher.

Staff: Russell Dyson, Chief Administrative Officer, Wendy Thomson, Manager of Administrative Services, Teri Fong, Manager of Finance.

1. The meeting was called to order at 1:00 p.m.

#### Presentations

2. The Chief Administrative Officer provided background information on the water landing strip at the Long Beach Airport. The current lease is up with Tofino for the exclusive use of the strip. The lease with Tofino Air continues on a month by month basis for the interim. There has been interest from other groups to use the water landing strip. The CAO advised that this is an opportunity for interested parties to provide input to the Regional District on the future of the water landing strip at the Long Beach Airport. The CAO said that decisions will be made today on the future of the strip.
3. Mr. Jason Burton, Atleo Air advised the West Coast Committee that they would like to use the water landing strip. Atleo Air has been requesting to use the strip for a long time now. He said that there are other groups interested in using the strip. Mr. Burton recommends the Regional District open up the water landing strip and charge a fee to all users. Mr. Burton offered to assist with maintenance of the strip if it was opened up for all users.
4. Ms. Chantel Gemmell, Tofino Air provided Directors with a handout on the water landing strip (copy of handout attached to and forming part of these minutes). She provided some background history on the lease with the Regional District. Tofino Air has put a lot of money into maintaining and upgrading the the strip. Ms. Gemmell provided an overview of the contributions that Tofino Air has made to the Airport and community. She outlined the concerns that Tofino Air has with the Regional District opening up the strip to multiple users.
5. The Chairperson thanked the groups for their input into the future of the water landing strip at the Long Beach Airport.

### Minutes

6. *Moved by E. Russcher, seconded by J. Fraser, "That the minutes from the West Coast Committee meeting held on April 13, 2011 be adopted as circulated."*

*"Carried"*

### Reports

7. The CAO provided the following updates on the Long Beach Airport:
- a. Hydrogeological Study - Dr. Gilles Welding, GW Solutions made a presentation earlier today on the hydrogeological study he is conducting at the Long Beach Airport on behalf of the ACRD. Drilling and pump at two wells is proposed in the next phase at the study.
  - b. West Coast Multiplex – The West Coast Multiplex Society is proposing to build a facility at the Long Beach Airport. In order to assess public support for the project the Regional District has retained the services of Vancouver Island University to conduct a survey this fall.
  - c. Long Beach Golf Club Lease - The Regional District continues to work with the Long Beach Golf Club on a new lease at the Long Beach Airport. The group needs to register as an entity before the ACRD can move forward with a lease or permissive tax exemption.
  - d. Sewer Infrastructure – The BC Parks leasehold at the Airport now has a connection. The Tla-o-qui-aht First Nation has a connection with the District of Tofino and will no longer require use of the old system on the Airport lands.

*Moved by J. Fraser, seconded by E. Russcher, "That the verbal report from the CAO on the Long Beach Airport be received."*

*"Carried"*

8. *Moved by E. Russcher, seconded by J. Fraser, "That Regional District Staff be instructed to investigate options/implications for the future of the Water Landing Strip at the Long Beach Airport and report back to the West Coast Committee."*

*"Carried"*

9. *Moved by J. Fraser, seconded by E. Russcher, "That this meeting now stand adjourned."*

*"Carried"*

10. The meeting adjourned at 1:28 p.m.

Certified Correct:

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Tony Bennett,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



## Tofino Air Lines Ltd – overview regarding lease renewal

### 1. Lease and approval history

In 1991, after 3 years of research, planning, and consultations, conducted solely by Tofino Air Lines Ltd, Transport Canada granted approval to Tofino Air to start construction of the water strip at the Long Beach Airport. The project involved a substantial expense and took 6 months to complete. (Please refer to the Duncan and Associates feasibility study for further information and quotes on this project.) When the investment decision was made and the project was undertaken, other waterfront investment options existed.

The decision to proceed with the infrastructure at the airport was based upon the understanding that our investment and assets were to be, and would continue to be, a private lease.

### 2. Use history

Tofino Air has used, maintained, and operated this strip as a private lease holding to the present day, for a total of 20 years. It has substantial experience with it, including as regards when it should and should not be used (for example owing to cross winds).

### 3. Transport Canada standards

It is important to note that Transport Canada (the ultimate legal authority on aviation standards and practices) approved the water strip and design as a single operator private lease holding only.

If the ditch was to be used as a strip available on a broader basis, it may well need to be re-approved by Transport Canada, noting for example that Transport Canada publication TP4884E, "Water/Ice Aerodrome Standards and Recommended Practices." Those broader Transport Canada standards provide for example that a landing ditch have a width of 300 feet, as compared to the 75 foot width of the water strip at the Tofino Long Beach Airport.

This difference is significant, and matters for example, in situations where there is a significant cross wind. Transport Canada was comfortable with the situation with Tofino Air as a private operator accessing its maintenance facility, having full control over the use of the strip, and being insured as such.

If the Regional District changes the parameters of use of the landing ditch, the change could well cause significant and problematic operational and liability problems. Some particulars are provided below.

### 4. Insurance

The validity of Tofino Air's insurance is subject to the exclusive use of the ditch by Tofino Air except in situations of prior approval/permission granted by Tofino Air. That is the case for reasons related to control and risk.

### 5. Options going forward

In addition to the considerable financial investment made in the ditch by Tofino Air, Tofino Air faces ongoing costs of our lease, ditch maintenance, and insurance, together with the need to carefully

control liability risks. In light of those factors, Tofino Air considers it highly unlikely that landing privileges could work on a fee basis, as the fee would never be able to properly accommodate the relevant costs and risks.

Numerous problematic issues would arise. Who would hold what liability? Would training standards and capabilities be the same between all users? Who would determine that, and who would enforce it? Could users grant permission to other users, and who would become liable for those other users? Who would manage the landing fees? What if more companies want to use the strip? If the ramp requires repair, who would pay for and perform the maintenance? What if one company does not agree that maintenance needs to take place? What if its repairs are then damaged by a user that it has not control over?

The two options would seem to be that the water strip remains as a single operator private lease, or it becomes an 'open to multiple users' facility that requires a landing fee with the Regional District taking over management and liability.

#### 6. Tofino Airlines Contribution to the Airport and the Community

Since the establishment of our Aircraft Maintenance Organization Status with Transport Canada 20 years ago, Tofino Airlines has been one of the 2 largest private lease holders operating on the airfield. The Tofino Air maintenance facility currently services a fleet of 9 aircraft, bringing in business from bases situated in Sechelt, Gabriola, Nanaimo and Vancouver. Between the maintenance hangar at the airport, and the office located in Tofino Harbour, we consistently employ a total of 6-9 people year round and 11-12 people seasonally, with the majority of our employees being long term contributing residents from the local area. Other contributions include yearly donations to various organizations, fundraisers and events in the communities of Tofino, Ucluelet, Port Alberni, Hesquiaht and Ahousaht.

Due to our extensive aviation experience and stability, as year round daily operators on the field, Tofino Air's staff is often relied upon to freely provide many public services. Many of the services provided include daily enquiries for airport services, hazard identification and removal, quick response to various emergency situations and general airfield requests. To the best of our knowledge, Tofino Air has maintained good relationships with other companies and services operating on and with the airfield. Examples of this include the following,

- We have helped Orca Air with flat tires, battery charges and have lent their field maintenance staff personal tools
- General Aviation individuals who need air, a charged battery, or local knowledge about landing on the outer beaches in the local area
- Provided baggage handling services after hours and on weekends to private companies who have requested assistance
- We regularly respond to Nav Canada Flight service requests to investigate reports of wildlife, people and other immediate hazards on the airfield.

Over the years, Tofino Air has worked extensively with Transport Canada, Nav Canada (Flight Services), and the Regional District to help further the improvement of the airport and its operations. The most significant contribution to date being the recent awarding of the Airport Capital Assistance Program (ACAP) to CYAZ for a primary runway overlay to begin in 2012. Years of work went into the application and vetting process with Transport Canada Pacific Region Programs Branch, without the continuity provided by Tofino Airlines Ltd, this project would not have been a reality. For further information on

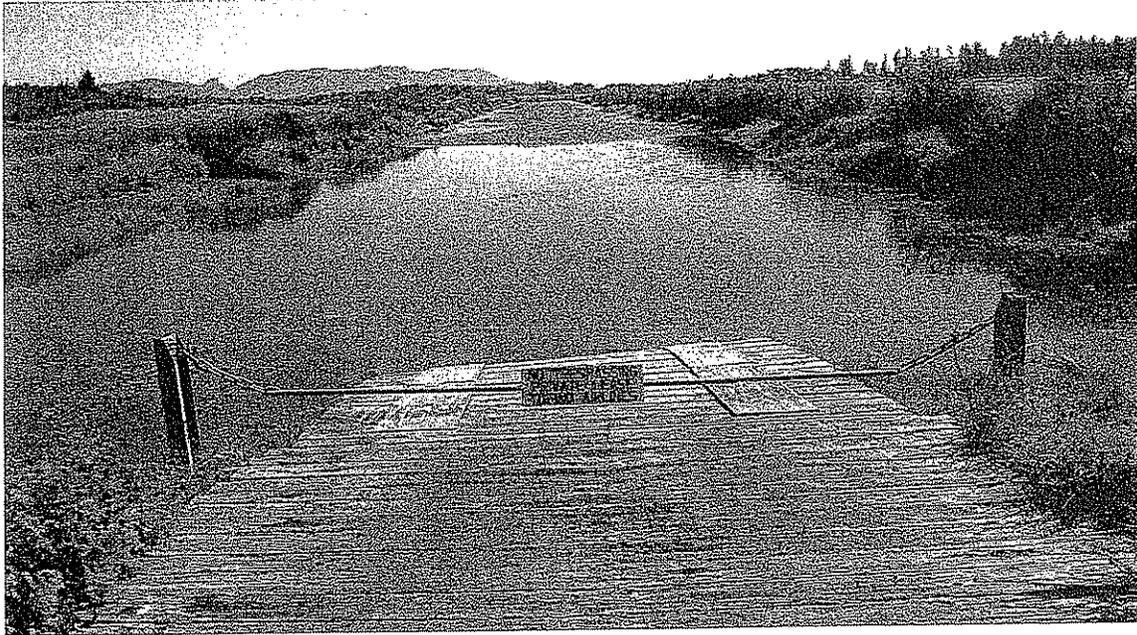
what Tofino Air has been involved with, please take a minute to refer to section # 2 in your package material.

#### 7. Multiple user problems – an example

As an illustration of the practical problems involved in multiple user situations, we can note some of the kinds of concerns that can arise. If insurance and contractual parameters have not been respected in the past, there are solid grounds for believing they will not be in the future. Various of our internal incident reports are attached.



## Tofino Airlines water runway 11-29 (The Ditch)



Owned and Operated by Tofino Airlines Ltd

### History of Construction and Utilization

- March 1988 Gary Richards and Doug Banks, owners of Tofino Airlines look into the feasibility of constructing a water runway at Tofino Airport (CYAZ)
- Nov 28 1988 Duncan and Associates estimate and construction of water strip
- April 24 1989 Discussed of water runway construction at CYAZ with (MOT) Transport Canada
- June 22 1989 Contacted Gibson Bros and J.R. Edgett Construction for quotes / feasibility
- Oct 02 1989 Test holes dug to determine water level
- Mar 07 1990 J.R. Edgett recommends Jack Innes for construction of water runway
- May 22 1990 Jack Innes arrived to look over ditch site
- June 13 1990 Jack Innes inspected area for ditch construction
- Sept 11 1990 Transport Canada 5 members arrive to inspect ditch site for approval
- Spring 1991 Transport Canada approves construction of water runway
- Mar 16 1991 G. Richards and D. Banks stake out ditch for excavation

July 1991 Ditch being constructed by Doug Innes  
Aug 21 1991 Transport Canada inspection  
Aug 29 1991 Water coming up slowly  
Sept 13 1991 1<sup>st</sup> landing Cessna 180 C-GHBX, Brian Good  
1<sup>st</sup> Take off Cessna 180 C-GHBX, Doug Banks  
Nov 04 1991 1<sup>st</sup> Beaver landing C-FGKY, Doug Banks

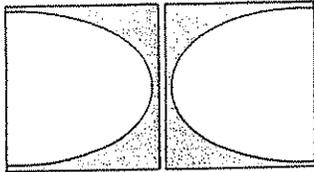
From November 1991 to the present day, Tofino Airlines Ltd has owned and operated the water runway at CYAZ as part of their Airline operations.

Transport Canada approved the building schedule as set out in Duncan and Associates Engineering Ltd project dated Nov-28-1988 under alternative # 2 none armoured.

The water runway does not meet the criteria as set out in Transport Canada publication **TP4884E "Water / Ice Aerodrome Standards and Recommended Practices"** and was designed and approved by Transport Canada as a single operator private lease holding.

The Tofino Airlines water runway is considered an integral asset to the airline. Hundreds of thousands of dollars have gone into the research and development of this company asset.

Appropriate compensation would be sought if attempt to relieve the company of this asset were entertained.



**DUNCAN  
& ASSOCIATES  
ENGINEERING LTD.**

- |                                     |  |                |
|-------------------------------------|--|----------------|
| <input type="checkbox"/>            | 10324 - 152A Street, Surrey, B.C. V3R 7A2            | (604) 584-5457 |
| <input type="checkbox"/>            | 202 - 1940 Third Avenue, Prince George, B.C. V2M 1G6 | (604) 562-3087 |
| <input checked="" type="checkbox"/> | 324 Terminal Avenue, Nanaimo, B.C. V9R 5C8           | (604) 753-9106 |
| <input type="checkbox"/>            | 101 - 2234 Sooke Road, Victoria, B.C. V9B 1X1        | (604) 478-8383 |

November 28, 1988

OUR FILE NO: N 1271-01

Tofino Air Lines Ltd.  
P.O. Box 424  
Tofino, B. C.  
VOR 2Z0

ATTENTION: Mr. W. G. Richards  
President

Dear Sirs:

RE: Feasibility Study for Seaplane Pond  
At Tofino Airport, B. C.

As requested, we have examined the feasibility of constructing a pond at Tofino Airport to be used as a seaplane landing/takeoff area. All quantity estimates have been based upon obtaining a useable water surface area of 1500' x 50' and a water depth of 3' (as discussed).

#### WATER TABLE

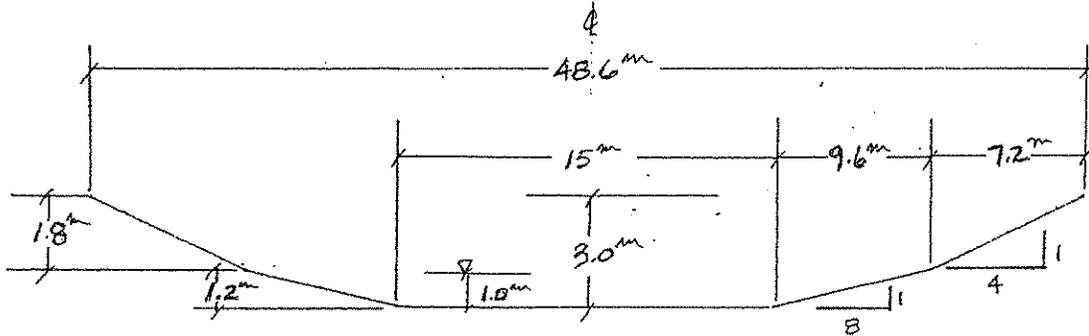
Test holes done at the site in September, 1988 and excavations presently underway at the site indicate an average depth to water of approximately 1.9 m (6') with the water table generally being closer to the surface along the centre section of Runway 10-28. A copy of the site plan (for work presently underway) showing test hole locations and a test hole log have been enclosed for your information. Discussions with staff at the golf course to the west of the Airport reveal that the water table on their property is generally closer to the surface towards the north and tends to fluctuate from approximately 1.9 - 2.5 m (6' - 8') depth to ground surface level during the year.

#### POND CROSS-SECTION

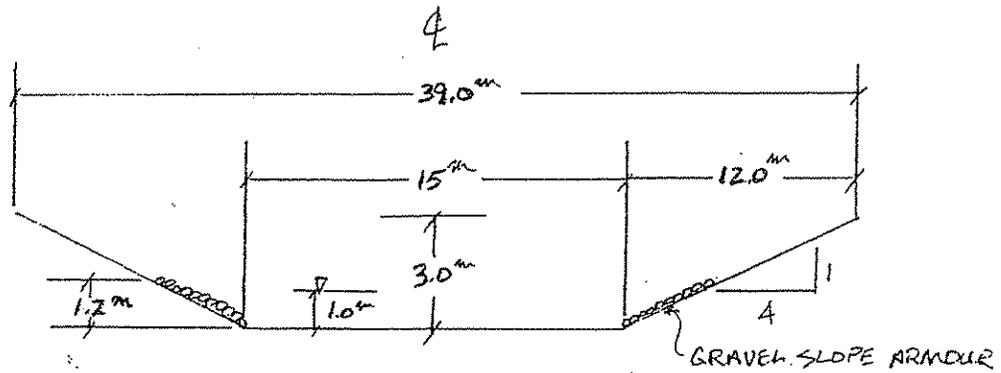
The soil at Tofino Airport is a fine sand with a clay layer apparent at 1.5 - 2 m below the ground surface in most areas. The maximum slope at which this material could be expected to lie when submerged is approximately 8:1. A steeper (4:1) slope could be maintained if the material were faced with a layer of coarse gravel. Vertical walls would require construction of cribbing around the entire perimeter of the pond.

The soil characteristics thus allow three alternative cross-sections. These are:

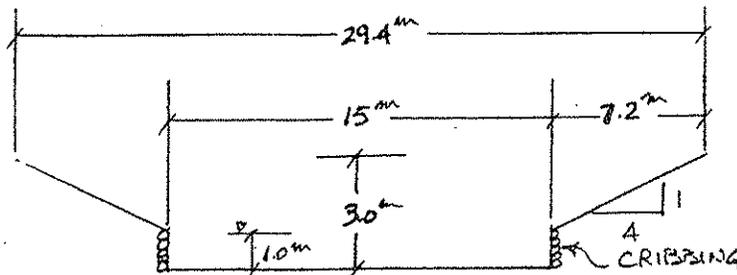
1. A 15 m (50') wide pond with 8:1 side slopes beneath water level and 4:1 side slopes above water level. Total top width = 48.6 m (160'). See sketch below.



2. A 15 m (50') wide pond with 4:1 side slopes faced with 300 mm (1') of 200 mm (8") minus gravel. Total width = 39 m (128'). See sketch below.



3. A 15 m (50') wide pond with bottom 1.2 (4') retained by wooden cribbing, 4:1 slopes above cribbing. Total top width = 29.4 m (97'). See sketch below.



In addition to actual excavation of the pond itself, there are other costs which must be considered. These are:

1. The pond slopes (above water level) and the fill area should be seeded to minimize erosion and hence maintenance.
2. Each alternative would require construction of an outlet structure and outlet ditch so that water level can be controlled and so that the pond can be drained during construction and for maintenance.
3. An inlet ditch should be constructed to collect water from the Airport drainage system to maximize the amount of water available to keep the pond at a minimum water depth of 0.9 m (3').

In order to provide a basis for the comparison of the alternative pond cross-sections, we have prepared a rough cost estimate for each, based upon estimated quantities and using unit prices from the ongoing project at the Airport. See attached sheet.

Please note that the following assumptions have been made in this estimate:

1. All excavated slopes (above water level) and all fill slopes will be seeded. This is a normal Transport Canada requirement.
2. Excavated material is to be disposed of in a berm parallel to and beside the pond.
3. Maximum berm slope is 5%. This could possibly be increased by compaction of the excavated material.
4. A site will be selected such that clearing will not be required for the pond, the fill disposal berm, or the approaches to the pond. Should site selection dictate that clearing is required, costs would increase in proportion to the plan area of each alternative as follows:
  - a) Alt.1, Plan Area = 6.9 ha. @ \$5,000/ha. Extra Cost = \$34,500.00
  - b) Alt.2, Plan Area = 5.8 ha. @ \$5,000/ha. Extra Cost = \$29,000.00
  - c) Alt.3, Plan Area = 4.7 ha. @ \$5,000/ha. Extra Cost = \$23,500.00

These costs do not include any approach clearing.

Regardless of whether or not clearing is required, alternative 2 appears to be most favourable.

Tofino Air Lines Ltd.  
ATTENTION: Mr. W. G. Richards  
President

- 4 -

88/11/28

### SITE SELECTION

There is a possibility that 07-25 will be de-commissioned in the near future. This will not, however, exempt 07-25 from the standard centreline to centreline clearance requirements to other runways (or seaplane landing area). It appears, therefore, that a site parallel to Taxiway 'B' would be more likely to meet with Transport Canada approval.

### CONCLUSIONS & RECOMMENDATIONS

Should Tofino Air Lines decide to proceed further with the project, we would make the following recommendations:

1. Approach Transport Canada as early as possible regarding site selection. You may wish to obtain a copy of their design requirements (TP-312-E) as their regulations may affect the feasibility of this project.
2. A pond with 4:1 side slopes, armoured with gravel below water level, appears to be the most cost effective if width of site is not a major constraint. Therefore, we would recommend further investigation of alternative 2 if the project is still feasible in view of the information provided herein.
3. After preliminary site selection is made, a series of test holes should be excavated within the proposed site to determine soil type, depth to water, depth to rock (if applicable), etc. These holes should be monitored for as long as possible prior to final design.
4. Construction should be scheduled for August/September as costs will be lower and a better product will be achieved in dry weather.

Should Tofino Air Lines elect to proceed further with this project, we would be pleased to submit a proposal for site selection/design/construction layout and inspection services.

Should you require any further information, please contact the undersigned.

Yours truly,

DUNCAN & ASSOCIATES ENGINEERING LTD.



Mark Warbrick, P. Eng.

MW/nb  
Enclosures

POND CROSS-SECTIONS

COST ESTIMATE

| ITEM          | DESCRIPTION  | EST. QUANTITY |       |       | UNIT PRICE | TOTAL COST       |                  |                  |
|---------------|--|---------------|-------|-------|------------|------------------|------------------|------------------|
|               |  | ALT.1         | ALT.2 | ALT.3 |            | ALT.1            | ALT.2            | ALT.3            |
| 1.            | Common excavation (m <sup>3</sup> )                  | 47600         | 38000 | 26500 | \$3.50     | \$166,600        | \$133,000        | \$ 92,750        |
| 2.            | Hydroseed pond slopes and fill area (ha.)            | 5.3           | 4.7   | 4.1   | \$4500     | \$ 23,850        | \$ 21,150        | \$ 18,450        |
| 3.            | Slope armour (m <sup>2</sup> )                       | N/A           | 5200  | 300   | \$2.10     | N/A              | \$ 10,920        | \$ 630           |
| 4.            | Cribbing (assume material available on-site) (lin.m) | N/A           | N/A   | 920   | Lump Sum   | N/A              | N/A              | \$100,000        |
| 5.            | Allowance for outlet/level control structure         |               |       |       | Lump Sum   | \$ 10,000        | \$ 10,000        | \$ 10,000        |
| 6.            | Allowance for inlet/outlet ditching                  |               |       |       | Lump Sum   | \$ 5,000         | \$ 5,000         | \$ 5,000         |
| <b>TOTALS</b> |  |               |       |       |            | <u>\$205,450</u> | <u>\$180,070</u> | <u>\$226,830</u> |



## 2. Tofino Airlines Contribution to Airport and Community



Tofino Airlines and its employees have been providing services and assisting in developing the Long Beach airport for the past 20 years. A brief list of accomplishment and mile stones are listed below.

Nov 1989 Tofino Airlines purchased the current hangar (previously owned by Ocean Air Seafood's) and began to convert it to a aircraft maintenance facility.

March 1990 Tofino Airlines hires a base engineer to establish maintenance facility

1991

- Tofino Airlines Aircraft Maintenance Organization (AMO 213-91) established with Transport Canada
- Aug Transport Canada approves the newly constructed ditch / landing strip facility for private operation Ref: TP4884E

## Tofino Airlines Contribution to CYAZ continued

1992 -1994 Tofino Airlines was the largest private lease holder at CYAZ with 2 separate crew accommodations, maintenance facility and private landing strip. Tofino Airlines took an active role in the maintenance of the airfield and associated facilities in the absence of Transport Canada employees. During this time maintenance assistance was provided to Transport Canada for on and off airport duties.

Assistant water system operator with Tom Letchford

Airside support to Victoria Airport maintenance manager Ken Keck (Transport Canada)

1994-1998 MOU established between Transport Canada and Parks Canada for maintenance of airport in exchange for building occupation. REF file # 5156-P167

1997 Tofino Airlines submitted a proposal for airside maintenance to Ed Hulme TC

1998 Tofino Airlines identifies that basic runway safety inspections are not being accomplished as required by the Canadian Aviation Regulations (CARs)

- Tofino Airlines awarded the inspection program and trained by TC staff to carry out runway inspections on behalf of TC. **This contract continues to this day.**
- Daily runway inspection program developed and implemented
- Tofino Airlines instrumental in the identification and installation of the security fence requirements around the golf course lease area.
- Tofino Airlines provides a onsite contact for TC related topics, ditching land clearing etc.

1999 - 2002 Tofino Airlines provide site supervision services for Transport Canada during tree clearing phases I, II and III.

April 01 2000 Tofino Airport (CYAZ) is transferred to the Alberni Clayoquot Regional District (ACRD) as part of the national airport divestiture program

2001

- Research and specify airfield tractor and mower deck combination for maintenance of airfield
- New Schulte mower deck purchased by ACRD on recommendations, tractor pending budgeting process

2003

- Nav Canada drops the oversight for Mandatory Frequency (MF) 126.7 at CYAZ
- Tofino Airlines Initiates a request for Remote Aerodrome Advisory Service (RAAS) for CYAZ
- Major contributor to the Sypher Mueller report Land use plan for CYAZ

## Tofino Airlines Contribution to CYAZ continued

2004

- Airport inspection program developed for CYAZ by Tofino Air
- Research and submit landing fee schedule for CYAZ
- Design and implement "colour" radio codes with Nav Canada for ground support operations
- June Pryde Schrop and McComb billing program initiated with Tofino Air
- Aug Nav Canada Aeronautical study for CYAZ MF initiated
- Assist in the review of the CYAZ Emergency Response Plan with the ACRD

2005

- Jan Participation in Nav Canada Hazard Identification Risk Assessment (HIRA) on CYAZ MF
- Mar Implementation of New MF for CYAZ by Nav Canada
- Apr Emergency Vehicle Driver Training (EVDT) course established at CYAZ with the assistance of the Justice Institute of BC (JIBC) to support local fire department and BC Ambulance driver training requirements
- Major contributor to the Intra Vista strategic business plan

2006-2007

- Major contributor to the Land Works land use plan
- Oversee Reed logging operations and debris burning

2008

- Wildlife Management Plan initiated with EBA Engineering on behalf of the ACRD
- Research, source and acquire Wausau snow plow blade for Truck 86
- Due to various requests for airside commercial space at CYAZ Tofino Airlines initiated, designed and supervised the construction of the New airside commercial lots at CYAZ on behalf of the ACRD. Prospective lease applicants include, Atleo Air, Far West Helicopters, Terry Salmon

2009

- Airside commercial lots and new access road completed
- Terminal building construction
- Safety management System (SMS) contractor sourced and program initiated with EBA Engineering (Phase 1)
- ICET grant application for navigation aids upgrades and Day VFR lighting

## **Tofino Airlines Contribution to CYAZ continued**

2010

- SMS Phase 2 program initiated and staff training completed.
- CYAZ Budget development
- ICET grant application review
- Maintenance building construction
- West Coast Landfill Inspection and key hand over( Dec 31) for ACRD

2011

- Airport Corrective Action Plan (CAP) for CYAZ developed and delivered to ACRD staff
- Wild Life Management / Control training program attended by Tofino Air staff
- SMS Phase 3 proactive risk assessment reviewed with ACRD staff

## **Tofino Airlines Contribution to Airport and Community**

Tofino Airlines has provided a long term / stable base of operations for 20+ years, conducting daily runway safety inspections, supplemental aerodrome maintenance and administering airport business on behalf of the ACRD. Tofino Air maintains relationships with Transport Canada aerodrome inspectors, Nav Canada flight service specialists, Parks Canada and Industry contacts on behalf of the ACRD.

The most significant contribution to date has been the recent awarding of the Airport Capital Assistance Program (ACAP) to CYAZ for a primary runway overlay presently slated for 2012. Years of work went into the application and vetting process with Transport Canada Pacific Region Programs Branch and without the continuity provided by Tofino Airlines Ltd this project would not have been a reality.

Our experienced and dedicated staff has represented the Airport under Transport Canada and ACRD tenures. Company staff participates in numerous land use planning meetings, business strategy meetings and public meetings where airport operations and zoning matters require explanation.

Company staff provides services to the general public regarding daily enquires for airport services, hazard identification /removal, response to emergency situations and general airfield and building maintenance requests.

Basic airside equipment maintenance is conducted in house and charged out as supplemental billing to the ACRD.



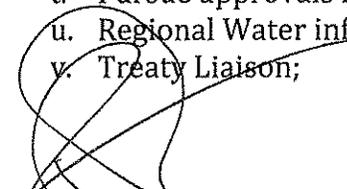
## Staff Report

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** September 28, 2011

**Re:** Update on Staff Activities

The following is an update on projects that Regional District Administration Staff are currently working on in addition to daily duties:

- a. Updating the Regional District's records management system;
- b. Investigating options/projects for the Gas Tax Funds;
- c. Long Beach Airport Water Study;
- d. Implementing Contract – West Coast Recycling and Collection Services;
- e. BCID conversion and infrastructure analysis;
- f. Sproat Lake Volunteer Fire Department Review;
- g. 2011 Local Election Preparation and Candidate Workshop;
- h. Organizing the development of the Alberni-Clayoquot Health Network and Administration Committee;
- i. Implementing Regional Fire Services Coordinator;
- j. Preparing for the upcoming UBCM Convention including arranging meetings with Ministers;
- k. Alberni Valley Airport grounds maintenance – brush control and ditching;
- l. Harold Bishop Fire Hall water service;
- m. Secure new contract service for Bamfield Water System;
- n. Worked at the Alberni Valley Fall Fair Booth;
- o. Preparations for the Community to Community Forum – October 13, 2011;
- p. Attendance at the Annual UBCM Convention and meetings regarding infrastructure grants, treaty implementation and provincial support;
- q. Long Beach Airport parking and sewage expansion;
- r. Log Train Trail bridge and stream crossing construction;
- s. Review AV Landfill operations and approve minor upgrades;
- t. Pursue approvals for AV Landfill gravel source;
- u. Regional Water information meeting and response to inquiries;
- v. Treaty Liaison;

  
\_\_\_\_\_  
Russell Dyson,  
Chief Administrative Officer

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)





**M E M O R A N D U M**

**TO:** Board of Directors, Regional District of Alberni-Clayoquot  
**FROM:** Mike Irg, Manager of Planning and Development  
**DATE:** September 28, 2011  
**RE:** Monthly Activity Report - - Planning and Development

| <b>2010<br/>total</b> | <b>2011<br/>YTD</b> | <b>CATEGORY OF APPLICATION</b>                     |
|-----------------------|---------------------|--|
| 15                    | 8                   | Rezoning   |
| 7                     | 9                   | Development Permit and Development Variance Permit |
| 12                    | 11                  | Subdivisions                                       |
| 6                     | 0                   | Agricultural Land Reserve                          |
| 3                     | 1                   | Board of Variance                                  |
| 12                    | 11                  | Crown leases                                       |
| 22                    | 17                  | Bylaw Enforcement                                  |
| 5                     | 4                   | Miscellaneous                                      |
| 82                    | 61                  | TOTAL APPLICATIONS RECEIVED                        |

In addition to day to day planning applications staff have been involved in:

Alberni Valley OCP reviews.

- A public open house for the Beaufort OCP was held September 14<sup>th</sup>.
- A public open house for Beaver Creek OCP was held September 15<sup>th</sup>.
- Review draft Beaufort OCP with APC October 3<sup>rd</sup>.
- Review draft Beaver Creek OCP with APC October 4<sup>th</sup>.
- Cherry Creek OCP open house tentatively scheduled for October 13<sup>th</sup>.
- Sproat Lake draft OCP to APC for October 17<sup>th</sup>.

Bamfield OCP review. The draft Community Profile has been sent to the Area Director and Bamfield APC.

Planning staff continue to be involved in the Alberni Valley Regional Water Study.

Mike Irg, MCIP  
 Manager of Planning and Development



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
AUGUST, 2011

| BUILDING TYPE | BAMFIELD |               | BEAUFORT |          | LONG BEACH |                | SPROAT LAKE |                | BEAVER CREEK |                | CHERRY CREEK |                  | TOTALS    |                  |
|---------------|----------|---------------|----------|----------|------------|----------------|-------------|----------------|--------------|----------------|--------------|------------------|-----------|------------------|
|               | #        | VALUE         | #        | VALUE    | #          | VALUE          | #           | VALUE          | #            | VALUE          | #            | VALUE            | #         | VALUE            |
| Single Family |          |               |          |          | 1          | 392,844        | 1           | 318,000        | 1            | 186,550        | 3            | 897,394          | 0         | 0                |
| Mobile Homes  |          |               |          |          |            |                |             |                |              |                |              |                  | 0         | 0                |
| Multi-Family  |          |               |          |          |            |                |             |                |              |                |              |                  | 0         | 0                |
| Adds&Rens     |          |               |          |          | 2          | 18,500         |             |                |              |                |              |                  | 2         | 18,500           |
| Commercial    |          |               |          |          |            |                |             |                |              |                |              |                  | 0         | 0                |
| Institutional |          |               |          |          |            |                |             |                |              |                |              |                  | 0         | 0                |
| Industrial    |          |               |          |          |            |                |             |                |              |                |              |                  | 0         | 0                |
| Miscellaneous | 3        | 64,170        |          |          |            |                |             |                | 2            | 89,000         |              |                  | 5         | 153,170          |
| <b>Totals</b> | <b>3</b> | <b>64,170</b> | <b>0</b> | <b>0</b> | <b>0</b>   | <b>411,344</b> | <b>1</b>    | <b>318,000</b> | <b>3</b>     | <b>275,550</b> | <b>10</b>    | <b>1,069,064</b> | <b>10</b> | <b>1,069,064</b> |

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT  
AUGUST, 2011 TO DATE

| BUILDING TYPE | BAMFIELD |                | BEAUFORT |               | LONG BEACH |                  | SPROAT LAKE |                  | BEAVER CREEK |                  | CHERRY CREEK |                  | TOTALS    |                  |
|---------------|----------|----------------|----------|---------------|------------|------------------|-------------|------------------|--------------|------------------|--------------|------------------|-----------|------------------|
|               | #        | VALUE          | #        | VALUE         | #          | VALUE            | #           | VALUE            | #            | VALUE            | #            | VALUE            | #         | VALUE            |
| Single Family | 1        | 176,582        | 0        | 0             | 7          | 1,072,925        | 5           | 1,428,255        | 7            | 2,581,438        | 2            | 609,254          | 22        | 5,868,454        |
| Mobile Homes  | 0        | 0              | 0        | 0             | 0          | 0                | 0           | 0                | 2            | 43,727           | 0            | 0                | 2         | 43,727           |
| Multi-Family  | 0        | 0              | 0        | 0             | 0          | 0                | 0           | 0                | 0            | 0                | 0            | 0                | 0         | 0                |
| Adds&Rens     | 0        | 0              | 1        | 40,000        | 1          | 500              | 9           | 517,500          | 2            | 25,000           | 3            | 180,000          | 16        | 763,000          |
| Commercial    | 0        | 0              | 0        | 0             | 0          | 0                | 0           | 0                | 0            | 0                | 0            | 0                | 0         | 0                |
| Institutional | 0        | 0              | 0        | 0             | 0          | 0                | 0           | 0                | 0            | 0                | 0            | 0                | 0         | 0                |
| Industrial    | 0        | 0              | 0        | 0             | 0          | 0                | 0           | 0                | 0            | 0                | 0            | 0                | 0         | 0                |
| Miscellaneous | 6        | 121,820        | 1        | 40,000        | 12         | 152,823          | 14          | 275,317          | 9            | 272,800          | 14           | 354,500          | 56        | 1,217,260        |
| <b>Totals</b> | <b>7</b> | <b>298,402</b> | <b>2</b> | <b>80,000</b> | <b>20</b>  | <b>1,226,248</b> | <b>28</b>   | <b>2,221,072</b> | <b>20</b>    | <b>2,922,965</b> | <b>19</b>    | <b>1,143,754</b> | <b>96</b> | <b>7,892,441</b> |

| WOODSTOVE INSPECTIONS | BAMFIELD |       | BEAUFORT/BEAVER CREEK |       | LONG BEACH |       | SPROAT LAKE |       | CHERRY CREEK |       | TOTAL |       |
|-----------------------|----------|-------|-----------------------|-------|------------|-------|-------------|-------|--------------|-------|-------|-------|
|                       | #        | VALUE | #                     | VALUE | #          | VALUE | #           | VALUE | #            | VALUE | #     | VALUE |
|                       |          |       | 6                     |       | 3          |       | 3           |       | 1            |       | 13    |       |

| YEAR TO DATE | TOTAL YEAR |            | YEAR TO DATE |            | TOTAL YEAR |                             |
|--------------|------------|------------|--------------|------------|------------|-----------------------------|
|              | #          | VALUE      | #            | VALUE      | #          | VALUE                       |
| 2010         | 123        | 17,871,593 | 149          | 21,524,170 |            |                             |
| 2009         | 63         | 6,581,912  | 123          | 11,302,380 | 1,999      | 37 1,805,788 80 3,348,092   |
| 2008         | 73         | 9,556,826  | 147          | 22,682,130 | 1,998      | 41 1,650,426 75 3,320,890   |
| 2007         | 73         | 7,016,424  | 163          | 15,007,877 | 1,997      | 48 2,779,466 104 10,025,166 |
| 2006         | 84         | 7,663,595  | 161          | 15,909,705 | 1,996      | 69 5,542,700 128 9,050,554  |
| 2005         | 74         | 8,278,645  | 138          | 12,962,379 | 1,995      | 61 5,910,000 116 9,641,300  |
| 2004         | 77         | 6,842,554  | 133          | 11,036,854 | 1,994      | 92 6,327,000 151 7,915,500  |
| 2003         | 37         | 3,671,688  | 97           | 6,925,356  | 1,993      | 82 5,774,000 167 10,864,000 |
| 2002         | 42         | 1,754,970  | 76           | 2,986,134  | 1,992      | 87 5,660,000 173 11,192,500 |
| 2001         | 40         | 3,734,396  | 89           | 5,790,126  | 1,991      | 57 3,115,520 126 7,155,120  |
| 2000         | 43         | 2,009,157  | 88           | 4,095,339  | 1,990      | 53 5,240,500 118 6,323,900  |





## MEMORANDUM

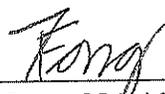
**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** September 28, 2011  
**Subject:** Finance Department Staff Report

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In addition to day-to-day activities, the finance department has been working on the following since the last Board of Directors meeting on August 24, 2011:

- Created Permissive Tax Exemption Bylaws for Alberni Golf Club and Long Beach Recreation Cooperative.
- Russell and I met with Al McGill to discuss the landfill reporting requirements as set out by the Ministry of Environment.
- Attended the West Coast Committee meeting at the Long Beach Airport.
- Sent out the annual recycling bills to the City of Port Alberni and Beaver Creek as well as the annual garbage and recycling bills to Tofino, Ucluelet and Millstream.
- Investigated software that will allow the Finance Department to create the annual Financial Statements in 2012 instead of having the auditor produce them.
- Completed introductory Emergency Planning courses in preparation to further training this fall.
- Attended the customer service training seminar by Carol Boothroyd.
- Assisted Vancouver Island University in the development of the West Coast Multiplex survey.
- Assisted with the ACRD booth at the Alberni District Fall Fair.
- Met with Greg Mollon, auditor for the ACRD, to discuss next year's audit plan.

Submitted by: \_\_\_\_\_

  
Teri Fong, CGA, Manager of Finance



**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of October 5, 2011**

| No.                              | Date                        | Action Item  | Assigned to                   | Target Date/Update  |
|----------------------------------|-----------------------------|--|-------------------------------|---|
| <b>Administration Department</b> |                             |  |                               |   |
| 1.                               | Nov. 24/10<br>BD            | Apply for Infrastructure Planning Grants for Cherry Creek and Beaver Creek Water   | Janice                        | Submitted December 2/10 –<br>Awaiting decision – Fall 2011  |
|                                  | Dec. 10/10<br>BD            | Apply for funding through the Gas Tax General Priority fund for Sugsaw Lake upgrade and Beaver Creek Water booster pump station  | Janice                        | Submitted – April 29/11<br>Awaiting decision – Fall 2011<br>Discussed support with Minister at UBCM |
| 2.                               | Jan. 12/11<br>COW           | Submit application for funding for the Debris Deflection Berm (Woosley Road)   | Janice                        | Submitted – Jan. 14/11<br>Awaiting decision   |
| 3.                               | Feb. 9/11<br>WC             | Meet with Dave McVetty, Superintendent, PRNP to discuss water supply and outstanding lease issues at Long Beach Airport  | Russell                       | Met with Mr. McVetty – Work in Progress– Keeping PRNP up to date on water supply                    |
| 4.                               | Feb. 23/11<br>BD            | Work with Ryan Dvorak, SD70, ADSS in exploring potential opportunities to enhance forestry education through a Christmas Tree Farm – Investigate potential lands in the ACRD | Russell                       | To negotiate with SD#70   |
| 5.                               | Apr. 27 <sup>th</sup><br>BD | Put together a C2C Forum application to host a forum with all the FN's and Municipalities in the region to discuss Emergency Planning  | Janice/<br>Russell/<br>Laurie | Application approved – Forum scheduled for October 13, 2011, 10:00 am, Barclay Hotel                |
| 6.                               | May 25 <sup>th</sup><br>BD  | Make amendments to the Long Beach Airport Authority and forward for consideration by the ACRD Board  | Wendy                         | October Board Meeting   |
| 7.                               | June 8 <sup>th</sup><br>COW | Forward a letter inviting the BC Ferry Commissioner to meet with the ACRD Board to discuss the proposed ferry fair increases   | Wendy                         | October 5 <sup>th</sup> – Stakeholders Meeting 10:30 am ACRD Board Room                             |
| 8.                               | June 22 <sup>nd</sup><br>BD | The Board approved retaining the services of VIU to conduct a survey on the West Coast – Proceed with survey   | Russell                       | Questionnaire finalized – Sept. 9 <sup>th</sup>   |
| 9.                               | June 22 <sup>nd</sup><br>BD | The Board approved the sewage works to collect and treat waste from the BC Parks lease space at the Long Beach Airport   | Russell                       | Proceeding to Tender – October 5 <sup>th</sup> Board Meeting  |
| 10.                              |                             |  |                               |   |

| No.                       | Date                              | Action Item  | Assigned to | Target Date/Update   |
|---------------------------|-----------------------------------|--|-------------|--|
| 11.                       | July 13 <sup>th</sup><br>Spec. BD | The ACRD Board awarded the 3 yr contract to Sonbird Refuse & Recycling Ltd. for West Coast Recycling, Garbage Collection and Disposal – Award Contract   | Wendy       | October 2011   |
| 12.                       | July 13 <sup>th</sup><br>Spec. BD | The ACRD Board appointed the following individuals to the Log Train Trail Advisory Committee: Patty Edwards, Glenn Wong, Mike Kokura, Ken McRae, Linda Scobbie, Judy Carlson, Erica Blake, Deb Oakes and Brian Clozza – Forward letters advising of appointments | Wendy       | Initial meeting to be arranged<br>October 2011   |
| 13.                       | July 27 <sup>th</sup><br>BD Mtg.  | The Board approved the improvements to the Log Train Trail at a cost of \$5,000.00 – Advise TimberWest and proceed with the improvements   | Russell     | Work in progress   |
| 14.                       | Aug. 24 <sup>th</sup><br>EA Dir   | Forward recommendation from the EA Directors to the next Board of Directors Meeting regarding use of the Gas Tax Funds for Regional Districts Community Water Systems  | Russell     | Water & solid waste priorities to be developed in 2012 budget process – Regional Park Plan to be reviewed Oct. 5 <sup>th</sup> |
| 15.                       | Aug. 24 <sup>th</sup><br>Board    | Prepare 2011 Tax Exemption Bylaws for the Long Beach Golf Course and Alberni Golf Club for consideration by the ACRD Board   | Wendy       | October 5 <sup>th</sup> Board – Waiting on proof of legal entity of LBGC   |
| 16.                       | Sept. 14 <sup>th</sup><br>COW     | Forward a thank-you letter to Ms. Francoeur for her work on the Alberni Valley Drinking Water Reference Guide  | Wendy       | Done   |
| 17.                       | Sept. 14 <sup>th</sup><br>COW     | Directors approved proceeding with the evaluation of the Board Room at an expense of \$3,600.00 plus taxes – Proceed with evaluation   | Russell     | Proceeding   |
| 18.                       | Sept. 14 <sup>th</sup><br>RHD     | Invite VIHA representatives to meet with the Regional Hospital District to discuss First Nations Health Care   | Wendy       | Arranging  |
| <b>Finance Department</b> |                                   |  |             |  |
| 19.                       | Sept. 14 <sup>th</sup><br>COW     | Provide Directors with backup information on your AV/WC Landfill Reporting Requirements Memo regarding \$10,000 Gas Management Assessment at the WC Landfill   | Teri        | Report to October 5 <sup>th</sup> Board  |

| No.                                      | Date                        | Action Item   | Assigned to        | Target Date/Update  |
|--|-----------------------------|---|--------------------|---|
| <b>Environmental Services Department</b> |                             |   |                    |   |
| 20.                                      | June 6/08                   | Bamfield Liquid Waste Management Infrastructure Planning Grant  | Russell/<br>Lori   | Find consultant to provide options<br>- Map of outfalls into Bamfield and Grappler Inlets – Done                    |
| 21.                                      | Sept. 16/09<br>AV           | Work with City of PA Staff on Bell Road/Stuart Ave. Water and continue investigating infrastructure grants  | New<br>Manager     | \$10,000 grant received –<br>proceeding with draft design/cost<br>– meeting with Engineer to follow                 |
| 22.                                      | Oct. 1/09                   | East Bamfield Waste Transfer Site<br>Re-use shed at Waste Transfer Site   | Rob                | Working with NIC on design of re-<br>use shed   |
| 23.                                      | Apr. 6/10                   | West Bamfield Harbour Authority Dock Improvements (ICET)  | New Man/<br>Janice | Work to be completed in 2011 –<br>Report to follow  |
| 24.                                      | Apr. 28/10<br>BD            | Investigate and work with Dolan's on the proposed Rock Quarry Project on the AV Airport Property  | Russell            | LMB to provide response   |
| 25.                                      | Apr. 8/10<br>WC             | Work with Parks Canada on the landfill road agreement   | Russell            | In Progress   |
| 26.                                      | May 13/10                   | Mapping of Bamfield Water System, Infrastructure Planning Grant   | Mike/<br>Lori      | Underwater system map<br>completed by John Mass.<br>Mapping of Meters and new<br>infrastructure two thirds complete |
| 27.                                      | Sept. 8/10<br>WC            | Investigate options for implementing passenger and airport improvement fees at the Long Beach Airport   | New<br>Manager     | Investigate with the Long Beach<br>Airport Authority (when formed)  |
| 28.                                      | Sept. 8/10<br>WC            | Investigate the possibility of leasing property at the long Beach Airport for TFN to drill a well for water to their reserve                                | Russell            | Reviewing alternatives – ongoing  |
| 29.                                      | Oct. 13/10<br>COW           | Work with Tofino Air on details of their request for a new lease at the Long Beach Airport  | New<br>Manager     | October 2011  |
| 30.                                      | Apr. 27 <sup>th</sup><br>BD | Put forward to the COW the request from the Air Quality Council to: 1. Establish Alternatives to Burning & 2. Develop Guidelines for Best Burning Practices | Janice/<br>Rob     | October 2011  |

| No.                        | Date                              | Action Item   | Assigned to       | Target Date/Update   |
|----------------------------|-----------------------------------|---|-------------------|--|
| 31.                        | May 11/11<br>AV Comm              | Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill  | Russell           | Meeting forthcoming  |
| 32.                        | July 27 <sup>th</sup><br>BD       | The Board approved awarding the contract for the Long Beach Airport Access Road paving to Rayner Brach Construction in the amount of \$1,59,940.00 plus HST – Award the contract                            | Russell           | Paving complete  |
| 33.                        | July 27 <sup>th</sup><br>BD       | The Board approved awarding the contract to GW Solutions to undertake the Hydrogeological Groundwater Evaluation at the Long Beach Airport for a maximum cost of \$65,216.00 including HST – Award Contract | Russell           | Drilling proceeding – Report provided to West Coast Comm., TFN and Parks Canada  |
| 34.                        | Sept. 21 <sup>st</sup><br>WC Comm | Investigate options/implications on the future of the water landing strip at the WC Landfill and report back to the West Coast Committee  | Russell/<br>Wendy | Report to next WC Committee Meeting  |
| <b>Planning Department</b> |                                   |   |                   |  |
| 35.                        | June 1/09                         | East Bamfield Parking Plan  | Mike              | Part of OCP review in 2011   |
| 36.                        | June 1/09                         | Bamfield OCP Review   | Mike              | Working with VIU   |
|                            | May 13/10<br>WC                   | Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course   | Mike              | Investigating  |
| 37.                        | n/a                               | Airport Zone Bylaw – AV Airport/Long Beach Airport  | Mike              | In progress  |
| 38.                        | n/a                               | Alberni Valley OCP Review   | Mike              | In progress – Cherry Creek second Open House in October<br>Beaufort OCP underway – Open House held in Sept. – Beaver Creek OCP underway – Open House held in Sept. |
| 39.                        | Apr. 27 <sup>th</sup><br>BD       | The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed  | Mike              | Fall 2011  |
| 40.                        |                                   |   |                   |  |

| No. | Date                         | Action Item   | Assigned to | Target Date/Update |
|-----|------------------------------|---|-------------|--------------------|
| 41. | Aug. 10 <sup>th</sup><br>COW | Added to Action List: Provide the Bamfield Community Hall Association with information (including regulations) on building a new hall at Bamfield Centennial Park | Mike        | October            |

Issued: September 28, 2011





## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** September 28, 2011  
**Subject:** WCLF Gas Management Assessment

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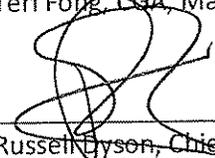
A memo was presented to the Committee of the Whole on September 14, 2011 that outlined the reporting requirements of the Alberni Valley and West Coast Landfills. This follow-up memo is a response to the request for further information regarding the need to do a Gas Management Assessment at the West Coast Landfill.

The Gas Management Regulations that came into effect in 2009 require that a Landfill Gas Generation Assessment be done when a landfill has greater than 100,000 tonnes of solid waste in place or when 10,000 tonnes of waste is added to a landfill in a calendar year. The Assessment report will estimate the amount of methane gas that is generated at the landfill site in a year.

The West Coast Landfill is estimated to reach the 100,000 tonnes by the end of 2011 and therefore an assessment report will be required in 2012. The next step of the regulations is a design plan and this is only required if the assessment shows that over 1,000 tonnes of methane is generated in a year. This level of methane gas is not anticipated at the West Coast Landfill for many years. After the initial Assessment, annual updates will also be required by the Ministry of Environment.

Staff, along with our engineers, recommend that this Assessment be completed during 2011 because the engineer who has been completing our landfill reports will be going off on maternity leave in early 2012.

Submitted by:   
Teri Fong, CGA, Manager of Finance

Approved by:   
Russel Dyson, Chief Administrative Officer





## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Electoral Area Directors Committee  
Russell Dyson, Chief Administrative Officer

**Meeting Date:** October 5, 2011

**Subject:** Gas Tax Agreement – Possible Projects

---

### Recommendation:

The Electoral Area Directors Committee recommends that the Board of Directors of the Alberni-Clayoquot Regional District direct staff to develop capital works project using a portion of the Gas Tax Funds for each of the Regional Districts Community Water Systems and implementation of Solid Waste Management Plan initiatives in the Draft 2012 Five Year plan, following consultation with relevant interests.

### Desired Outcome:

The Board is to narrow its interest in the potential Gas Tax Projects to enable staff to prepare more detailed costs and benefits before a commitment to one or more projects is made.

### Summary:

The Electoral Area Directors Committee requested staff to explore the Gas Tax Agreement and possible uses for the funds within the ACRD, the following resolution was adopted:

*That the Board of Directors of the Alberni-Clayoquot Regional District direct staff to further evaluate potential Gas Tax projects 1 – 4 from the report of the CAO dated April 21, 2011 and report back to the Electoral Area Committee in early July.*

The four priorities included; a Comprehensive Rural Water System Strategy, an Administration Building Evaluation, a Regional Parks and Trails Master Plan and Implementation of Solid Waste Management Plan components.

Upon further analysis it has been determined that the Regional District has needs for capital improvements in each of its water and solid waste management systems that would qualify for the use of these funds. It has been determined that the Administration building is not practical for use of these funds. A presentation will be made at a meeting in October regarding the parks plan for further consideration, whether it is a priority for the use of the funds.

**Request for Decision - Gas Tax Agreement - Possible Projects**

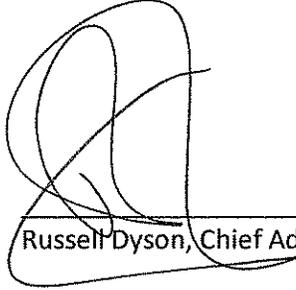
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At the Electoral Area Directors Committee meeting on August 24, 2011, the above recommendation was passed and is submitted for consideration by the ACRD Board of Directors.

**Financial:**

To date there is approximately 2.1 million dollars in the gas tax fund. The total gas tax fund will be 3.5 million.

Submitted by:



Russell Dyson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Meeting Date:** October 5, 2011  
**Subject:** 2012 Alberni Golf Club Tax Exemption Bylaw

---

### **Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors give four readings to Bylaw F1097 cited as "2012 Alberni Golf Club Tax Exemption Bylaw".

### **Desired Outcome:**

The desired outcome is to exempt the Alberni Golf Club from taxation in 2012.

### **Background:**

At the August 24<sup>th</sup> Board of Directors meeting, directors considered a request from the Alberni Golf Club and the Long Beach Recreation Cooperative for tax exemption in 2012. A resolution was passed to approve the tax exemptions in 2012, pending confirmation of Long Beach Recreation Cooperatives society status, and staff was instructed to prepare a bylaw for consideration by the Board of Directors. Long Beach Recreation Cooperative is still awaiting approval of their society and staff hope to bring forward their tax exemption bylaw at the October 26<sup>th</sup> Board meeting in order to satisfy the October 31<sup>st</sup> deadline.

Bylaw F1097, 2012 Alberni Golf Club Tax Exemption Bylaw is attached for your consideration.

The Regional District may exempt land and improvements for an athletic or service organization that is used principally for public or recreation purposes. The Regional District has exempted the Alberni Golf Club for a number of years. Tax exemption bylaw requires an affirmative vote of at least two-thirds of votes cast in order to be adopted.

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

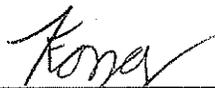
Minimal.

### **Financial:**

If the Alberni Golf Club had been taxable in 2011, their tax bill would have been \$20,277.00.

### **Policy or Legislation:**

Local Government Act Section 809.

Submitted by:   
Teri Fong, CGA, Manager of Finance

Approved by:   
Russell Dyson, Chief Administrative Officer



ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2011, by an  
affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of  
**“2012 Alberni Golf Club Tax  
Exemption Bylaw No. F0197.”**

The Corporate seal of the Regional  
District of Alberni-Clayoquot was  
hereto affixed in the presence of:

\_\_\_\_\_  
Russell Dyson,  
Chief Administrative Officer

\_\_\_\_\_  
Glenn Wong,  
Chairperson







## MEMORANDUM

**To:** Russell Dyson, CAO  
and  
Board of Directors, Alberni-Clayoquot Regional District

**From:** Mike Irg, M.C.I.P.  
Manager of Planning and Development

**Date:** September 27, 2011

**Subject:** Long Beach Advisory Planning Commission

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### Recommendation:

That all planning matters be reviewed by the Regional Board without input from the Long Beach Advisory Planning Commission until new members have been appointed.

### Background:

At this time there are no members on the Long Beach Advisory Planning Commission. So as not to delay applications, staff recommends that the Board continue to review and vote on application made in Area "C" (Long Beach). When a new Long Beach Advisory Planning Commission is appointed, the normal referral process will resume.

Submitted by:   
Mike Irg, M.C.I.P.  
Manager of Planning and Development

Approved by:   
Russell Dyson, Chief Administrative Officer





|   | 2011 YEAR TO<br>DATE ACTUAL | 2011 ANNUAL<br>BUDGET | PERCENTAGE<br>OF BUDGET |
|---|-----------------------------|-----------------------|-------------------------|
| <b>EXPENDITURES</b>                         |                             |                       |                         |
| Electoral Area Administration               | \$ 48,588                   | \$ 2,254,539          | 2.16%                   |
| General Government Services                 | 886,375                     | 1,043,500             | 84.94%                  |
| Franklin Road Fire Protection               | 5,479                       | 2,900                 | 188.92%                 |
| Mountain Ranch Road Fire Protection         | 2,342                       | 2,375                 | 98.60%                  |
| Bamfield Fire Department                    | 92,250                      | 107,000               | 86.21%                  |
| Beaver Creek Fire Department                | 243,517                     | 243,850               | 99.86%                  |
| South Long Beach Fire Protection            | 13,967                      | 14,000                | 99.76%                  |
| Sproat Lake Fire Department                 | 186,179                     | 288,950               | 64.43%                  |
| Grandville Road Fire Protection             | 842                         | 875                   | 96.19%                  |
| E 9-1-1 Telephone System                    | 260,643                     | 264,252               | 98.63%                  |
| Port Alberni - Arena                        | 58,983                      | 238,348               | 24.75%                  |
| Building Inspection                         | 148,518                     | 217,000               | 68.44%                  |
| Noise Control-Beaver Creek                  | 667                         | 2,000                 | 33.33%                  |
| Animal Control-Sproat Lake                  | 105                         | 3,000                 | 3.50%                   |
| Emergency Planning-Alberni Valley           | 26,367                      | 82,000                | 32.16%                  |
| Animal Control- Beaver Creek                | 105                         | 3,000                 | 3.50%                   |
| Emergency Planning-West Coast               | 8,656                       | 12,657                | 68.39%                  |
| Beaver Creek Electoral Arena Contribution   | 26,300                      | 27,717                | 94.89%                  |
| Cherry Creek Electoral Arena Contribution   | 22,218                      | 23,635                | 94.01%                  |
| Sproat Lake Electoral Arena Contribution    | 33,655                      | 35,072                | 95.96%                  |
| Noise Control- Cherry Creek                 | 667                         | 2,000                 | 33.33%                  |
| Custom Transit                              | 267,003                     | 450,327               | 59.29%                  |
| Salmon Beach Sewage Disposal                | 48,912                      | 62,300                | 78.51%                  |
| South Long Beach Street Lighting            | 448                         | 750                   | 59.73%                  |
| Arvey Road Street Lighting                  | 701                         | 1,100                 | 63.75%                  |
| South Long Beach Bike Path                  | 3,467                       | 3,600                 | 96.30%                  |
| Noise Control-Sproat Lake                   | 693                         | 2,000                 | 34.66%                  |
| Alberni Valley Airport                      | 118,082                     | 156,500               | 75.45%                  |
| Tofino/Ucluelet Airport                     | 525,091                     | 522,000               | 100.59%                 |
| Alberni Valley Landfill and Bamfield        | 1,478,405                   | 2,144,850             | 68.93%                  |
| West Coast Landfill                         | 740,392                     | 1,023,500             | 72.34%                  |
| Bamfield Community Park                     | 94                          | 6,100                 | 1.55%                   |
| Sproat Lake Community Park                  | 91,002                      | 159,916               | 56.91%                  |
| South Long Beach Community Park             | -                           | 7,500                 | 0.00%                   |
| Management of Development- Rural Area       | 268,806                     | 427,700               | 62.85%                  |
| Regional Planning Services                  | 79,394                      | 115,300               | 68.86%                  |
| Regional Library                            | 254,125                     | 338,845               | 75.00%                  |
| Alberni Valley Tourism Marketing            | 47,760                      | 80,000                | 59.70%                  |
| Regional Parks                              | 1,150                       | 10,830                | 10.62%                  |
| Salmon Beach Security                       | 39,654                      | 69,900                | 56.73%                  |
| Salmon Beach Garbage Collection             | 9,651                       | 18,000                | 53.61%                  |
| Salmon Beach Recreation                     | 21,492                      | 29,800                | 72.12%                  |
| Salmon Beach Transportation                 | 123,484                     | 161,750               | 76.34%                  |
| Salmon Beach Water Supply                   | 16,165                      | 22,000                | 73.48%                  |
| Salmon Beach Power                          | 515,468                     | 145,507               | 354.26%                 |
| Alberni Valley Water Study                  | 10,068                      | 13,591                | 74.08%                  |
| Bamfield Water System                       | 118,744                     | 159,625               | 74.39%                  |
| Millstream Water System                     | 19,246                      | 31,216                | 61.66%                  |
| Grant-in-Aids - Combined                    | 276,053                     | 316,541               | 87.21%                  |
| <b>SUBTOTAL</b>                             | <b>7,141,970</b>            | <b>11,349,718</b>     | <b>62.93%</b>           |
| Transfer to MFA on behalf of Municipalities | 365,067                     | 538,506               | 67.79%                  |
| <b>TOTAL EXPENDITURES</b>                   | <b>\$ 7,507,037</b>         | <b>\$ 11,888,224</b>  | <b>63.15%</b>           |



|   | 2011 YEAR TO<br>DATE ACTUAL | 2011 ANNUAL<br>BUDGET | PERCENTAGE<br>OF BUDGET |
|---|-----------------------------|-----------------------|-------------------------|
| <b><u>REVENUE</u></b>                               |                             |                       |                         |
| Tax requisition                                     | \$ 3,394,018                | \$ 3,394,015          | 100.00%                 |
| Parcel and frontage taxes                           | 797,960                     | 797,960               | 100.00%                 |
| Parcel tax prepayment                               | 392,000                     | -                     | 0.00%                   |
| Value added taxes                                   | 45,093                      | 80,000                | 56.37%                  |
| Grants in lieu of taxes                             | 68,234                      | 24,750                | 275.69%                 |
| Services provided to other governments              | 54,284                      | 80,000                | 67.86%                  |
| Sale of services                                    | 2,088,667                   | 2,765,212             | 75.53%                  |
| Other revenue from own sources                      | 199,679                     | 202,924               | 98.40%                  |
| <b><i>Transfers from other governments</i></b>      |                             |                       |                         |
| Unconditional                                       | 261,472                     | 120,000               | 217.89%                 |
| Conditional   | 751,232                     | 757,352               | 99.19%                  |
| Surplus (deficit) from prior years                  | 1,405,504                   | 1,430,753             | 98.24%                  |
| Committed surplus from prior year                   | 1,696,752                   | 1,696,752             | 100.00%                 |
|   | <hr/>                       |                       |                         |
| <b>SUBTOTAL</b>                                     | 11,154,895.50               | 11,349,718            | 98.28%                  |
| <br><b><i>Transfers from Municipalities for</i></b> |                             |                       |                         |
| Municipal Finance Authority                         | 365,067                     | 538,506               | 67.79%                  |
|   | <hr/>                       |                       |                         |
| <b>TOTAL REVENUE</b>                                | <b>\$ 11,519,962</b>        | <b>\$ 11,888,224</b>  | <b>96.90%</b>           |



**APPLICATION FOR DEVELOPMENT VARIANCE**

**To:** Russell Dyson, CAO, and  
Board of Directors, Alberni-Clayoquot Regional District

**Date:** September 27, 2011

**Application for Development Variance:** DVC11008

**Applicant:** Hans Heringa

**Owner:** Chris and Muriel McGregor

**Legal Description:** Lot 2, Block 64, District lot 49, Clayoquot District, Plan 510

**Location/ Street Address:** 1026 Sixth Street

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**Electoral Area:** Area 'C' Long Beach

**Recommendation:** That the Board:

1. Receive the staff report, and pass one of the following options;
  - a. a resolution to consider issuing a development variance permit for Lot 2, Block 64, District lot 49, Clayoquot District, Plan 510, subject to section 922 of the *Local Government Act*, varying section 200, Bulk and Site Regulations, Alberni- Clayoquot Regional District Zoning Bylaw 15, that would vary the cabin height, in order to provide an opportunity for input from neighbouring property owners.
  - b. Deny the application. **Note:** If the Board chooses this option, the application should be deferred for one month. The following motion is appropriate, "The Regional Board is at this time, disposed to deny this application. Prior to doing so the Board wishes to offer the applicants the opportunity to present their own case as to why this matter should not be denied."

Staff recommends option a, to provide the opportunity for input from neighbouring property owners.

**Applicants'**

**Intention:** The applicants wish to have the height varied from 18 feet to 22 feet in order to continue construction of their cabin. At this time only the foundation has been built.

**Procedures:** Before a development variance permit can be issued the Regional Board must deal with the permit at two separate meetings. The first time the Board must pass a resolution to issue the variance permit. Staff would then notify neighbouring property owners and tenants to afford them the opportunity of

**DVC11008**

making written or verbal submission to the Board at a subsequent meeting when the Board issues (or refuses to issue) the Variance Permit.

**Zoning:** Marine Recreation District (MR) District.

**ALR:** Not in ALR.

**OCP:** Designated "Salmon Beach Neighbourhood" the use complies with the OCP designation.

**Comment:**

The proposed construction is an allowable use. However, the height of the building will exceed the maximum height permitted in the zoning bylaw if construction continues. At this time, only the foundation has been built. This property is sloping and the average height would be approximately 21 feet. Based on the building plans submitted, the height of the cabin was to be 18 feet.

On August 10, 2011, building inspection staff were on site and the foundation forms appeared to be at grade level (pictures are on file). On August 24, 2011, building inspection staff were again on-site and the foundation was approximately three feet above grade. A stop work order was placed on the cabin as the finished cabin would exceed the maximum height permitted in the zoning bylaw.

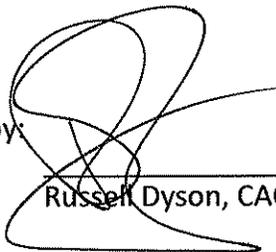
Following the stop work order, planning and building inspection staff met twice with the owner. The options available are to lower the cabin foundation to meet the zoning bylaw requirements or apply for a variance. Staff also suggested having a BCLS provide a survey including the height of the finished cabin from the average natural grade.

Submitted by:



Mike Irg, MCIP, Manager of Planning and Development

Reviewed by:



Russell Dyson, CAO

**Mike Irg**

---

**From:** Alex Dyer [adyer@acrd.bc.ca]  
**Sent:** Tuesday, September 27, 2011 2:06 PM  
**To:** Mike Irg  
**Subject:** FW: Lot 2, 1026 Sixth Avenue, Muriel & Chris McGregor  
**Attachments:** Image (2).jpg; Image (3).jpg; Image.jpg; Image (7).jpg; Image (8).jpg

FYI

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**From:** Hancon Holdings Ltd [mailto:[hancon@shawcable.com](mailto:hancon@shawcable.com)]  
**Sent:** September 27, 2011 2:05 PM  
**To:** Alex Dyer  
**Cc:** McGregor Chris & Muriel; Bates Rick  
**Subject:** Lot 2, 1026 Sixth Avenue, Muriel & Chris McGregor

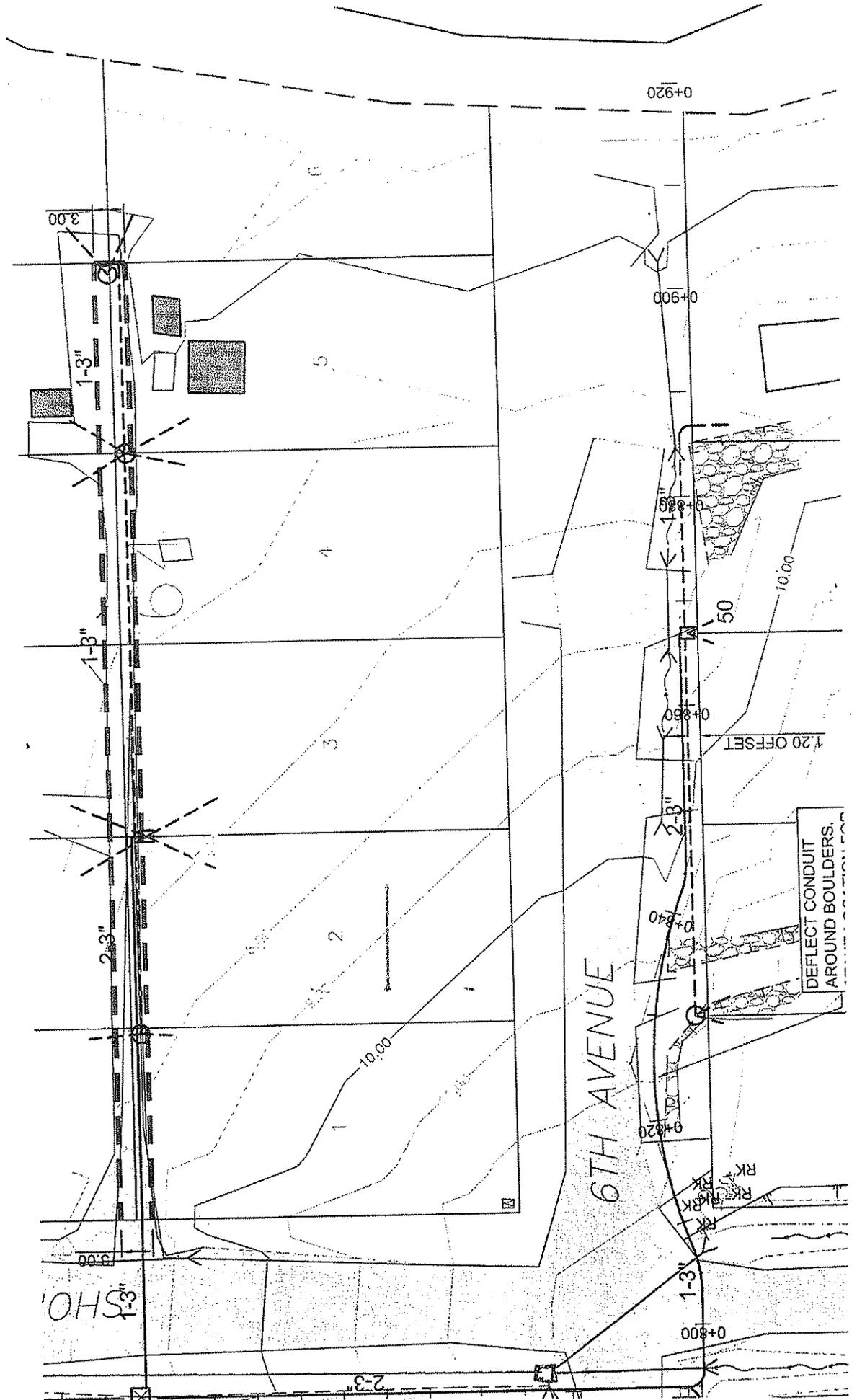
Dear Sir:

**Re: Lot 2, 1026 Sixth Avenue, Salmon Beach**

Please see attached a letter to you from Hans Heringa P. Eng, complete with 2 Contour Plans, 1 area plan of Salmon Beach and 1 page with notes and calculations. (5 attachments).

Regards,  
Sandra Thorp  
for Hans Heringa P. Eng.  
#4-1080 Industrial Way  
Parksville, BC, V9P 2W8  
Tel: 250 248 2381  
Fax: 250 248 4894  
Email: [hancon@shawcable.com](mailto:hancon@shawcable.com)

|        |       |        |       |        |       |        |       |        |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |       |
|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|
| 13.469 | 0+800 | 11.598 | 0+810 | 11.194 | 0+820 | 11.514 | 0+830 | 10.571 | 0+840 | 9.565 | 0+850 | 8.553 | 0+860 | 7.541 | 0+870 | 6.529 | 0+880 | 5.517 | 0+890 | 6.060 | 0+900 | 5.611 | 0+910 | 4.574 | 0+920 | 3.494 |
|--------|-------|--------|-------|--------|-------|--------|-------|--------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-------|



Based on Hydro Plans + Contours

$$\text{House} = 9.5 + 8.8 + 7.8 + 8.5 = 34.6$$

$\rightarrow 9.5 - 7.8 = 1.7\text{m diff here}$

$$\div 4 = 8.65\text{ m}$$

HT OF RETAINING WALL = 10.0? GUESS  
ANG = 1.35 below R.W.

$$\text{Shed} : 9.8 + 9.4 + 9.0 + 9.4 = 37.6$$

$$\div 4 = 9.4 \text{ ANG}$$

$\therefore$  Should be .75 m higher than house

Actually: Shed is about .3 m higher than house

$$\text{of } 6^{\text{th}} \text{ Ave} = 11.0\text{m} \quad \text{Ditch} = 10.0\text{m}$$

$$\text{Then ANG} = 8.65 + \frac{.75}{\text{variance request}}$$

$$\text{NEW ANG} = 9.40 \quad (\text{Same as Shed})$$

+ .6 FT below Ditch Invert.



**Hancon Holdings Ltd**

**From:** "Hancon Holdings Ltd" <hancon@shawcable.com>  
**Date:** September-27-11 1:46 PM  
**To:** "Dyer Alex" <adyer@acrd.bc.ca>  
**Cc:** "McGregor Chris & Muriel" <chris-muriel@shaw.ca>; "Bates Rick" <rabates@shaw.ca>  
**Attach:** Image (2).jpg; Image (3).jpg; Image.jpg  
**Subject:** Lot 2, 1026 Sixth Avenue, Muriel & Chris McGregor  
 Dear Sir:

**Re: Lot 2, 1026 Sixth Avenue, Salmon Beach**

Please see the attached Contour Plan, taken from the McGill BC Hydro Project Tender Call. This may assist.

This Contour Plan (dated January 13th 2010), is more accurate as it represents the grade before removal of the trailer from Lot 2, and before further recent grading took place, after trailer removal, and before site excavation.

See also my scribble notes and calculations.

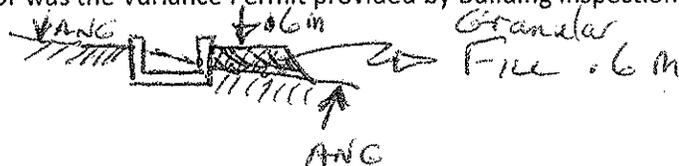
This Contour Plan needs to be considered.

This Contour Plan also clearly indicates the Contours of Lot 1, adjacent, albeit still after any of the prior 2010 stripping of the organics, and initial grading of the Lot for the trailer, long ago.

If the Cabin on Lot 1 is at an average natural grade elevation of 11.0 metres say, and then the elevation for the Cabin on Lot 2 should be 8.65m, or there should be a 2.35m difference in elevation, before the Variance is granted, and 1.45m after the .9m Variance is granted.

We also note with interest, a recent crawlspace foundation installed on a Lot 5-7? on Fifth Ave in Block 50. We note that there is about .6m of granular infill that has been place here on the right hand side, to level the Lot to a useable level, perhaps for driveway or storage, and still provide proper drainage, despite the fact that average natural grade is actually about .9m lower. It is certainly good construction practise here.

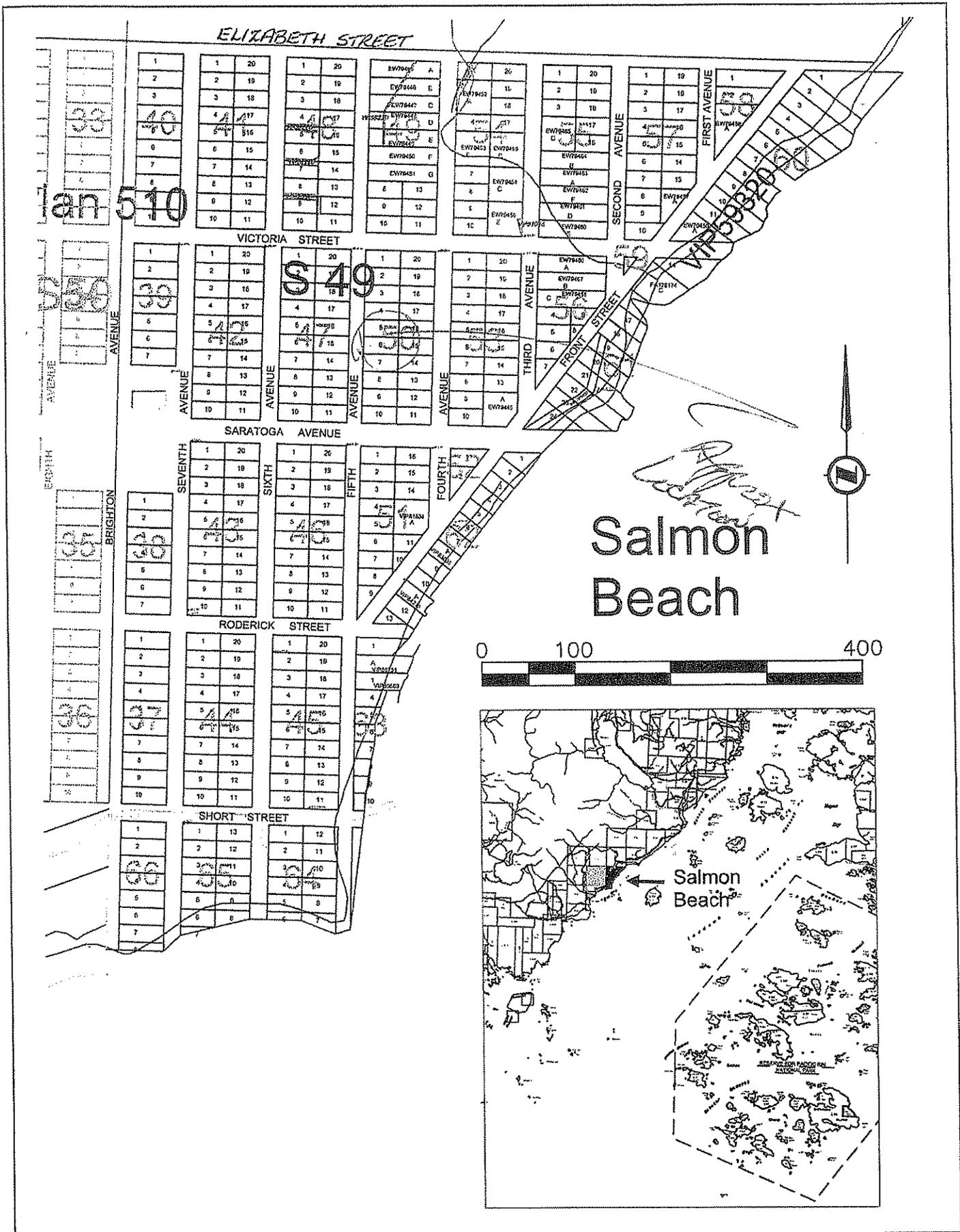
The question is: Was a variance needed here? Or was the Variance Permit provided by Building Inspection?



Regards.

Hans Heringa P. Eng.  
 #4-1080 Industrial Way  
 Parksville, BC, V9P 2W8  
 Tel: 250 248 2381  
 Fax: 250 248 4894  
 Email: hancon@shawcable.com

27/09/2011



**Ballenas Engineering Ltd.**  
 #4-1080 Industrial Way,  
 Parksville, BC, V9P 2W8  
 Tel: 250 248 2381 Fax: 250 248 4894  
 Email: [hancon@shawcable.com](mailto:hancon@shawcable.com)

ALBERNI-CLAYOQUOT  
 REGIONAL DISTRICT

SEP 09 2011

**RECEIVED**

7<sup>th</sup> September 2011

4 Pages

**By Fax:**  
 Mike Irg  
 Manager of Planning & Development  
 ACRD  
 Fax: 250 723 1327

**Attachment to Application for DV.**

Dear Sir:

**Re: Chris & Muriel McGregor, (Property Owners) 1026 Sixth Ave, Salmon Beach  
 Rick Bates, Builder  
Legal Description: PID 008 380 201, Lot 2 Block 64, Plan 510, Clayoquot  
 District**

We attach an application for development variance, and our cheque in the sum of \$300 will follow.

**The Proposed Development**

The construction of a new 560 sq. ft. cabin and 160 sq. ft. shed, after removing the existing trailer/shabin. The Owners are long time Owners, since 1993, and are retired.

**The Variance Needed**

A +/- 3 ft. height variance is apparently needed, to authorize the return of native non-structural soils and forest litter to an approximate height of 2.5 ft. to 3 ft., around the concrete foundation to restore the Lot to its original (pre-disturbed) elevation. This infill will also alleviate any concerns in regard to the adjoining 5 ft. concrete block retaining wall (safety and storm runoff), creates a better, usable Lot height, and provides better safety in regards to flooding of the Lot and/or house.

The concrete foundation was approved for pouring, but a Stop Work Order was issued two weeks later, due to ACRD concerns about average natural grade, 3 ft. away from the foundation (which is down to hardpan, but was obviously not the original grade) with no organics showing.

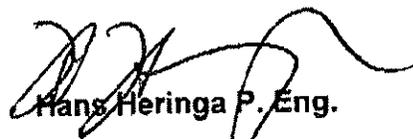
This variance will also mitigate damages from the house being too low, beside a 5 ft. adjoining retaining wall, where significant infill was allowed or has occurred.

Good engineering practice should override the concerns about height. The overall height of the building is presently 6" below the maximum, but is apparently 2.5 ft. above the maximum before the infill takes place.

See the ACRD Stop Work Order for further details.

Please review and advise ASAP, as the matter is extremely urgent. It is hoped that the Stop Work Order can otherwise be immediately withdrawn, on the receipt of this Development Variance Application.

Regards,



Hans Heringa P. Eng.

cc Chris & Muriel McGregor  
Rick Bates

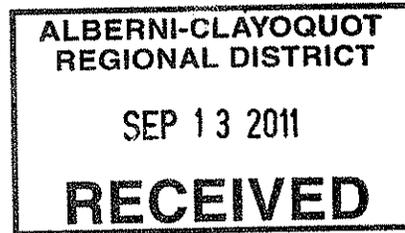
HH/skt

## Ballenas Engineering Ltd.

#4-1080 Industrial Way,  
Parksville, BC, V9P 2W8  
Tel: 250 248 2381 Fax: 250 248 4894  
Email: [hancon@shawcable.com](mailto:hancon@shawcable.com)

13<sup>th</sup> September 2011  
2 Pages

By Fax:  
Alex Dyer – Junior Planner  
Planning & Development  
ACRD  
Fax: 250 723 1327



Dear Sir:

Re: **Chris & Muriel McGregor, 1026 Sixth Ave, Salmon Beach – DV Application.**  
**Legal Description: PID 008 380 201, Lot 2 Block 64, Plan 510, Clayoquot Di**

Further to our application for a Development Variance permit, submitted on the 7<sup>th</sup> September 2011, in regard to the above.

The Variance that was requested, is needed here.

a) The foundation, presently on suitable bearing, could not be lowered by 3ft because:

(i) Then the foundation would have been much lower and closer to (within 2ft of) unsuitable saturated soils, down below.

(ii) There would be more risk of flooding, as the bottom of the foundation is lower, with more risk from the higher waters up above, higher pore pressures from greater depth, and more risk of waters not escaping because of flatter grades to the outlet point from the bottom of the foundation.

b) The 6ft 4" basement crawlspace could be infilled to a 3ft 4" crawlspace, but this is not the plan that the Owners wanted, as they are desirous of storage, down below.

c) The return of up to 2.5ft of non-structural fill around the foundation will:

- (i) Assist to stabilize the adjacent retaining wall.
- (ii) Act as an absorbent sponge for ground water runoff from above, and from the adjacent Lot and retaining wall.

- (iii) Create a suitable yard height, which blends into both of the adjoining properties, the ancillary shed, the road frontage, the rear yard, and the large spruce stump, and this will generate a reasonable view, without impairment of the views of the other property owners.

In addition to the above:

a) The adjoining property owners apparently have no issues here.

b) The Builder did get the Building Inspector's clearance to pour the foundation prior to pouring the concrete, and regardless of any misconceptions or misunderstandings about the final foundation height. The Building Inspectors were also on-site the day of the pour, and nothing was said to the Builder about the height at this time. There was no Bad Faith by the Builder.

Also, if the ACRD's own definitions are considered:

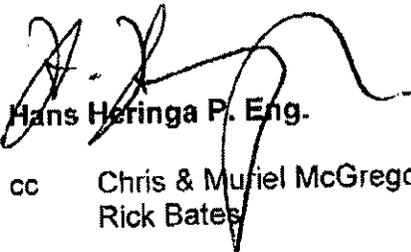
(1) The height of the building (house) will be 17.5ft, 6" less than the 18ft permitted; and the height will not exceed the curb level by 18ft, as the top of foundation is about the same elevation as 11" above crown of the frontage ditch piping, at the centre of the Lot.

(2) The Building Inspector may establish such curb level or its equivalent, and this is essentially what is being requested or ratified now, by way of the Variance Permit.

(3) The distance from average natural grade 3ft from the foundation, to the top of the roof is presently about 17.5ft and 3ft = 20.5ft, but this distance will be reduced by 2.5ft, to a total of 18ft, after the input of 2.5ft of native soils around the house foundation, essentially restoring this Lot to its pre-existing elevation, before its disturbance and the removal of organics.

Please review and consider, as a matter of urgency.

Thank you.

  
Hans Heringa P. Eng.

cc Chris & Muriel McGregor  
Rick Bates

HH/skt



**Alberni-Clayoquot Regional District  
Board of Directors Meeting Schedule  
October 2011**

| Date                                   | Meeting   | Time & Location                                     | Attendees  |
|--|---|---|--|
| Wednesday,<br>October 5 <sup>th</sup>  | Mayor's Breakfast Meeting                         | 7:30 am – Barclay Hotel                             | Ken, Glenn, Russell  |
|  | BC Ferry Commissioner – Stakeholder Meeting       | 10:30 am – ACRD Board Room                          | Directors, Invitees<br>incl. Tourism Groups,<br>Staff                |
|  | September Regular Board of Directors Meeting      | 1:30 pm – Regional District Board Room              | Directors, Staff   |
|  | Regional Hospital District Meeting                | Immediately following above                         | Directors, Staff   |
| Thursday,<br>October 13 <sup>th</sup>  | Community to Community Forum – Emergency Planning | 10:00 am – 2:00 pm – Barclay Hotel (lunch provided) | Directors, FN's, City,<br>Ucluelet & Tofino<br>Council, Senior Staff |
|  | Cherry Creek OCP – Open House                     | 3:00 – 8:00 pm – Cherry Creek Hall                  | Glenn, Planning Staff  |
| Wednesday,<br>October 26 <sup>th</sup> | October Regular Board of Directors Meeting        | 1:30 pm – ACRD Board Room                           | Directors, Staff   |

Issued: September 28, 2011

