



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 11, 2012, 1:30 pm

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

## AGENDA

---

PAGE #

1. **CALL TO ORDER**

2. **WELCOME & INTRODUCTIONS**

Welcome to Huu-ay-aht First Nations and Yuułu?it?ath and Introductory comments from Directors.

3. **OATH OF OFFICE**

Commissioner for taking Affidavits to conduct Oath of Office for Director Jack and Director McCarthy.

4. **APPROVAL OF AGENDA**

*(motion to approve, including late items)*

5. **DECLARATIONS**

*(conflict of interest for agenda items or declaration of gifts received)*

6. **ADOPTION OF MINUTES**

a. Committee-of-the-Whole Meeting - March 14, 2012

1-6

*(motion to adopt)*

b. Board of Directors Meeting - March 28, 2012

7-16

*(motion to adopt)*

7. **PETITIONS, DELEGATIONS & PRESENTATIONS**

a. Grant Hollett, VIHA Director/Brendan Mather, VIHA, Consultant Update on the LHA 70 Review;  
Adriane Schroeder, VIHA, Health Network Update

## **8. CORRESPONDENCE FOR ACTION**

- a. **Request for Funding** **17-58**  
Regional District of North Okanagan March 12, 2012 Annexation  
Impact Study requesting \$900 or Phases II and III of the Study  
(*Board direction is requested*)

## **9. CORRESPONDENCE FOR INFORMATION**

- a. **News Release** **59-60**  
Huu-ay-aht & Yuułu?if?ath Nations Join the ACRD Board
- b. **UBCM**  
Federal Budget Highlights **61-64**  
Legislative Update **65-68**  
Strategic Wildfire Prevention Initiative - Upcoming  
Application Deadline **69-70**
- c. **City of Campbell River/District of Wells/District of Chetwynd** **71-74**  
Expert Panel Review of Business Taxation and Local Government  
Revenue Sources Review
- d. **B.C. Ferry Authority** **75-76**  
Appointments to the B.C. Ferry Authority Board of Directors
- e. **Heart & Stroke Foundation** **77-80**  
Smoke-Free Outdoor Public Places Bylaw
- f. **Ministry of Community, Sport and Cultural Development**  
Unsuccessful Community Recreation Program Application **81**  
Log Trail Signage  
Alberni Inlet Trail-China Creek Bridge Construction **82**  
Faber and Lakeshore Road Trail Extensions **83-84**
- g. **Minister of Jobs, Tourism and Innovation** **85-86**  
2012 British Columbia Newcomers' Guide to Resources & Services  
(*full report held in office*)
- h. **The Nature Trust of British Columbia** **87-100**  
Natural Legacy Newsletter
- i. **Fraser Basin Council** **101-102**  
Smart Planning for Communities Brochure  
(*Brochure available on website*)
- j. **BC Transit** **103-104**  
Independent Review

- k. **Transport Canada Safety and Security** **105-106**  
Boating Safety Class Contribution Program Agreement
- l. **Kinder Morgan** **107-108**  
Trans Mountain pipeline proposal expansion

*THAT the Board of Directors receive correspondence for information a – l.*

## **10. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision** **109-114**  
ACRD Occupational Health and Safety Policy and Joint Occupational Health and Safety Committee

*THAT the Board of Directors endorse the Occupational health and Safety Policy statement and agree to the establishment of a Joint Occupational Health and Safety Committee as outlined in the Terms of Reference as presented in the CAO report of March 27, 2012.*

- b. **Administrative Memo** **115-140**  
Finance Warrant No. 515

*THAT the Board of Directors approves Finance Warrant Number 515 in the amount of \$469,174.86 dated March 31, 2012.*

- c. **Request for Decision** **141-156**  
2012-2013 Transit Annual Operating Agreement

*THAT the Board of Directors approve the 2012-2013 Transit Annual Operating Agreement between BC Transit, Diversified Transportation Ltd. and the ACRD for the 2012/13 fiscal year.*

- d. **Administrative Memo** **157-160**  
Board Remuneration Additional Information  
(Board direction is requested)

*THAT the staff report be received.*

- e. **Request for Decision** **161-162**  
Regional Fire Services Coordinator

*THAT the Board of Directors extend the Regional Fire Services Coordinator contract with Mr. Dan Holder to provide fire coordinator services to the*



**11. PLANNING MATTERS**

**12. REPORTS**

**12.1 STAFF REPORTS**

- a. Staff Action Items Report – April 4, 2012 **199-204**

**12.2 COMMITTEE REPORTS**

**12.3 CHAIR REPORT**

**12.4 MEMBER REPORTS**

- a. RCMP Update
- b. 9-1-1 Corporation – J. Douglas
- c. Vancouver Island Regional Library - P. Cote
- d. Central West Coast Forest Society – T. Bennett
- e. Emergency Planning – P. Cote/M. Kokura/C. Solda
- f. Alberni Valley Chamber of Commerce – G. Wong
- g. Coastal Communities Network – T. Bennett **205-212**
- h. West Island Woodlands Advisory Group – J. Jack
- i. Island Coastal Economic Trust – G. Wong
- j. Air Quality Council, Port Alberni – J. McNabb
- k. West Coast Aquatic Board – T. Bennett
- l. Clayoquot Biosphere Trust
- m. Association of Vancouver Island & Coastal Communities – C. Solda
- n. Beaver Creek Improvement District Conversion Committee – J. McNabb
- o. Other Reports

**13. UNFINISHED BUSINESS**

**14. LATE BUSINESS**  
*(requires 2/3 majority vote)*

**15. QUESTION PERIOD**

**16. IN CAMERA**

*Motion to close the meeting to public to discuss matters relating to:*

- i. Labour or Other Employee Relations*
- ii. Receiving advice from the Regional District solicitor that is subject solicitor-client privilege including communications necessary for that purpose.*
- iii. the acquisitions, disposition or expropriation of land or improvements, if the Board considers that disclosure could reasonably be expected to harm the interests of the Regional District.*

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

**18. ADJOURN**

**Next Board of Directors Meeting: Wednesday, April 25, 2012 @ 1:30 p.m.**



# Alberni-Clayoquot Regional District

## MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, MARCH 14, 2012

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

---

**DIRECTORS PRESENT:** Glenn Wong, Chairperson, Electoral Area "F" (Cherry Creek)  
Cindy Solda, Vice-Chairperson, City of Port Alberni  
Eric Geall, Electoral Area "A" (Bamfield) – Via Teleconference  
Mike Kokura, Electoral Area "B" (Beaufort)  
Tony Bennett, Electoral Area "C" (Long Beach) – Via Teleconference  
Penny Cote, Electoral Area "D" (Sproat Lake)  
John McNabb, Electoral Area "E" (Beaver Creek)  
John Douglas, Mayor, City of Port Alberni  
Perry Schmunk, Mayor, District of Tofino – Via Teleconference  
Bill Irving, Mayor, District of Ucluelet

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services  
Mike Irg, Manager of Planning and Development  
Teri Fong, Manager of Finance  
Andy Daniel, Manager of Environmental Services  
Andrew McGifford, Assistant Accountant

1. The meeting was called to order at 1:30 pm

### Petitions, Delegations & Presentations

2. *Moved by M. Kokura, seconded by B. Irving, "That Dr. Paul Hasselback, Medical Health Officer, Central Vancouver Island be invited to address the Committee-of-the-Whole."*

*"Carried"*

3. Dr. Hasselback provided an overview of the role of the Medical Health Officer under the Public Health Act S. 73 (2) and provided an overview of the Local Health Area Profile Alberni (70). He also discussed the role of Local Government under the Public Health Act. Dr. Hasselback answered questions from Directors and the Chairperson thanked him for the presentation.

4. *Moved by M. Kokura, seconded by J. Douglas, "That Mr. Rob McCurrach, Beaver Creek resident be invited to address the Committee-of-the-Whole."*

*"Carried"*

5. Mr. McCurrach spoke on his experience with the Regional District's bylaw process and made recommendations for improvements. Mr. McCurrach answered questions from Directors and the Chairperson thanked him for the presentation.

6. *Moved by P. Cote, seconded by C. Solda, "That staff be instructed to review the Alberni-Clayoquot Regional District's internal procedures and timelines for dealing with bylaw infractions and investigate possible amendments to these procedures for consideration by the Board of Directors."*

*"Carried"*

**Adoption of Minutes**

7. *Moved by M. Kokura, seconded by B Irving, "That the minutes from the regular Committee-of-the-Whole meeting held on February 8, 2012 be adopted as circulated."*

*"Carried"*

8. *Moved by P. Cote, seconded by C. Solda, "That the minutes from the special Committee-of-the-Whole meeting held on February 8, 2012 be adopted as circulated."*

*"Carried"*

**Communications/Correspondence for Action**

9. Correspondence dated February 29, 2012 from the Port Alberni Labyrinth Society requesting support and funding for the Labyrinth Proposal.  
*Moved by P. Cote, seconded by C. Solda, "That this information be received for discussion."*

*"Carried"*

10. Correspondence dated March 5, 2012 from the Vancouver Island Spine Trail Association requesting co-sponsorship from the Alberni-Clayoquot Regional District for an Island Coastal Economic Trust application with regards to trail building.  
*Moved by J. Douglas, seconded by C. Solda, "That this correspondence be referred to the Manager of Environmental Services to investigate and report back to the Board of Directors."*

*"Carried"*

11. Correspondence dated March 2, 2012 from the Port Alberni Port Authority regarding an Invitation of Participation on a Regional Transportation Committee.  
*Moved by B. Irving, seconded by J. Douglas, "That this correspondence be received and the Regional District appoint Director Kokura to the Port Alberni Port Authority Regional Transportation Committee."*

*"Carried"*

**Communications/Correspondence for Information**

12. *Moved by M. Kokura, seconded by P. Cote, "That the following correspondence be received for information: Clayoquot Biosphere Trust re: Update, Alberni District Historical Society re: Spring*

*Newsletter, Union of British Columbia Municipalities re: Comprehensive Economic and Trade Agreement, re: In The House, re: Local Government Awareness Week & National Public Works Week – May 20-26, 2012, City of Port Alberni, re: Copy of Letter to RCMP regarding Potential Relocation of the Central Vancouver Island Traffic Services Division and Association of Vancouver Island & Coastal Communities re: Future Years AVICC AGM & Convention Dates and Request for Expressions of Interest to Host.”*

*“Carried”*

13. *Moved by P. Cote, seconded by C. Solda, “That the Alberni-Clayoquot Regional District take out membership in the Alberni District Historical Society in the amount of \$10.00 and subscribe to the Alberni District Historical Society Newsletter for a cost of \$20.00.”*

*“Carried”*

14. *Moved by P. Cote, seconded by B. Irving, “That the Alberni-Clayoquot Regional District nominate the Sproat Lake Marine Patrol for the Excellence Program through the Union of British Columbia Municipalities.”*

*“Carried”*

#### **Reports**

15. *Moved by M. Kokura, seconded by P. Cote, “That the Staff Action Items as of March 7, 2012 be received.”*

*“Carried”*

16. Director Irving reported on the West Coast Committee meeting held on March 7, 2012 at the Ucluelet Community Centre. The Committee received a presentation from the West Coast Multiplex Society. The Regional District CAO will be providing a report to the Board on moving forward with the proposed multiplex facility at the Long Beach Airport.

*Moved by B. Irving, seconded by P. Cote, “That this verbal report be received.”*

*“Carried”*

#### **Other Reports**

17. Director Cote reported on the Alberni Valley Museum and Heritage Commission meeting held on March 7<sup>th</sup>. She provided an overview of various events that are taking place this year to celebrate the 100<sup>th</sup> anniversary of incorporation of the cities Port Alberni and Alberni.

*Moved by P. Cote, seconded by C. Solda, “That this verbal report be received.”*

*“Carried”*

18. Director Geall reported on the recent meeting of the Local Marine Advisory Committee. The Committee is in the process of rejuvenating and they are looking for more local representation on the Committee.

*Moved by E. Geall, seconded by B. Irving, "That this verbal report be received."*

*"Carried"*

19. Director McNabb reported on several meetings he has attended over the past couple of weeks. On February 27<sup>th</sup> he attended the BCID Conversion meeting and a meeting with Island Timberlands regarding works within the watershed. He also reported on the Alberni-Clayoquot Continuing Care Society meeting. The Society's budget is well within guidelines and on track. On March 7<sup>th</sup> he attended the Mayor's Breakfast meeting.

*Moved by J. McNabb, seconded by M. Kokura, "That this verbal report be received."*

*"Carried"*

20. Director McNabb reported on recent meetings with Ministers to discuss jobs and tourism. Minister Ida Chong has been invited to come to Port Alberni to participate in the 100<sup>th</sup> Centennial celebration. He attended a meeting with the Fisheries Minister to discuss the upcoming fishing season.

*Moved by J. Douglas, seconded by M. Kokura, "That this verbal report be received."*

*"Carried"*

21. Director Wong reported that at the last School District No. 70 meeting he reported the Regional District's concerns with the rising costs for the library service and that he Regional District would like to explore other options for library services in the region.

*Moved by G. Wong, seconded by C. Solda, "That this verbal report be received."*

*"Carried"*

22. Director Irving reported on the First Nation's Reconciliation Forum he recently attended.

*Moved by B. Irving, seconded by P. Cote, "That this verbal report be received."*

*"Carried"*

23. Director Schmunk reported that the District of Tofino is currently renewing their hotel tax agreement and requested a letter of support from the Regional District.

*Moved by P. Schmunk, seconded by T. Bennett, "That the Alberni-Clayoquot Regional District forward a letter of support to the District of Tofino for their renewal of the Hotel Room Tax Agreement."*

*"Carried"*

#### Administration

24. Request for Decision regarding Strategic Community Investment Funds.

*Moved by M. Kokura, seconded by P. Cote, "That the Committee-of-the-Whole authorize the*

*Corporate Officer to enter into the Strategic Community Investment Funds Agreement with the Province of BC.”*

*“Carried”*

25. Administrative Memo regarding Barclay Sound Float Homes.  
*Moved by T. Bennett, seconded by J. Douglas, “That this correspondence be received and the Committee-of-the-Whole authorize staff and Directors from Bamfield and Long Beach to participate in the initial meetings regarding float homes in Barclay Sound and Clayoquot Sound.”*

*Moved by P. Cote, seconded by E. Geall, “That the main motion be amended to include the Director from Sproat Lake’s participation.”*

*“Carried”*

*The main motion, as amended, was*

*“Carried”*

26. Request for Decision regarding Beaver Creek Improvement District Kitsuksis Reservoir Replacement.  
*Moved by J. McNabb, seconded by B. Irving, “That the Regional District request the Board of Trustees of the Beaver Creek Improvement District to confirm the design and tender documents for the Kitsuksis Reservoir will be based on a 250,000ig glass fused reservoir as originally planned.”*

*“Carried”*

#### Finances

27. Administrative Memo regarding Finance Warrant 514.  
*Moved by M. Kokura, seconded by P. Cote, “That Finance Warrant No. 514 in the amount of \$435,348.03 dated February 28, 2012 be approved.”*

*“Carried”*

#### Unfinished Business

28. Director Cote invited Directors to attend the Sproat Lake Community Association Annual General Meeting scheduled for Thursday, March 22<sup>nd</sup> at 7 pm. Island Timberlands will be in attendance to discuss their cut block.

#### Recess to In-Camera

29. *Moved by J. Douglas, seconded by M. Kokura, “That this meeting be closed to the public to discuss:*

- *Labour or other employee relations;*
- *Litigation or potential litigation affecting the Regional District;*
- *Receiving advice from the Regional District solicitor that is subject to solicitor-client privilege including communications necessary for that purpose; and*
- *Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

*“Carried”*

30. The meeting was closed to the public at 3:30 pm
31. The meeting re-opened to the public at 4:14 pm
32. *Moved by M. Kokura, seconded by J. Douglas, “That this meeting now stand adjourned.”*

*“Carried”*

33. The meeting adjourned at 4:15 p.m.

Certified Correct:

---

Glenn Wong,  
Chairperson

---

Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 28, 2012

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

---

**DIRECTORS PRESENT:** Cindy Solda, Vice-Chairperson, City of Port Alberni  
Eric Geall, Electoral Area "A" (Bamfield)  
Wayne Crowley, Alternate Director, Electoral Area "B" (Beaufort)  
Clive Pemberton, Alternate Director, Electoral Area "C" (Long Beach)  
Penny Cote, Electoral Area "D" (Sproat Lake)  
John McNabb, Electoral Area "E" (Beaver Creek)  
Lyle Price, Alternate Director, Electoral Area "F" (Cherry Creek)  
Rob Cole, Alternate Director, Councillor, City of Port Alberni  
Perry Schmunk, Mayor, District of Tofino  
Bill Irving, Mayor, District of Ucluelet

**STAFF PRESENT:** Russell Dyson, Chief Administrative Officer  
Wendy Thomson, Manager of Administrative Services  
Mike Irg, Manager of Planning and Development  
Teri Fong, Manager of Finance  
Andy Daniel, Manager of Environmental Services  
Andrew McGifford, Assistant Accountant

1. The meeting was called to order at 1:30 pm
2. Introductions were conducted around the table.
3. *Moved by J. McNabb, seconded by E. Geall, "That the Board agenda be approved with the following addition under new business: Vancouver Island Health Authority News Release."*

*"Carried"*

### MINUTES

4. *Moved by B. Irving, seconded by J. McNabb, "That the minutes from the regular Board of Directors meeting held on February 22, 2012 be adopted as circulated."*

*"Carried"*

5. *Moved by P. Cote, seconded by J. McNabb, "That the minutes from the Special Board of Directors Meeting & Public Consultation Session held on March 14, 2012 be adopted as circulated."*

*"Carried"*

**COMMUNICATIONS/CORRESPONDENCE FOR INFORMATION**

6. *Moved by J. McNabb, seconded by B. Irving, "That the following correspondence be received for information: Ministry of Justice re: Families First Agenda for Change, Electrigaz re: Anaerobic Digestion of Organic Fraction of Municipal Solid Waste, Healthy Forests-Healthy Communities: A Conversation on BC Forests and BC Hydro Regeneration re: Earth Hour March 31, 2012."*

*"Carried"*

**REPORTS**

7. *Moved by L. Price, seconded by P. Cote, "That the report circulated on the 911 Corporation be received."*

*"Carried"*

8. Director Price reported that the Alberni Valley Chamber of Commerce is holding their Excellence Awards on April 12<sup>th</sup> and Annual General Meeting on May 9<sup>th</sup>.

*Moved by L. Price, seconded by P. Cote, "That the verbal report on the Alberni Valley Chamber of Commerce be received."*

*"Carried"*

9. *Moved by J. McNabb, seconded by E. Geall, "That the written report circulated from Director Jack regarding the West Island Woodlands Advisory Group be received."*

*"Carried"*

10. Director McNabb provided an update on the Beaver Creek Improvement District Conversion Committee. The Committee hasn't met since the last Regional District Board meeting, but there has been some activity. The Regional District has been advised that BCID is moving forward with the required conversion resolution. The Regional District has submitted their resolution agreeing to the conversion to the BCID and the Ministry of Community, Sport and Cultural Development.

*Moved by J. McNabb, seconded by P. Cote, "That this verbal report be received."*

*"Carried"*

11. *Moved by B. Irving, seconded by J. McNabb, "That the West Coast Committee minutes dated March 7, 2012 be adopted as amended."*

*"Carried"*

**OTHER REPORTS**

12. *Moved by P. Cote, seconded by E. Geall, "That the Barkley Alberni Salmon Initiative/Barkley Wild Salmon Working Group Report be received."*

*"Carried"*

13. Director Cote also provided a verbal report on the Barkley Wild Salmon Initiative and Working Group.

*Moved by J. McNabb, seconded by E. Geall, "That Director Cote be appointed to the Barkley Wild Salmon Working Group for a six month term."*

*"Carried"*

14. Director McNabb reported on the Beaver Creek Official Community Plan Open House on March 15<sup>th</sup> at the Beaver Creek Fire Hall. The open house was well attended and the draft OCP was well received. He thanked staff for their good work.

*Moved by J. McNabb, seconded by P. Cote, "That this report be received."*

*"Carried"*

15. Director Cote reported on the Sproat Lake Community Association AGM held on March 22<sup>nd</sup>. She thanked the Manager of Finance for making a presentation on the 2012 – 2015 ACRD Financial Plan. The Plan received positive comments.

*Moved by P. Cote, seconded by J. McNabb, "That this verbal report be received."*

*"Carried"*

16. Director Geall reported that Bamfield has a draft Official Community Plan. The plan was reviewed at a semi well attended public meeting on Monday night. The Plan is now moving on to the public consultation stage.

*Moved by E. Geall, seconded by P. Cote, "That this verbal report be received."*

*"Carried"*

**STAFF REPORTS**

17. *Moved by B. Irving, seconded by P. Cote, "That the March 2012 Chief Administrative Officer Report be received."*

*"Carried"*

18. *Moved by B. Irving, seconded by P. Cote, "That the Planning and Development Report dated March 27, 2012 be received."*

*"Carried"*

19. *Moved by J. McNabb, seconded by P. Cote, "That the Building Department Report for February 2012 be received."*

*"Carried"*

20. *Moved by J. McNabb, seconded by P. Cote, "That the Finance Department Report dated March 20, 2012 be received."*

*"Carried"*

21. *Moved by P. Cote, seconded by B. Irving, "That the Staff Action Items as of March 22, 2012 be received."*

*"Carried"*

#### **ADMINISTRATION**

22. Request for Decision regarding Noise Bylaw Amendments to include the regulation of noise scare devices.

*Moved by P. Cote, seconded by J. McNabb, "That this report be received and the Board of Directors concur with the staff recommendation to adopt the amended noise bylaws for Sproat Lake, Cherry Creek and Beaver Creek."*

*"Carried"*

23. *Moved by P. Cote, seconded by J. McNabb, "That Bylaw R1000-1, Sproat Lake Specified Area Noise Control Amendment, 2012 be adopted."*

*"Carried"*

24. *Moved by P. Cote, seconded by J. McNabb, "That Bylaw R1001-1, Cherry Creek Noise Control Amendment, 2012 be adopted."*

*"Carried"*

25. *Moved by J. McNabb, seconded by P. Cote, "That Bylaw R1002-1, Beaver Creek Noise Bylaw Amendment, 2012 be adopted."*

*"Carried"*

26. Request for Decision regarding Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012.

*Moved by J. McNabb, seconded by P. Cote, "That this report be received."*

*"Carried"*

27. *Moved by B. Irving, seconded by P. Cote, "That Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012 be read a first time."*

*"Carried"*

28. *Moved by P. Cote, seconded by B. Irving, "That Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012 be read a second time."*

*"Carried"*

29. *Moved by P. Cote, seconded by J. McNabb, "That Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012 be read a third time."*

*"Carried"*

30. *Moved by B. Irving, seconded by P. Cote, "That Bylaw A1075, Regional District of Alberni-Clayoquot Procedures Bylaw, 2012 be adopted."*

*"Carried"*

31. Request for Decision regarding Salmon Beach Proposal Recommendations.

*Moved by J. McNabb, seconded by C. Pemberton, "That the Alberni-Clayoquot Regional District Board of Directors:*

- a. Award the Salmon Beach External and Internal Road Grading contract to Deer Bay Contracting at a cost of \$1,722.56 (including HST) per occurrence for a two year term ending March 31, 2014;*
- b. Award the Salmon Beach Road Brushing contract to Coastal Bridge and Construction Ltd. for a total price of \$8,040.00;*
- c. Award the Salmon Beach Equipment and Material Supply contract to Deer Bay Contracting as per the submitted proposal for a two year term ending March 31, 2014; and,*
- d. Award the Salmon Beach Solid Waste Hauling contract to Ucluelet Rent-it Centre in the amount of \$345.00 per pick-up for a two year term ending March 31, 2014."*

*"Carried"*

32. Administrative Memo regarding Benefits of Membership in the Coast Waste Management Association.  
*Moved by J. McNabb, seconded by E. Geall, "That this correspondence be received."*  
  
*"Carried"*
33. Request for Decision regarding Beaver Creek Booster Pump Funding Application.  
*Moved by J. McNabb, seconded by E. Geall, "That the Board of Directors apply for funding through the Gas Tax General Strategic Priority Fund for the Beaver Creek Water Booster Pump Station."*  
  
*"Carried"*
34. Request for Decision regarding Hanger Lease at the Alberni Valley Airport.  
*Moved by B. Irving, seconded by J. McNabb, "That the Alberni-Clayoquot Regional District Board of Directors agree to entering into a lease agreement with Allen Paul of Victoria, BC for a lease space at the Alberni Valley Airport to construct an aircraft hanger for a 3 year term commencing on the 15<sup>th</sup> of April 2012 and expiring on the 14<sup>th</sup> of April, 2015 at a rate of \$1,419.18 plus HST per year."*  
  
*"Carried"*
- FINANCES**
35. *Moved by J. McNabb, seconded by P. Cote, "That the Financial Statements dated January 1 to February 29, 2012 be received."*  
  
*"Carried"*
36. Request for Decision regarding Board Remuneration, Expenses and Benefits Amendment, 2012.  
*Moved by B. Irving, seconded by E. Geall, "That this correspondence be received and the Board of Directors concur with the recommendation of staff and adopt Bylaw A1066 -1, Board Remuneration, Expenses and Benefits Amendment, 2012."*  
  
*"Carried"*
37. *Moved by J. McNabb, seconded by E. Geall, "That staff be requested to investigate and report back on options for reductions to the monthly remuneration for Directors absent from Board meetings."*  
  
*"Carried"*
38. Director Jack entered the meeting at 2:41 p.m.

39. Administrative Memo regarding 2012 – 2016 Draft Regional District Financial Plan.  
*Moved by B. Irving, seconded by P. Cote, "That this correspondence be received."*
- "Carried"*
40. *Moved by J. McNabb, seconded by B. Irving, "That Bylaw F1100, 2012 – 2016 Financial Plan Bylaw be read a third time."*
41. *Moved by E. Geall, seconded by J. McNabb, "That the 2012 – 2016 Financial Plan be amended to include a \$1,000.00 grant-in-aid from Electoral Area "A" Bamfield to the Alberni Valley Chamber of Commerce."*
- "Carried"*
42. *Moved by P. Cote, seconded by B. Irving, "That the 2012 – 2016 Financial Plan for Sproat Lake Community Parks be amended as follows:*
- a. Tax Requisition, Page 50, line 2 be increased by \$16,330 for a total of \$89,243; and,*
  - b. Operating Costs, Page 50, line 10 be increased by \$16,330 for a total of \$70,830."*

*"Carried"*

*The main motion of third reading as amend, was*

*"Carried"*

43. *Moved by B. Irving, seconded by J. McNabb, "That Bylaw F1100, 2012 – 2016 Financial Plan Bylaw be adopted."*

*"Carried"*

#### **PLANNING**

44. Administrative Memo regarding South Long Beach Official Community Plan Text Amendment application RT10008, Greenhouse Gas Reduction,  
*Moved by P. Cote, seconded by E. Geall, "That this memorandum be received."*

*"Carried"*

45. *Moved by E. Geall, seconded by P. Cote, "That Bylaw P1255, South Long Beach Official Community Plan Amendment be adopted."*

*"Carried"*

46. Administrative Memo regarding Sproat Lake Official Community Plan Text Amendment application RT11002, Temporary Use Permits, Sproat Lake.

*Moved by P. Cote, seconded by J. McNabb, "That this memorandum be received."*

*"Carried"*

47. *Moved by P. Cote, seconded by E. Geall, "That Bylaw P1275, Sproat Lake Official Community Plan Amendment be adopted."*

*"Carried"*

48. Administrative Memo regarding rezoning application RD11005 (Louie), 10700 Tilly Road, Electoral Area "D" (Sproat Lake).

*Moved by P. Cote, seconded by E. Geall, "That this correspondence be received and that a second public hearing for Bylaws P1266 and P1277 be delegated to the Director for Area "D" Sproat Lake, the Alternate Director or the Chairperson of the Regional District Board."*

*"Carried"*

49. Public Hearing Report - Rezoning Applications RF08003 and RF11009, Alberni Valley Chamber of Commerce, 2533 Port Alberni Highway and ABC Boat Centre, 2945 Alberni Highway, Electoral Area "F" (Cherry Creek).

*Moved by J. McNabb, seconded by L. Price, "That the public hearing report for Bylaws P1223 and P1224 (Alberni Valley Chamber of Commerce) and P1285 and P1286 (ABC Boat Centre) be received."*

*"Carried"*

50. *Moved by L. Price, seconded by E. Geall, "That the public hearing minutes for Bylaws P1223, P1224, P1285 and P1286 be received."*

*"Carried"*

51. *Moved by L. Price, seconded by P. Cote, "That Bylaw P1223, Cherry Creek Official Community Plan Amendment be read a third time."*

*"Carried"*

52. *Moved by L. Price, seconded by P. Cote, "That Bylaw P1224, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a third time."*

*"Carried"*

53. Moved by L. Price, seconded by P. Cote, "That Bylaw P1285, Cherry Creek Official Community Plan Amendment be read a second time."

"Carried"

54. Moved by J. McNabb, seconded by P. Cote, "That Bylaw P1285, Cherry Creek Official Community Plan Amendment be read a third time."

"Carried"

55. Moved by L. Price, seconded by P. Cote, "That Bylaw P1286, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a second time."

"Carried"

56. Moved by L. Price, seconded by P. Cote, "That Bylaw P1286, Regional District of Alberni-Clayoquot Zoning Atlas Amendment be read a third time."

"Carried"

#### **CHAIRPERSON'S REPORT**

57. Moved by P. Cote, seconded by B. Irving, "That the Chairperson's Report for March 2012 be received."

"Carried"

#### **NEW BUSINESS**

58. Moved by J. McNabb, seconded by P. Cote, "That the following be allowed for consideration as a late item: Vancouver Island Health Authority News Release."

"Carried"

59. The Vice-Chairperson circulated a News Release from the Vancouver Island Health Authority reporting that the Alberni-Clayoquot Regional District has been awarded funding in the amount of \$805,000 to address homelessness and support healthy communities in the region. She reported that \$300,000 is allocated to address homelessness and \$505,000 to support the development of the Alberni-Clayoquot Health Network.

60. Moved by B. Irving, seconded by P. Cote, "That the following be allowed for consideration as a late item: Fisheries Committee meeting."

"Carried"

61. Director Irving reported that there are several fisheries issues coming up and requested staff to arrange a Fisheries Committee Meeting in May.

**Adjourn**

62. *Moved by J. McNabb, seconded by P. Cote, "That this meeting now stand adjourned."*

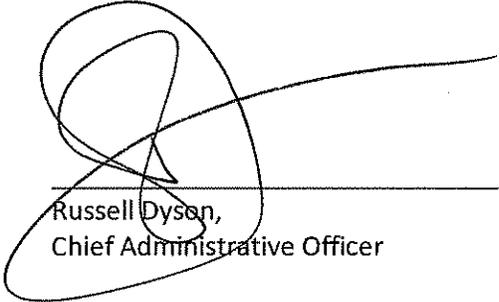
*"Carried"*

63. The meeting adjourned at 3:19 p.m.

Certified Correct:

---

Cindy Solda,  
Vice-Chairperson



---

Russell Dyson,  
Chief Administrative Officer



# REGIONAL DISTRICT OF NORTH OKANAGAN

MEMBER MUNICIPALITIES:

CITY OF ARMSTRONG  
DISTRICT OF COLDSTREAM  
CITY OF ENDERBY

VILLAGE OF LUMBY  
TOWNSHIP OF SPALLUMCHEEN  
CITY OF VERNON

ELECTORAL AREAS:

"B" – SWAN LAKE  
"C" – B.X. DISTRICT  
"D" – LUMBY (RURAL)

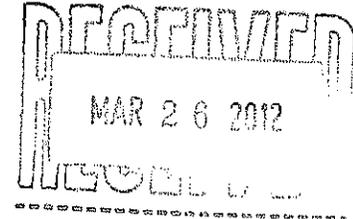
"E" – CHERRYVILLE  
"F" – ENDERBY (RURAL)

OFFICE OF: Board Chair

OUR FILE: 0530

March 12, 2012

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



**RE: Annexation Impact Study – Funding Request**

Regional District of North Okanagan Electoral Area "C" Director Mike Macnabb presented information at the Electoral Area Directors Forum during the 2011 UBCM Conference regarding an Annexation Impact Study that was being undertaken by the Regional District of North Okanagan. His presentation stimulated significant discussion and Director Macnabb was approached by a number of Electoral Area Directors requesting more information regarding the Study. The Ministry of Community, Sport and Cultural Development (The Ministry) has also taken an interest in the outcome of this study and has requested a copy of the Phase I Electoral Area Annexation Impact Study Report.

Due to the complex nature of the Study, it has been broken into three phases. Phase I, which entailed a review of the current situation, was recently completed by Urban Systems and a copy is enclosed for your reference. The Electoral Area Directors would now like to move forward with Phases II and III of the project.

Phase II will examine the cumulative effects of unincorporated annexations and Phase III will provide recommendations and conclusions. Phase III of the project would also incorporate the analysis developed in Phase II with the proposed joint protocol framework proposed by the Ministry. This action may involve negotiation and agreement with the affected municipalities, Regional District, provincial agencies, and the Ministry. The results of Phase III could provide guidance to other regional districts and the Ministry regarding annexation application policies, process and inter-jurisdictional protocols.

Given the level of interest displayed by others throughout the province, your assistance is requested to contribute to the cost of Phases II and III of the Study. The approximate cost of completing Phase II is \$100,000 - \$125,000 and Phase III is \$30,000. With 156 Electoral Areas in the Province, if each Electoral Area contributed \$900, the costs to complete Phases II and III would be covered. Terms of Reference for the Study are enclosed for your reference.

As no similar study has been completed in the past which looks at the effects of annexation from the Electoral Area perspective, this Study may be useful as a template for other regional districts / electoral areas. As such, we are hopeful that Electoral Areas throughout the province will provide \$900 each to assist with funding for Phases II and III of this project.

We respectfully request your assistance in bringing this matter before your Board to gauge the interest of Electoral Area Directors to contribute \$900 towards the cost of Phases II and III of the Annexation Impact Study. A response by April 20, 2012 would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Patrick Nicol". The signature is written in a cursive style with a large initial "P".

Patrick Nicol  
Board Chair

Encl.

**North Okanagan Electoral Area Annexation Impact Study  
Terms of Reference**

**1.0 Background**

The Regional District is preparing an Electoral Area Annexation Impact Study for the Regional District of North Okanagan. A study has never been undertaken within the Province of British Columbia to explore the cumulative financial, social and environmental impacts of annexation on electoral areas. A number of priority areas that have experienced heightened annexation pressure historically (see Appendix 'B') have been identified. The Regional District of North Okanagan and our municipal partners have undertaken the development of a Regional Growth Strategy that may contain provisions that embrace the evaluation of the full cost of development and provide a policy framework for fiscally, socially and environmentally responsible growth patterns. This study will assist in developing the Regional Growth Strategy and provide the context for its implementation.

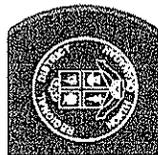
**2.0 Regional Profile**

The Regional District of North Okanagan is located in the northern portion of the Okanagan Valley, in central British Columbia. The Regional District is located approximately 50 kilometres north of Kelowna and 80 kilometres east of Kamloops, and is central to Salmon Arm to the northwest, Sicamous to the north and Oyama to the south.

Jurisdiction	Area	Population
City of Armstrong	5.24 km <sup>2</sup>	4,241
District of Coldstream	67.25 km <sup>2</sup>	9,471
City of Enderby	4.23 km <sup>2</sup>	2,828
Village of Lumby	5.27 km <sup>2</sup>	1,634
Township of Spallumcheen	254.9 km <sup>2</sup>	4,960
City of Vernon	94.2 km <sup>2</sup>	35,944
Area 'B'	489 km <sup>2</sup>	6,061
Area 'C'	301 km <sup>2</sup>	3,947
Area 'D'	1,797 km <sup>2</sup>	2,837
Area 'E'	2,613 km <sup>2</sup>	934
Area 'F'	1,767 km <sup>2</sup>	4,444
<b>Regional District of North Okanagan</b>	<b>7,100 km<sup>2</sup></b>	<b>77,301</b>

The Regional District of North Okanagan consists of six municipalities and five Electoral Areas, shown on Appendix 'A'. Municipalities include the City of Vernon at the southwest of the Regional District, the District of Coldstream to the immediate east, the City of Armstrong to the north of Vernon, the Township of Spallumcheen surrounding Armstrong, the City of Enderby near the northwest of the Regional District, and the Village of Lumby near the geographic centre of the Regional District. The five Electoral Areas are Area "B" surrounding Vernon to the west and south, Area "C" to the northeast of

September 22, 2011



**REGIONAL DISTRICT OF NORTH OKANAGAN  
Electoral Area Annexation  
Impact Study**



Vernon and including Silver Star Mountain, Area "D" at the centre of the Regional District, Area "E" to the east, and Area "F" to the north.

### 3.0 North Okanagan Electoral Area Annexation Impact Study

#### 3.1 Purpose

The Regional District of North Okanagan Electoral Areas Annexation Impact Study will examine the financial, social and land use impacts of cumulative municipal annexations in key electoral area boundary regions. The study will provide recommendations for any issues that have been identified. A key deliverable will be a fair, transparent, equitable and collaborative annexation policy framework that will provide criteria that reflects the interests of all parties involved.

The purpose of this study is to impartially evaluate current annexation practices and identify the impacts that are felt within the affected unincorporated communities.

#### 3.2 Goal

The goal of the Regional District of North Okanagan Electoral Areas Annexation Impact Study is to explore the costs, benefits and social, economic and land use impacts of current annexation policy within the North Okanagan, specifically focusing on the Greater Vernon area.

#### 3.3 Scope

The Electoral Area Advisory Committee (EAAC) has agreed to the following scope of the Study to be undertaken:

- I. The study will explore the cumulative social, environmental, economic and land use impacts and issues associated with past and current annexation activity within the Electoral Areas.
- II. The study will focus on identified high priority Electoral Area/municipal boundary areas (see attached map), which include:
  - Electoral Area "C" and City of Vernon;
  - City of Vernon and Electoral Area "B", specifically within the Commonage;
  - Electoral Area "D" and northwest Village of Lumby boundary; and
  - Electoral Area "E" and western border of the City of Enderby.
- III. Unincorporated community identity and fabric will be explored within the context of municipal annexation policy and activity.
- IV. An analysis of the social, fiscal and land use outcomes and impacts of the City of Vernon annexation of Electoral Area "A" (Okanagan Landing) in 1993.
- V. The product of the study will be a full cost accounting of annexation activity and policy on the fiscal, social, environmental and land use stability and viability of the Electoral Areas. The key areas of focus will be the cumulative impacts of annexations on:
  - unincorporated community service provision and fiscal sustainability;



September 22, 2011

- preserved rural lifestyle and community identity; and
- the land use composition of the Electoral Areas.

- VI. The final report will provide recommendations for annexation regulatory changes, a more transparent and equitable review of annexation applications by all affected parties and collaborative and cooperative annexation processes that take into consideration the impacts experienced by all jurisdictions.

#### 3.4 Objectives

In conducting a Regional District of North Okanagan Electoral Areas Annexation Impact Study, the Regional District has the following objectives:

- To review current North Okanagan municipal annexation policies and provincial legislation, as well as annexation policies from throughout North America. The review should take into account jurisdictional representation, equity in process, referral mechanisms, transparency of process, annexation criteria and impact analysis mechanisms.
- Evaluate annexation application activity and annexation policies in relation to current municipal and regional strategic direction, including Official Community Plans, municipal policy direction and the Regional Growth Strategy.
- Present an overall financial accounting of cumulative annexation applications over the last 10 years for affected jurisdictions.
- Identify the cumulative effects of annexation on Electoral Areas
- Explore governance options based upon the outcomes of the evaluation of annexation impacts across all jurisdictions.
- Develop recommendations on broad, strategic policies on the identified issues that reflect the realities of both municipalities and unincorporated rural areas.

#### 3.5 Tasks

##### PHASE I: Review Existing Situation

- a) Document the current situation within the study area(s) with respect to the following:
  - North Okanagan municipal annexation policies and provincial legislation, as well as annexation policies from throughout North America;
  - Services provided by the Regional District of North Okanagan to Electoral Areas;
  - Services provided by other agencies;
  - Property taxes and other fees, with a full accounting of service provision costs per household;
  - Local political representation; and
  - General description of land use planning and regulation.

The consultant will conduct a thorough overview of relevant background information and documents related to annexation and restructure in the North Okanagan, including but not limited to:

- RDNO policies, including the Draft Regional Growth Strategy, annexation policies, and affected Electoral Area and Municipal Official Community Plans (e.g. Vernon, Enderby, Lumby);



September 22, 2011

- Provincial legislation and best practices related to governance and boundaries, as well as select policies in North America (although the Regional District model is quite unique);
- A list and details of all Regional District services (regional, sub-regional, and local) that pertain to the study area;
- Interviews with key RDNO staff and elected officials, and other key stakeholders (e.g. Mr. Alan Hill, former EA "A" director and Derek Trimmer, Ministry of Community, Sport and Culture), identified in the project initiation meeting; and
- Other documents and information as provided. By the RDNO

The consultant will summarize and document the key findings and issues identified in our research in a discussion paper, to be utilized as part of the public consultation process in Phase II and final reporting in future phases of the project.

- b) Evaluate annexation application activity and annexation policies within the key priority areas, in relation to current municipal and regional strategic direction, including Official Community Plans, municipal policy direction and the Regional Growth Strategy.

This task explores specific issues and land use activities within the four priority areas (Commcnage, BX, west Enderby and northwest Lumby). The consultant will review each Official Community Plan (both municipal and Electoral Area) and Regional Growth Strategy and interview municipal and regional staff, where appropriate, to further understand the pressures facing each area. The consultant will to evaluate how the local issues fit into the broader regional context.

- c) The current situation information will represent the 'base case' for analysis of financial, land use and service delivery implication of cumulative unincorporated area annexations.

The consultant will create an Issues and Services Matrix, which will be used as the "base case" template, by which future scenarios can be measured against. Especially important will be the baseline financial situation for each individual electoral area service, as some of these may not be financially viable post-annexation. The outcome of Phase I will identify the issues to be explored in Phase II, as well as the scope, tasks and approach taken in Phase II and Phase III. A preliminary scope of work has been included within this Terms of Reference for Phase II and III of this project, although it should be acknowledged that the scope and tasks will be revisited based upon the outcomes of Phase I.

**PHASE II (Preliminary): Cumulative Effects of Unincorporated Annexations**

- a) Provide an evaluation of the financial, land use, service delivery and social impacts and outcomes of the 1993 annexation of Electoral Area 'A' into the City of Vernon;
- b) Present an overall financial accounting of cumulative annexation applications over the last 10 years for affected Electoral Areas, focusing on the key priority boundary areas;
- c) Identify the cumulative effects of annexation on Electoral Area priority boundary areas, including:
  - o Economic and taxation impacts;
  - o Land use impacts;



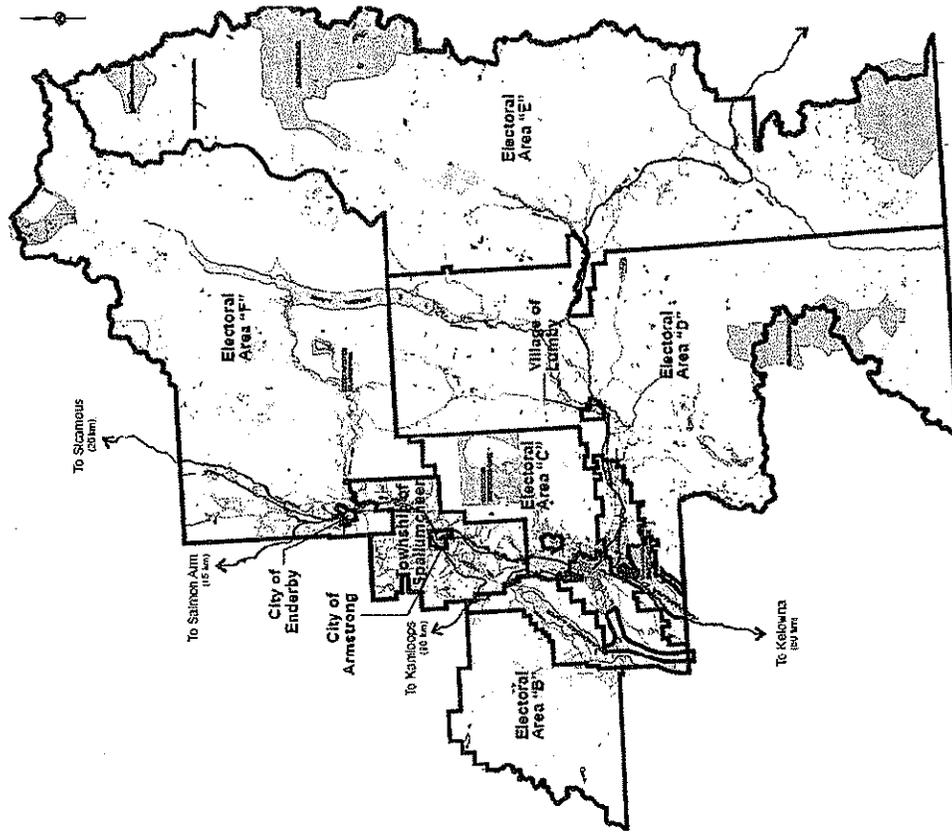
- o Service levels and infrastructure cost;
  - o Social and community fabric and identity;
  - o Agricultural Land Reserve loss; and
  - o Governance.
- d) Identify any significant thresholds, in relation to population, tax base and service delivery, which may compromise the financial sustainability of the Electoral Areas;
  - e) Prepare a written summary of the implications of cumulative annexation on the identified key priority border areas, informed by the perspective of current Electoral Area residents, in a form suitable for wide circulation.
  - f) In conjunction with the analysis of cumulative effects of unincorporated annexations, develop and undertake a public engagement program to:
    - Develop a profile of unincorporated community identity and fabric;
    - Obtain the perspective of Electoral Area residents on:
      - o Current annexation policy and activity;
      - o Identify key issues and concerns of the community;
      - o Understand the preserved impacts on community identity; and
      - o What suggestions that the communities have to address concerns.
    - Present the outcomes of Study, including recommendations, for public information and respond to any questions from Electoral Area residents.

**PHASE III (Preliminary): Recommendations and Conclusions**

- a) Provide an overview of the review and analysis of cumulative annexation impacts on the long-term sustainability of Electoral Areas, with a focus on priority border regions;
- b) Present Electoral Area governance options that may assist in mitigating the identified issues;
- c) Develop recommendations on broad, strategic policies on the identified issues that reflect the realities of long-term sustainability of unincorporated rural areas; and
- d) Provide recommendations for annexation regulatory changes to ensure a more transparent and equitable review of annexation applications based upon the impacts experienced by all affected jurisdictions.



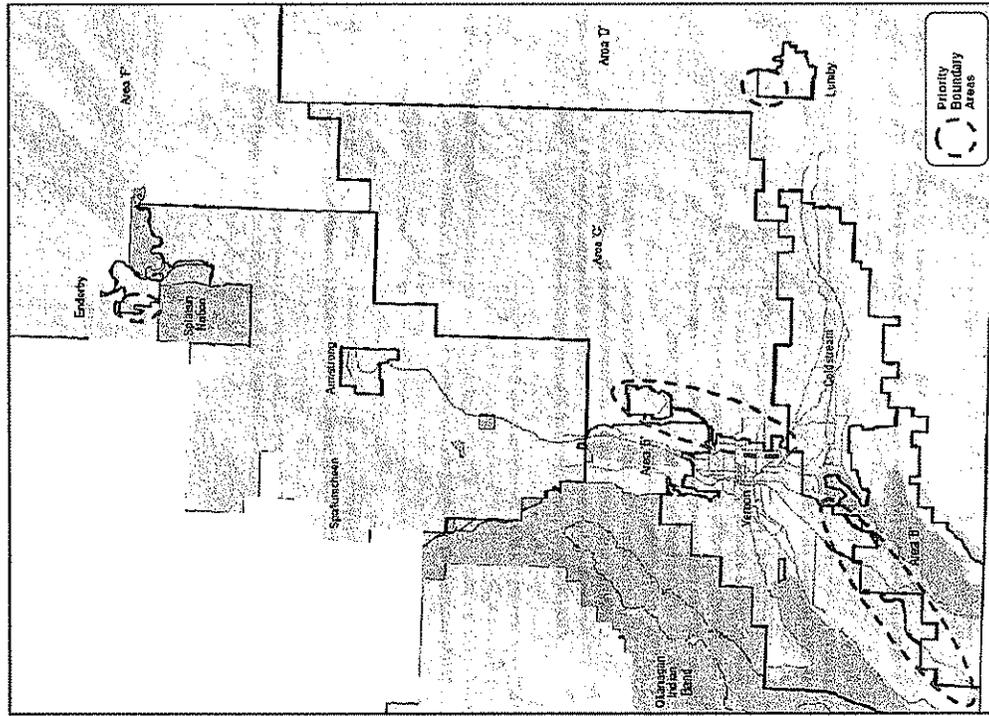
Appendix 'A' Map of Regional District of North Okanagan



September 22, 2011

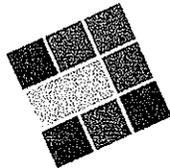


Appendix 'B' Project Area



September 22, 2011





**Regional District of North Okanagan  
Annexation Impact Study  
Phase 1 Final Report**



This report is prepared for the sole use of Regional District of North Okanagan. No representations of any kind are made by Urban Systems Ltd. or its employees to any party with whom Urban Systems Ltd. does not have a contract.

1203.0012.01 / January 2012

**URBANSYSTEMS.**

#402 - 645 Fort Street  
Victoria, BC V8W 1G2  
T: (250) 220-7060

**Contents**

**EXECUTIVE SUMMARY ..... ES - 1**

**1.0 INTRODUCTION ..... 5**

1.1 BACKGROUND AND STUDY PURPOSE ..... 5

1.2 REPORT STRUCTURE ..... 6

**2.0 OVERVIEW OF CURRENT SITUATION ..... 7**

2.1 RDNO POPULATION AND REPRESENTATION ..... 7

2.2 KEY AREAS ..... 9

2.2.1 Commonage ..... 11

2.2.2 BX/Foothills ..... 11

2.2.3 Enderby ..... 12

2.2.4 Lumby ..... 12

2.3 SERVICE DELIVERY ..... 12

2.3.1 Key Services ..... 13

2.3.2 Service delivery arrangements ..... 16

2.4 PROPERTY TAXES AND OTHER FEES ..... 17

**3.0 ANNEXATION ACTIVITY AND POLICIES ..... 19**

3.1 HISTORY OF ANNEXATION ACTIVITY ..... 19

3.1.1 Okanagan Landing (1993) ..... 19

3.1.2 Anderson Rd subdivision/commercial area (1994) ..... 21

3.1.3 Commonage (1996) ..... 21

3.1.4 Blue Jay/BX (1998) ..... 21

3.1.5 Enderby and Lumby ..... 21

3.1.6 Regional District of North Okanagan ..... 21

3.2 MAP OF RECENT ANNEXATION ACTIVITY ..... 22

3.3 PROVINCIAL, REGIONAL, AND MUNICIPAL ANNEXATION LEGISLATION AND POLICIES ..... 26

3.3.1 Provincial legislation and policy ..... 26

3.3.2 Regional District of North Okanagan (RDNO) ..... 28

3.3.3 City of Vernon and Rural Vernon (Electoral Area B & C) ..... 29

3.3.4 City of Enderby and Electoral Area F ..... 30

3.3.5 Village of Lumby and Electoral Area D ..... 31

3.4 JURISDICTIONAL REVIEW ..... 32

4.0 ANALYSIS ..... 35

4.1 ANNEXATION PROCESS ..... 35

4.2 ISSUES ..... 36

4.2.1 Financial and other ..... 36

4.2.2 Land use ..... 37

4.2.3 Servicing ..... 39

4.2.4 Governance ..... 40

4.3 ISSUES AND SERVICES MATRIX ..... 40

4.4 CASE STUDIES ..... 42

4.4.1 Selected Case Studies ..... 42

4.4.2 Case Study Findings ..... 43

5.0 CONCLUSION ..... 44

**EXECUTIVE SUMMARY**

The study was initiated by the Regional District of North Okanagan (RDNO) Electoral Area Directors to examine the impact of annexation on unincorporated areas in the District. Urban Systems Ltd. was commissioned by the RDNO in May 2011 to undertake the first phase of this three part study.

This report provides an overview of the issues, beginning with a review of the study area, including population, local government boundaries, political representation, services and land use planning and regulation. Specific attention is given to four key geographic areas identified for high potential of future annexation activity, each with specific drivers and concerns. These areas and their associated drivers are: the Commongage area to the southeast of Vernon (future development area, environmental protection, fire service delivery), the BX area to the northeast of Vernon (future development area, sewer service delivery), West Enderby (future development area) and Northwest Lumby (future development area).

The next section of the report focuses on the history and policies of annexation and specifically on annexation activity within the RDNO over the past two decades. This examination finds that, apart of the annexation of Okanagan Landing and Predator Ridge, a majority of the annexation activity has been small, one or two small-lot annexations within the BX-Swan Lake area, into the City of Vernon. The report includes a map which provides a visual representation of recent annexation activity in the study area.

In addition, a review of provincial, regional, and municipal annexation legislation and policies is undertaken. These include the *Local Government Act*, *Regional Growth Strategy*, *Official Community Plans*, and local policies and procedures. Through this review finds some similarities, there are striking differences in policy and expectations between the stakeholders.

A jurisdictional review of annexation procedure in Canada is then undertaken to provide a broader understanding of annexation policies and processes. This review found that due to the nature of the regional district system in BC, annexation of unincorporated land is, for the most part, unique in Canada. Some commonalities found between other jurisdictions include the existence of negotiations between two "equal" municipal jurisdictions, as well as more extensive public consultation including public hearings. In general, annexation in provinces other than BC included a greater level of provincial government involvement in the process.

The annexation history revealed a number of interesting and concerning findings. Though initially the RDNO Electoral Area Directors indicated their concerns regarding large annexations such as the 1993 annexation of Okanagan Landing, the review of recent annexations found that small, incremental annexations have become more prevalent and applicable to the concerns raised. These small annexations

**APPENDICES**

Appendix A Okanagan Landing annexation- Letter from the Mayor of Vernon

Appendix B Regional District of North Okanagan Annexation Policy

Appendix C City of Vernon Annexation Procedure Flowchart

Appendix D City of Vernon OCP- Annexation (2008)

Appendix E Village of Enderby Boundary Adjustment Policies

Appendix F Jurisdictional Review

**ACRONYMS**

ALC Agricultural Land Commission

ALR Agricultural Land Reserve

Ministry Ministry of Community, Sport and Cultural Development

OCP Official Community Plan

RGS Regional Growth Strategy

RDNO Regional District of North Okanagan

do not seem to face the level of scrutiny that a large boundary restructure would face from the stakeholders (municipal, provincial, regional district, and residents). As well, though the Provincial government has policy in place to provide mitigation measures for annexations, this measure is not triggered by the smaller, more incremental annexations that have been occurring in recent years. It is this "death by 1000 cuts" which was the original concern raised by the RDNO electoral area directors, and outlined in this Phase One of the research.

The review of history, interviews, policies, and literature, reveals issues related to four key themes: land use, servicing, governance, and financial/other considerations. The financial issues include the financial sustainability of regional district services. There are potential mitigation measures that can be implemented to compensate the regional district if more than 5-10% of the service area is annexed or a similar amount of revenue would be lost. Still, these measures are time limited (usually five years) and the mitigation would not be triggered by the small annexations that may be slowly reducing the number of properties participating in a regional district service. The other financial impact is tax rates, based on the differing tax rates and structure for rural and incorporated areas. The tax rates may be held at the rural rate for the newly annexed residents for a period of time, which has an effect on both those property owners and the municipality as a whole. This issue also includes the social and cultural impacts which were raised by the elected officials through a series of interviews. There is a concern that the annexations may disrupt the cohesive nature of existing neighbourhoods and communities. This is a challenging issue to quantify and was outside the scope of this phase of the project; more research will need to be undertaken in the potential next phases of the research.

The second theme addressed in the issues was land use planning. This came from a concern that annexation leads to urban sprawl and greater densification in an otherwise rural area. It was found that some annexation is a precursor to further development, while others occurred where there was already some existing development in place. For example, the annexation of part of the Commonage occurred before the development of Predator Ridge, while the Okanagan Landing area was annexed into the City of Vernon when there was already a population of over 5,000 people living in the area. The recent approval of a new Regional Growth Strategy (RGS) for the Regional District of North Okanagan attempts to bring consistency to land use planning at a regional scale, regardless of municipal and electoral area boundaries. The 'Rural Protection Boundary' in the RGS is particularly applicable to this discussion, and should be referenced in any future annexation applications.

The other concern regarding land use was the protection of agricultural land. Land that is within the Agricultural Land Reserve (ALR) is governed by the provincial Agricultural Land Commission. Regardless of municipal boundaries, non-farm use is restricted on ALR land, and an application to the ALC with the support of the local government is required to pursue non-farm use, exclusion, or subdivision. Although municipal boundaries do not technically impact ALR decisions, staff from the Commission have expressed

concerns that municipal annexations add to the pressure of expanding the urban boundary and potential cause additional conflicts along the urban-rural fringe area.

The final land use issue was environmental protection. This related to real and perceived pressures to develop environmentally sensitive areas as part of an annexation, as well as servicing to protect the environment. Some annexations have taken place with the main driver being the delivery of sewer to areas where septic systems are failing raising environmental concerns. Annexation applications continue to be made asking primarily to be connected to the City of Vernon sewer system. Indeed, the City aligns sewer servicing with annexation by policy, and does not allow one without the other. Servicing, particularly the delivery of urban level services of water and sewer, is a very important issue in the annexation discussion. This issue was most often raised in relation to the annexation of Okanagan Landing, as there continues to be differing interpretations of commitments made before the area joined the City of Vernon.

The final issue is that of governance, particularly related to political representation. With annexations, population is moved from unincorporated areas to the municipality, potentially changing the strength and number of representatives both municipally and at the regional district level.

From these key issues, an *Issues and Services Matrix* was developed as a frame work to demonstrate and evaluate the potential impact of annexation on the delivery of services and other issues of concern raised through the research process. A number of case studies, selected from recent annexation applications to the City of Vernon, were then analyzed. This review found that a majority of recent annexation applications were small in nature (one or two lot annexations), some that had applied multiples times for annexation in the past. In many cases, the Regional District of North Okanagan did not support the annexation. The annexation of properties that were located in the Agricultural Land Reserve was not supported by the Agricultural Land Commission, due to the potential of exacerbating urban-rural fringe area conflicts. Many applications, if approved, would mean a financial loss for the municipality because of the increase in road maintenance costs. Despite these concerns expressed, all applications identified as case studies were approved by the Ministry of Community, Sport and Cultural Development, as it met their statutory and regulatory conditions for small boundary extensions.

The central outcome of this research was problem definition – that is, are small, lot by lot, annexations being approved, contrary to local and provincial policy? The culmination of the research found a potential lack of integration of these issues for all parties involved in the overall annexation decision making process. This was identified as being in part because of the process and the differing powers of the participants, including the municipality, regional district, Agricultural Land Commission and Provincial government. As well, there is a lack of integration of the issues – finance, land use, servicing and

governance – in the annexation approval process by the key organizations of the municipality, regional district, Provincial government and Provincial agencies.

This research provides an introduction to the topic, which could be expanded through Phase Two of the study. Additional research would include an in-depth study of the 1993 annexation of Okanagan Landing, a detailed financial, service, and social impact of cumulative annexations in the RDNO over the last 10 years, and the establishment of a potential framework agreement for considering future annexation applications in the regional district. Phase Three would involve working with all affected parties to negotiate and ratify the framework, and prepare a joint protocol agreement and implementation strategy as appropriate.

## 1.0 Introduction

### 1.1 Background and Study Purpose

The Regional District of North Okanagan (RDNO) is interested in the potential impact of municipal annexation on electoral areas in the regional district. The impetus for this study is the effect of historical municipal annexations that have taken place, and concerns by the electoral area directors on the long-term sustainability of services to the communities of the electoral areas, as well as loss of community identity. The overall focus of this study is on the effect of incremental annexation of small areas or groups of properties, not the effect of large scale restructure of municipal boundaries. It is those small annexations that the Electoral Area Directors are interested in how they, over time and cumulatively, affect the ability of the Regional District to provide services, as well as affecting the sense of community.

In June 2011, the RDNO commissioned Urban Systems Ltd. to undertake Phase one of a three-phase study. Phase one represents a review of historical annexations, regional district services, local government planning documents and the Provincial policy context, in order to document issues related to electoral area service delivery and whether they still exist in today's context. If the RDNO elects to proceed further, phase two would explore in-depth the financial, social and other impacts to service delivery and community fabric in the electoral areas, and provide recommendations for consideration by the Regional Board, its member communities, and the Province of British Columbia. Phase three would involve the development of an implementation strategy and the establishment of a framework agreement by which future annexation decisions would be made in the North Okanagan.

In British Columbia, municipalities and regional districts are created and operate under the *Local Government Act* and *Community Charter*. Under this legislation, a boundary extension, or municipal annexation, involves transferring a defined area of local government jurisdiction from an unincorporated area in a regional district to a municipality. The municipality then takes responsibility for most local services, governance, local roads, subdivision approval and property tax collection. Some other responsibilities do not change, including provincial responsibility for Crown land, the levying of school property taxes, Regional Hospital taxes, and other regional district-wide services. The process of boundary extensions is governed by section 20 of the *Local Government Act*, which is detailed further in this document. Any annexation requests must have municipal electors' support in order for the Ministry of Community, Sport, and Cultural Development (the Ministry) to recommend the boundary extension.

The topic continues to be of relevance as the RDNO faces ongoing development pressures and there is indication of further plans for municipal annexations. Though there has been previous research on municipal annexation, studying the activity from an electoral area perspective is unique. As a result, there

is a high level of interest from other jurisdictions, both from other regional districts and the Provincial government.

### 1.2 Report Structure

Due to the size of the research and complexity of the topic, this Phase One report has been divided into a number of topic areas. The initial topic area examines the existing situation in the Regional District of North Okanagan in relation to political representation, service delivery, and taxation. The second topic area is a review of annexation activities and policies at the municipal, regional and provincial level. Finally, this information is organized into an Issues and Services Matrix to create a "base case" template for future analysis of scenarios.

This report is organized into the following main sections:

**Section 1** provides an introduction to the report.

**Section 2** provides an overview of the current situation in the RDNO, including population, municipal and electoral area boundaries, and political representation. Focusing on four key geographic areas, the report then reviews service delivery, land use planning and regulation, and property taxes and fees.

**Section 3** reviews the history of annexation activity in the RDNO. It then provides provincial legislation and policy, current municipal and regional district policies, and a jurisdictional review of annexation policy across Canada.

**Section 4** provides an analysis of the annexation process and issues raised through the study. An *Issues and Services Matrix* is developed to evaluate the impact of annexation on different stakeholders. The report presents case studies of recent annexation applications in the City of Vernon area. Finally, a number of conclusions are offered for consideration by the RDNO and its members.

The appendices offer background information on annexation policies and the jurisdictional review.

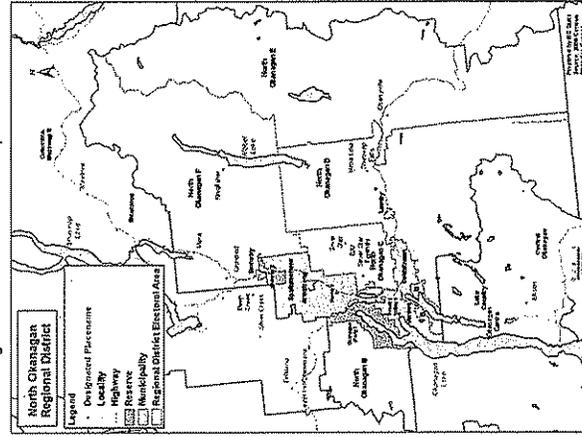
## 2.0 Overview of Current Situation

This section provides an introduction to the current situation in the Regional District of North Okanagan. After reviewing regional district-wide information on population, representation and service delivery, the report focuses on four key geographic areas identified by the Regional District for specific examination.

### 2.1 RDNO Population and Representation

The RDNO currently consists of six member municipalities (City of Vernon, Township of Spallumcheen, District of Coldstream, Village of Lumby, City of Enderby, and City of Armstrong) and five electoral areas (B, C, D, E and F) as illustrated in *Figure 2.1*.

Figure 2.1 – RDNO Overview Map



*Figure 2.2* illustrates the names of directors, population data, and voting strength for each member jurisdiction of the RDNO. The number of directors and their voting strength is based on the population

data that includes people residing on Indian Reserves. Voting strength is based on a voting population unit of 2,500, and each member jurisdiction has one director for every 10,000 people, with a maximum voting strength of five for each director.

Figure 2.2 – Current RDNO Population and Representation

Regional District of North Okanagan 2012 BOARD OF DIRECTORS (incorporated November 9, 1965) Voting Unit: 2,500 population				
	Elected/Appointed Director	Population 2006 Census	Number of Directors (voting strength/5)	Voting Strength (population/ voting unit)
<b>Cities:</b>				
Armstrong	Shirley Fowler	4,241	1	2
Enderby	Howie Cyr	2,828	1	2
Vernon	Patrick Nicol (Chair); Rob Sawatzky; Juliette Cunningham	35,944	3	15
<b>Districts:</b>				
Coldstream	Doug Dirk	9,471	1	4
Spallumcheen	Janice Brown	4,960	1	2
<b>Village:</b>				
Lumby	Kevin Acton	1,634	1	1
<b>Electoral Areas:</b>				
B	Bob Fleming	6,061	1	3
C	Michael Macnabb	3,947	1	2
D	Rick Fairbairn	2,837	1	2
E	Eugene Folsy	934	1	1
F	Jackie Pearase	4,444	1	2
<b>Totals:</b>		<b>77,301</b>	<b>13</b>	<b>36</b>

Source: Ministry of Community, Sport and Cultural Development / Regional District of North Okanagan

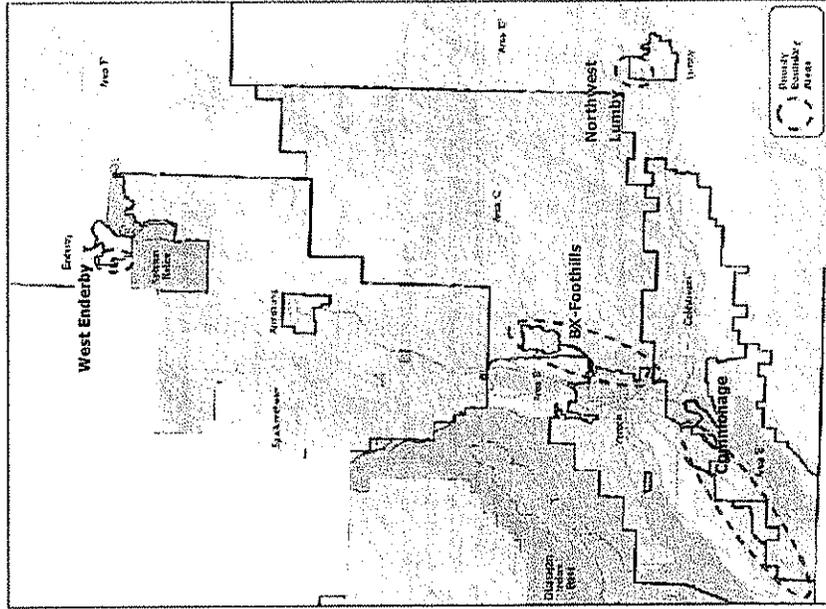
## 2.2 Key Areas

The RDNO has identified four key priority geographic areas in the Regional District as potential future annexation areas. These four priority areas are:

- Commonage (to the southeast of the City of Vernon);
- BX/Foothills (to the northeast of the City of Vernon);
- West Enderby; and,
- Northwest Lumby.

Each area faces different pressures for future annexation including development potential, delivery of utility services and protection of the environment. These areas are identified in Figure 2.3 and described in further detail below.

Figure 2.3 – Key Areas for potential annexation



2.2.1 Commonage

The Commonage is a grassland area south of Vernon. It is an environmentally sensitive area with rolling hills. A majority of the area was incorporated into the City of Vernon in 1996, with the development of Predator Ridge and the westerly portion of the Commonage area towards Okanagan Lake. The unincorporated area in Electoral Area 'B' faces continued development pressure as the land is very valuable due to its proximity to Vernon and Coldstream, and its view of Kalamalka Lake.

There is ongoing discussion regarding the provision of utility services to the remaining parcels in the Commonage. The area has relatively shallow soil and steep hills that makes individual septic systems challenging, thus there is an interest in municipal sewer. There is also pressure to bring domestic water service to the area, as past annexation in the area brought only spray irrigation water for agriculture. Finally, fire protection is an important consideration as the 92 properties in the area have no fire protection service at this time.

The City of Vernon's OCP recognizes the agricultural value of the Commonage, stating:

*Attention must also be paid to the rural urban interface, to ensure that the residential subdivision pattern does not encroach into or serve to fragment ALR lands, particularly on the City's eastern boundary.<sup>1</sup>*

All of the Commonage area in Electoral Area 'B' is identified as a Rural Protection Area in the Regional Growth Strategy (RGS). This aligns with concerns with protecting this environmentally sensitive area.

2.2.2 BX/Foothills

The BX/Foothills area is located north and east of Vernon. It is facing strong development pressure as owners want to be able to develop to an urban standard. However, the majority of the lands within the study area are currently within the Agricultural Land Reserve as well as being designated as Rural Protection Area in the Regional Growth Strategy. Much of the remaining lands consist of pockets of residential development which were created several decades ago on septic systems, and are now faced with the potential of failing septic fields. Although the RGS discourages the provision of community sewer in Rural Protection Areas such as the Foothills area, it does recognize and support urban level servicing for existing parcels, for protection of the environment.

A review of the City's OCP growth projections indicates that the land base within the current municipal boundaries is more than adequate to support future growth within the planning horizon.

<sup>1</sup> City of Vernon Official Community Plan, 2008, p. 112.

2.2.3 Enderby

There is some annexation potential for the area west of Enderby, and it has been identified as a future growth area in the RGS. Although it has been identified for growth, given the historical growth projection in the City, this potential development is likely beyond the 20 year horizon of the RGS. According to the *Population and Housing Trends and Projections 2008-2031*, Enderby is expected to grow at a rate of 1.46% per year until 2031, and has sufficient residentially zoned or designated land within its current boundary to meet this demand. Still, there is pressure for new development outside the City boundaries.

2.2.4 Lumby

Part of Electoral Area 'E' lying northwest of Lumby has been identified as a Future Growth Area in the RGS and has the potential for future annexation. There is some development pressure on this area because it is the only area with potential for development adjacent to Lumby's current boundaries, as other surrounding areas are in the Agricultural Land Reserve. The current growth rate is .82% annually, and there is sufficient zoned and designated land within the Villages current boundaries for projected growth until at least 2031.<sup>2</sup>

2.3 Service Delivery

This section outlines services provided by the Regional District, other agencies, and a general description of land use planning and regulation. The Regional District provides many important services on a regional- or sub-regional basis as outlined below. A more detailed examination of services in relation to key areas of concern for annexation is provided subsequently.

The Regional District provides the following services:

- Administration;
- Building inspection;
- Bylaw enforcement;
- Community and infrastructure services;
- Development services;
- Engineering, including water and sewer, regional solid waste and recycling, regional transit, noxious weeds and insects, drainage and street lights;
- Financial services;
- Greater Vernon Water Utility (sub-regional service);
- Parks and Recreation (sub-regional service);
- Protective Services;
- Salvage logging;
- Victims' Assistance; and

<sup>2</sup> Population and Housing Trend Projection 2008-2031, 2010.

- West Nile Virus.<sup>3</sup>

Many services in the RDNO are provided by other agencies, including the following:

- Regional Hospital District;
- Okanagan Regional Library;
- Vernon Regional Transit;
- Municipal Finance Authority;
- BC Assessment Authority;
- Okanagan Basin Water Board;
- Sterile Insect Release Program;
- RCMP through Provincial contract; and,
- Provincial rural tax that funds a portion of rural roads.

2.3.1 Key Services

This section of the report provides a more detailed review of current service delivery and potential impacts related to various local government structure changes.

**Water** is an important local government service. Rural areas usually depend on wells and other private sources of water. Currently, water is supplied to the City of Vernon and surrounding electoral areas through the Greater Vernon Water Utility. This service is supplied on a sub-regional basis serving approximately 50,000 customers in Vernon, Coldstream, Electoral Area 'B' and 'C', and a small number of residents in Electoral Area 'D' and Spallumcheen (source: Greater Vernon Water Utility website). This service arrangement provides both domestic and agricultural water supply (the latter makes up 60% of total summer consumption) to areas both within and outside municipal boundaries.

**Sewer** is an urban level service, with rural areas relying on individual septic systems. In the RDNO, sewer utility services are provided by each municipal jurisdiction, coupled with policies that usually limit the service to areas within municipal boundaries. An exception to this is a contractual arrangement between the City of Vernon and the District of Coldstream that allows for sewage collection from a defined area of the western portion of Coldstream to be discharged into the City's system for treatment and disposal.

**Fire Protection** is delivered through various fire departments throughout the region, funded as local area services. The City of Vernon provides fire protection through a professional force in the central Vernon service area, while there is a volunteer force in the Okanagan Landing service area and the BX-Swan Lake area. All other fire protection in the region is delivered through volunteer forces.

<sup>3</sup> Regional District of North Okanagan website.



2.3.2. Service delivery arrangements

On local, sub-regional, and regional matters, there are a number of governmental bodies involved in service delivery. Figure 2.3 provides an overview of services provided in the key areas of the RDNO that are the focus of this study. As part of a more in-depth evaluation of an annexation, it would be important to identify how the delivery of these services would change if the area was annexed by the neighbouring municipality.

Figure 2.3 – Overview of Current Service Delivery

Service	Commonage	BX/Foothills	West Enderby	NW Lumby
Roads	Provincial	Provincial	Provincial	Provincial
Police	Provincial	Provincial	Provincial	Provincial
Property Tax Collection	Regional District	Regional District	Regional District	Regional District
Schools	School District 22	School District 22	School District 22	School District 22
Hospitals	Regional Hospital Board	Regional Hospital Board	Regional Hospital Board	Regional Hospital Board
Planning and Development	Regional District	Regional District	Regional District	Regional District
Bylaw Enforcement	Regional District	Regional District	Regional District	Regional District
Building Inspection	Regional District	Regional District	Regional District	Regional District
Emergency Planning	North Okanagan Emergency Management Program	North Okanagan Emergency Management Program	North Okanagan Emergency Management Program	North Okanagan Emergency Management Program
Rescue Services	Regional District	Regional District	Regional District	Regional District
Transit	grant to independent contractor	grant to independent contractor	grant to independent contractor	grant to independent contractor
Fire Protection	No service	No service	No service	No service
Water, Sewer, Street Lighting	No fire protection	BX/Swan Lake Fire Department	Enderby and District Fire Protection	Lumby and District Fire Protection
Solid Waste Management	No service	Local Services	No service	No service
Parks and Recreation	Regional solid waste	Regional solid waste	Regional solid waste	Regional solid waste
Libraries	Greater Vernon Parks and Recreation - RD	Greater Vernon Parks and Recreation - RD	Enderby and District Recreation - RD Services	White Valley Parks and Recreation - RD Services
	Okanagan Regional Library	Okanagan Regional Library	Okanagan Regional Library	Okanagan Regional Library

2.4 Property taxes and other fees

Property taxes and fees are the central means which municipalities and the regional district have to raise revenue. These rates are set to generate the tax revenue needed for costs not covered by other revenue sources. Figure 2.4 provides a general overview of current tax rates in the municipalities and electoral areas in the RDNO.

Tax rates differ between individual municipalities and the electoral areas. Throughout the RDNO, regional district tax rates change as they are dependent on the amount of each jurisdiction's participation in the various services that are provided by the regional district. A requisition is set for services within each Electoral Area as well as specified areas within each EA as it pertains to an established service (i.e. there is no general taxation).

Municipalities collect all property taxes, remitting revenue to the appropriate organizations, including the regional district. The provincial government is responsible for collecting property taxes in the electoral areas, remitting appropriate revenue to the regional districts. The provincial government adds a 5.25% levy to cover their administration costs for collecting rural taxes. Rates are levied on the assessed value of the property and differ based on the different property classes.

Since each area has different levies applied depending on the service provided, the tax rate table as shown can be somewhat confusing. Ideally, the use of representative sample tax notices are a very effective way to illustrate the direct application of these tax rates on municipal and electoral area residents. Though not available for Phase One of the project, it is anticipated that as part of future phases of this study, sample property tax notices will be provided for the following areas:

- City of Vernon, BX area and Commonage area;
- Town of Enderby and Electoral Area; and,
- Village of Lumby and Electoral Area.

Figure 2.4 – 2011 Tax Rates (per \$1,000 of assessed value)

	Class 1: Residential	Class 2: Utilities	Class 4: Major Industry	Class 5: Light Industry	Class 6: Business	Class 7: Managed Forest	Class 8: Recreation Non-Profit	Class 9: Farm
<b>Vernon</b>								
Gen. Municipal	2.88	39.29	8.63	8.63	7.68	0.83	3.92	0.76
Reg. District*	1.87	6.56	6.38	6.38	4.60	5.63	1.88	1.88
<b>Enderby</b>								
Gen. Municipal	3.20	19.05	0	8.51	7.21	0	0.23	2.98
Reg. District*	0.78	2.72	0	2.65	1091	0	0.78	0.78
Police tax**	0.30	1.06	1.03	1.03	0.74	0.91	0.30	0.30
<b>Lumby</b>								
Gen. Municipal	3.07	38.65	16.31	11.49	5.76	0	3.28	4.20
Reg. District*	3.30	11.57	11.24	11.24	8.10	0	3.31	3.31
Police tax**	0.29	0.00	0.98	0.98	0.70	0.86	0.29	0.29
<b>Electoral Areas</b>								
Gen. Municipal	0.52	3.95	4.84	2.87	2.87	0.46	0.88	0.51
Provincial Rural	3.87	13.55	13.16	13.16	9.48	11.61	3.87	3.87
Police Tax, Area B**	0.12	0.40	0.40	0.40	0.29	0.35	0.12	0.12
Police Tax, Area C**	0.12	0.40	0.39	0.39	0.28	0.34	0.11	0.11
Police Tax, Area D**	0.19	0.66	0.64	0.64	0.46	0.57	0.19	0.19
Police Tax, Area E**	0.13	0.45	0.44	0.44	0.31	0.39	0.13	0.13

\*Includes taxes for participation in both region-wide services and local area services

\*\*A separate Police Tax Levy is additional to the stated municipal and provincial rural rates for municipalities under 5,000 population and electoral areas.

\*\*\*Includes taxes for participation in region-wide services, services for electoral areas only (e.g. general administration, civic addressing, building inspection, elections, emergency planning, parks). Other local area service areas (e.g. fire protection, street lighting, water, sewer) are in addition to the sample rates shown.

Note: Tax rates for fire protection vary throughout the Regional District, including within the City of Vernon boundaries. For example, the residential tax rate for fire protection in Okanagan Landing at 0.7688, in BX-Swan Lake it is 0.7919, and in Silver Star it is 0.2722.

### 3.0 Annexation Activity and Policies

#### 3.1 History of annexation activity

In recent years there have been several major and many minor annexations in the RDNQ, most of which have taken place around the City of Vernon. A brief overview of select historical annexations into the City of Vernon, as well as Enderby and Lumby is provided below.

##### 3.1.1 Okanagan Landing (1993)

One of the City of Vernon's most substantial boundary extensions took place in 1993 with the annexation of Okanagan Landing, southwest of the City. Formerly part of Electoral Area 'A' of the Regional District, the Okanagan Landing area had a population of approximately 5,000 people in 1990. With sufficient population to potentially form a municipality, one of the drivers for incorporation was to protect the water quality of Okanagan Lake by providing access to municipal water and sewer infrastructure to the residents. The residents voted in a two-part ballot with respect to incorporation, choosing to incorporate as part of the City of Vernon.

On April 3, 1993, Okanagan Landing residents voted in a Restructuring Referendum (with approximately 60% voter turnout). In a two-part ballot, 81.6% of respondents voted in favour of local government structure change. When given the option of incorporating as a new municipality or joining the City of Vernon, 58.3% voted for "Inclusion of Okanagan Landing within the City of Vernon".

Source: Greater Vernon Services Committee, 1993.

Due to the nature of this annexation, specific measures were taken in its implementation. These measures were:

- Establishment of the Okanagan Landing Advisory Planning Commission, to advise on planning issues in the area and was to remain in place until 2003;
- Transfer of a number of regional district local services, including drainage, water, street lighting and sewer;
- Creation of the 'Okanagan Landing Fire Protection Specified Area', which allowed the continuance of the volunteer fire department that continues to operate concurrent to the Vernon professional fire department<sup>4</sup>; and
- Creation of the 'Okanagan Landing Taxation Specified Area', which implemented an agreement to levy taxes on the newly annexed property at a rate no higher than the provincial rural rate until 2002 (10 year phase-in) or until a property was approved for subdivision or strata, whichever

<sup>4</sup> Some of the area annexed had previously been part of the BX-Swan Lake Fire Protection area in the Regional District. This area became part of the 'Vernon Fire Protection Specified Area.'

was earlier. In addition, the farm class improvements exemption was eliminated over a 6 year phase in period (City of Vernon letters patent, 1993).

Though not included in the letters patent, a significant influence on the annexation process was the City of Vernon's commitment to provide sewer to the area. Since annexation, there have been disagreements as to what that promise entailed, particularly related to who was responsible for different costs and the timeline of implementation.

A 1993 letter to Okanagan Landing/Bella Vista Citizens Group from Vernon Mayor Wayne McGrath clarifies various issues related to possible amalgamation. The first commitment noted in the letter is that: "The City will provide existing Landing residents with access to trunk sewer lines, force mains, lift stations, sewage treatment plant and effluent disposal at no cost. Existing residents will be required to pay, through a specified area tax, for the cost of collector lines that may be required to connect to trunk mains."

Source: *Wayne McGrath, Letter to Okanagan Landing/Bella Vista Citizens Group, March 29, 1993*

Patrick Lett was part of the original group that brought Okanagan Landing into the City. At a 2008 Council meeting he stated that the Okanagan Landing residents were advised that if they joined the City they would get a 10 year moratorium on taxes, as well as improvement in services, sewer, road widening, and street lights. This included the City advising the residents that grant money from the Province of BC could be accessed to rebuild Tronson and Eastside Roads. He felt there was a misunderstanding regarding original 'deal,' and although "nothing in writing but a deal is a deal."

Source: *Public consultation on Vernon's 2008-2013 Financial Plan*

In an interview with former Electoral Area "X" Director Alan Hill, he noted that the annexation of the Okanagan Landing area was a less than satisfactory experience, with a significant increase in the level of taxation without a corresponding increase in services. He also referred to the commitments by the City that were not met (copy of a letter from the City of Vernon dated March 29, 1993 attached as Appendix A). According to Hill, benefits to the Landing area have been limited to improved road maintenance and the availability of a domestic water supply to some residents. He noted it was some 12 years after the annexation before anything of benefit to the residents was received, with still no street lighting in many areas and limited improvement in access to the lake. While sewer service connections have been made available in the area, due to the excessive cost, many residents adjacent to the lake are still not connected and therefore limited improvement in the protection of the environment, which was a major consideration of the annexation proposal.

The annexation of Okanagan Landing was often referred to during preliminary interviews with current and former elected officials and staff. There continues to be outstanding issues and misunderstandings from this boundary extension. The issues are particularly related to the provision of sewer services. This

issue and others could be explored further in Phase Two if the RDNO continues to move forward on this research.

3-1.2 Anderson Rd subdivision/commercial area (1994)

The next boundary extension in Vernon occurred north of the City with the annexation of the Anderson subdivision and commercial area. The letters patent in this annexation created the 'Anderson Subdivision Local Service Area' for the purpose of fire protection, removing the residents from the 'BX-Swan Lake Fire Protection and Control Service Area' under the Regional District.

3-1.3 Commonage (1996)

A portion of the Commonage south of the City of Vernon was annexed into the City in 1996, bringing in the area that would later be developed as Predator Ridge. This annexation was prompted by a need for additional agricultural lands for spray irrigation disposal of effluent (although this could have been addressed through a joint agreement) and to address development pressure for a new major golf course. The annexed area included the Mackay Treated Effluent Reservoir.

3-1.4 Blue Jay/BX (1998)

The boundary extension north of the City brought Blue Jay and a portion of BX area (Electoral Area C) within city limit, in response to servicing around sewer. The letters patent for this annexation established the "Blue Jay Sewer Local Service Area" and had the purpose of "recovery of cost of debt associated with this local service area," but was for all other purposes part of the overall municipal sewer utility. The area was excluded from the Regional District's "BX-Swan Lake Fire Protection and Control Service Area," but a contract was established to have the Regional District to provide fire protection to this area of the City to the previous standard of service.

3-1.5 Enderby and Lumby

The City of Enderby and the Village of Lumby both enjoy a good working relationship with the RDNO and the Electoral Area Directors in the neighbouring areas. The Village of Lumby has had two minor annexations in recent years to address commonly owned industrial land that was located in the two jurisdictions and to provide sewer services to a potential development property to the north of the Village boundary. There has also been one recent annexation south of Enderby. Overall, demand for development and further expansion of boundaries of both municipalities is very low at this time.

3-1.6 Regional District of North Okanagan

In 2008 the Regional District of North Okanagan undertook a survey of all electoral areas residents in regard to governance and incorporation. This survey was in response to comments and concerns from residents as part of a valley-wide review. The results of the survey were non-binding and for information only.

The questionnaire involved two questions, asking residents if they favoured incorporation, and if so, would they prefer to join an existing municipality or create a new one. The questionnaire also included a detailed information sheet that covered the governance and service delivery options for unincorporated and incorporated areas.

The results of the questionnaire found that 80% of respondents were not in favour of incorporating, though if incorporation was to occur 49% of respondents would be in favour of joining an existing municipality and 51% would be in favour of creating a new municipality.

The results of this survey should be considered within the context of a large regional district, with electoral areas that include a variety of rural to very rural and remote populations. A number of the respondents indicated in their comments that not enough information was provided, presumptions were made in the questions, and questioned whether the questionnaire could generate useful information when there were five diverse electoral areas spread out over a large geographic area.

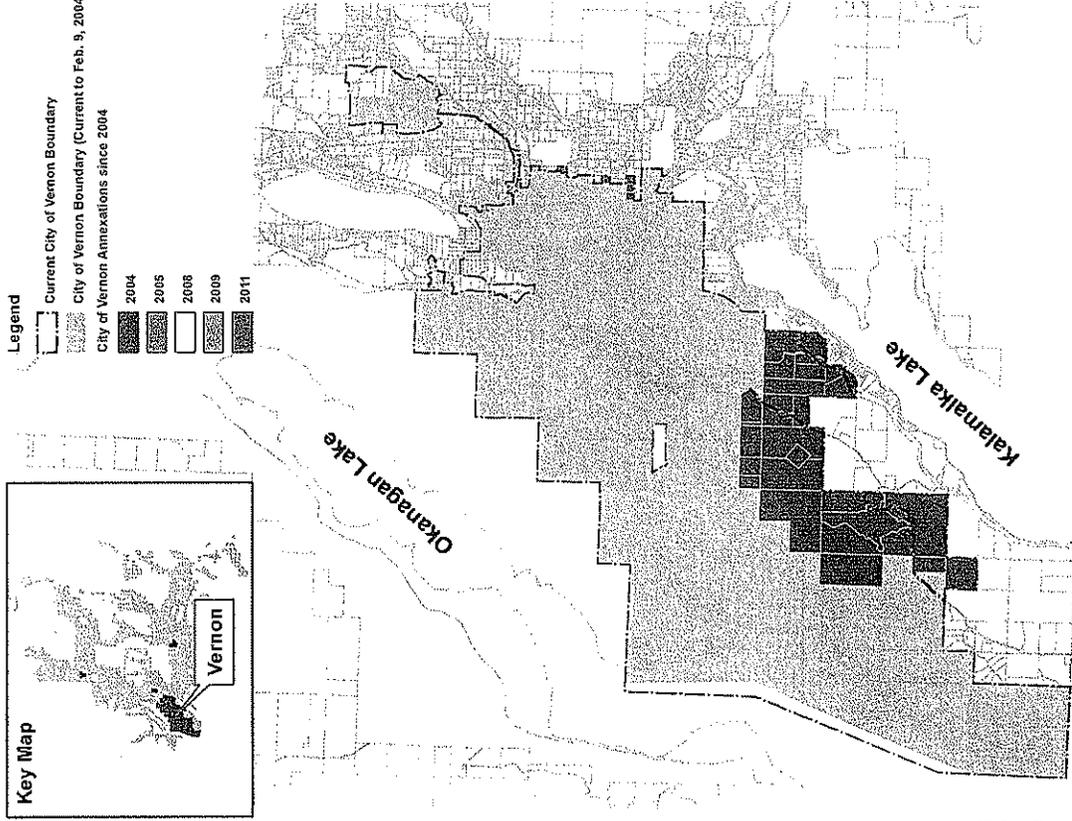
### 3.2 Maps of recent annexation activity

The following figures provide a visual demonstration of a number of small, incremental annexations that have been approved within the study area in the last seven years. More information on some of these annexation applications and approvals is provided in Section 4.5 – Case Studies.

## ANNEXATION STUDY

2012-01-18  
DATA SOURCE: REGIONAL DISTRICT OF NORTH OKANAGAN

0 1,000  
Meters



THE ACCURACY & COMPLETENESS OF INFORMATION CONTAINED HEREIN IS THE RESPONSIBILITY OF THE USER OF THE INFORMATION PROVIDED AND IS NOT TO BE USED FOR ANY PURPOSES WITHOUT THE EXPRESS WRITTEN PERMISSION OF URBANSYSTEMS INC.



**URBANSYSTEMS.**

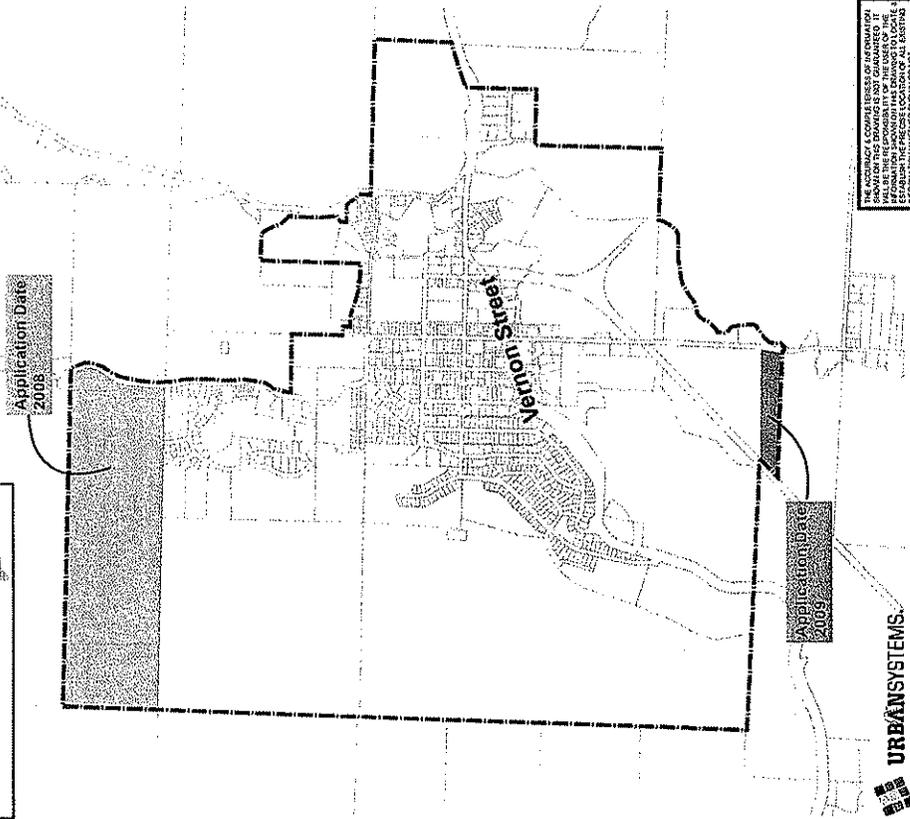
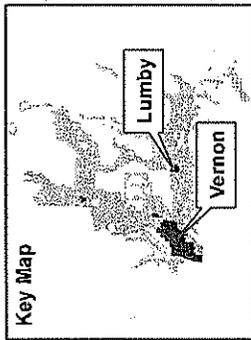


0 200 Meters

# ANNEXATION STUDY

REGIONAL DISTRICT OF NORTH OKANAGAN

2013/01/16  
DATA SOURCE: REGIONAL DISTRICT OF NORTH OKANAGAN



THE MUNICIPAL COMPOSITE LEGAL BASE IS A SUMMARY OF THE LEGAL BASE OF THE MUNICIPALITY OF LUMBY. THE MUNICIPAL COMPOSITE LEGAL BASE IS NOT A LEGAL DOCUMENT AND SHALL BE THE RESPONSIBILITY OF THE USER OF THE MAP TO ESTABLISH THE PRECISE LOCATION OF ALL EXISTING AND PROPOSED LEGAL INTERESTS.

URBAN SYSTEMS

# VILLAGE OF LUMBY

FIGURE 2

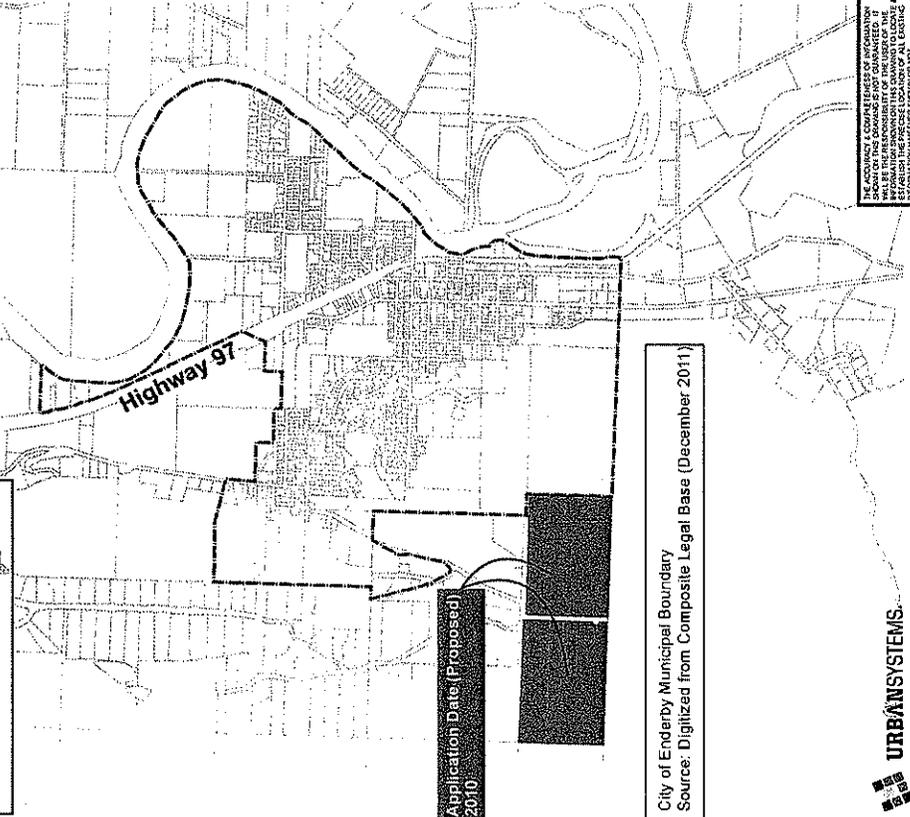
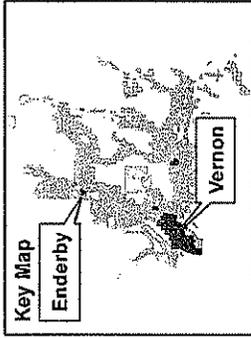


0 200 Meters

# ANNEXATION STUDY

REGIONAL DISTRICT OF NORTH OKANAGAN

2013/01/18  
DATA SOURCE: REGIONAL DISTRICT OF NORTH OKANAGAN



THE MUNICIPAL COMPOSITE LEGAL BASE IS A SUMMARY OF THE LEGAL BASE OF THE MUNICIPALITY OF ENDERBY. THE MUNICIPAL COMPOSITE LEGAL BASE IS NOT A LEGAL DOCUMENT AND SHALL BE THE RESPONSIBILITY OF THE USER OF THE MAP TO ESTABLISH THE PRECISE LOCATION OF ALL EXISTING AND PROPOSED LEGAL INTERESTS.

URBAN SYSTEMS

# CITY OF ENDERBY

FIGURE 3

### 3-3 Provincial, regional, and municipal annexation legislation and policies

This section provides a review of Provincial legislation and procedures that governs the annexation process. It then provides regional and municipal annexation policies in the RDNO included in the Regional Growth Strategy (RGS), Official Community Plans (OCPs) and policies. This information focuses on four geographic areas, the regional district as a whole, Vernon and Rural Vernon (Electoral Area B and C), Enderby and neighbouring Electoral Area F, and Lumby and Electoral Area D.

#### 3-3.1 Provincial legislation and policy

The *Local Government Act* outlines the legislative requirements for municipal boundary extensions. The Ministry of Community, Sports and Cultural Development has also created handbooks to assist municipalities and land owners in the process. Within the Provincial government, the Local Government Structure Branch provides assistance and advice related to research, legislation and grant funding.

The *Local Government Act* governs the process and requirements for granting boundary extensions. Section 20 of the Act requires the approval of the electors of the proposed annexed land before the extension is granted. Once approved by the Lieutenant Governor in Council (Cabinet), the Letters Patent for the municipality is updated to represent the new boundaries. In 2008 the *Local Government Act* was amended to modernize and clarify sections related to local government restructures, including boundary extension. With this revision, the contents of Letter Patent became much more prescribed.

The *Municipal Boundary Extension Policies Guide* outlines the boundary extension process and the principles that influence the Ministry's approach to municipal boundary extensions. These principles are:

- Municipal leadership;
- Inter-jurisdictional collaboration;
- Consultation with, and consent of, those affected;
- Consistency with community sustainability objectives; and,
- Provincial approval.<sup>5</sup>

The Guide describes the roles and responsibilities of the Ministry, municipality and regional district in a boundary extension process. Municipalities are also responsible for consulting with local First Nations, which the Province provides direction for in the *Interim Guide to Engagement with First Nations on Local Government Statutory Approvals*.<sup>6</sup>

<sup>5</sup> [www.cd.gov.bc.ca/fgd/library/First\\_Nations\\_Engagement\\_Guide.pdf](http://www.cd.gov.bc.ca/fgd/library/First_Nations_Engagement_Guide.pdf)

<sup>6</sup> [www.cd.gov.bc.ca/fgd/library/First\\_Nations\\_Engagement\\_Guide.pdf](http://www.cd.gov.bc.ca/fgd/library/First_Nations_Engagement_Guide.pdf)

#### Roles and Responsibilities in an Annexation Application

- The Ministry is responsible for establishing policies and processing the boundary extension requests submitted by municipalities.
- The municipality is responsible for taking the lead role in developing a municipal boundary extension proposal.
- The regional district is encouraged to actively participate in the review and implementation of municipal boundary extensions.

Source: *Municipal Boundary Extension Policies Guide (2010)*

The other Ministry document is the *Municipal Boundary Extension Process Guide* (2010). The Guide outlines the steps for submitting a municipal boundary extension for provincial approval. The Guide provides extensive information on consulting with the regional district on all servicing and other potential issues, and emphasizes that the regional district should be involved early in the process. Once the boundary extension proposal is complete, the municipality must refer the proposal to the regional district. The regional district is responsible for determining the impact on existing services and the details of transferring services should the municipal boundary extension be approved.

#### Boundary Extension Process

1. Proposal Development and Referrals
2. Proposal Submission
3. Ministry Review
4. Electoral Approval
5. Provincial Approval
6. Implementation

The Provincial government recognizes that there may be significant impact on a regional district when a boundary extension is approved. If there is a potential financial or service impact identified by the regional district, this information should be provided by the regional district to the municipality, including taxable assessment, current services (and requisitions), and the potential financial effect on services. The Provincial government then determines the significance of the impact with two tests. Firstly, the Province considers if the assessments in the municipal boundary extension area range from five to ten per cent or more of the service area. Secondly, the Ministry examines the actual amount of property taxation revenue involved in relation to the requisition for the service and the financial impact on the remainder of the service area. Each service of the regional district is evaluated individually. If significant financial impact is found, the Provincial government can determine appropriate mitigation measures including debt contributions, contractual arrangements, governance structure and consideration of a phased-in approach.

**District of Clearwater  
Mitigation Measures**

When the District of Clearwater incorporated in 2007, mitigation measures were put in place to compensate the Thompson-Nikola Regional District. These included:

- Contract for the Regional District to provide services for 1-2 years to ensure a smooth transition; and,
- Creation of an ongoing financial arrangement where the municipality pays the Regional District for services at Vavenby.

Source: *Regional District Taskforce Progress Report, 2009, Pg. 25.*

**Town of Qualicum Beach  
Mitigation Measures**

In 2004, a boundary extension was granted to Qualicum Beach to encompass Chartwell subdivision and the Town's aquifer. This boundary extension had a significant financial effect on the Regional District of Nanaimo's French Creek Water Service, and thus mitigation measures were instituted. The Town was required to pay the regional district an annual contribution for 5 years for the benefit of that portion of the water local service area remaining outside the municipal boundary. The amount ranged from \$60,000 in 2005 decreasing to \$28,000 in 2009.

Source: *Town of Qualicum Beach Supplementary Letters Patent, 2004.*

**3-3-2 Regional District of North Okanagan (RDNO)**

**Policy**

The RDNO's 2003 *Municipal Annexation Policy LU047* was "to establish policies and procedures for the consideration of municipal annexation referrals" that augmented Provincial policies. The policy established that the Regional District would generally only consider annexation applications that were as follows:

- Larger blocks of land or several properties rather than individual properties;
- Provided sufficient public consultation opportunities to affected residents;
- Supplied information on financial and servicing impacts on local services delivered by the Regional District; and
- Consistent with the Official Community Plan, and if not, the Regional District will consider an amendment.

The policy provides specific reference to City of Vernon annexation proposals. The policy outlines that the Regional District will generally only support:

- Block annexations that are consistent with established social neighbourhoods, which they identify by name, or
- Annexations follow logical servicing boundaries established by a servicing study or are within an 'Urban Containment Boundary' as defined by the OCP.

The policy also states the Regional District will not support annexation requests that are solely for servicing. The complete policy is provided in Appendix B.

**Regional Growth Strategy**

The RDNO approved a new Regional Growth Strategy (RGS) on September 21, 2011. This document will guide the growth and development within the six municipalities and five electoral areas based on a planning horizon of 20 years. It refers to annexation in relation to land use and Provincial policy.

The Regional Growth Strategy speaks to the issue of boundary extensions/annexations in relation to land use planning. The RGS includes goals and policies around urban containment and rural protection (UC-1 Focus Development into Growth Areas). The section includes specific mention of the role of annexation, stating that:

*Local and regional government will respect the Rural Protection Boundary and Rural Protection Area when reviewing relevant proposals, including: annexations, Official Community Plan amendments and reviews, bylaw development, permit review and applications for large developments.<sup>7</sup>*

The RGS provides a framework for regional planning within the RDNO. The Plan aims to provide continuity in land use planning regardless of boundaries. This should assist with providing consistency for land owners and elected officials when considering annexations, as the local government parties have agreed to land use planning designations inside and outside municipal boundaries.

Within the RGS, the Regional District identified that it would like the Provincial government to consult with municipalities and regional districts to review and update its boundary expansion policies to "ensure the process is equitable, transparent and inclusive."<sup>8</sup>

In response, the Ministry encourages inter-jurisdictional collaboration, recommending:

*There is potential scope to advise that the local governments that sign-on to the RDNO RGS to jointly establish a protocol or process for the development of boundary extension proposals before they are submitted to the Ministry. As adherents to a voluntary set of policies, the local governments could themselves ensure equitable, transparent and inclusive processes.*

**3-3-3 City of Vernon and Rural Vernon (Electoral Area B & C)**

A review of the City of Vernon and Rural Vernon's OCPs finds agreement in policy that annexations should take place as part of a larger restructure of the boundary rather than a piece by piece, property by property approach, and have the support of property owners.

<sup>7</sup> Regional Growth Strategy, 2011, pg 13; emphasis added.

<sup>8</sup> Regional Growth Strategy, 2011, GS-1.9, pg. 37.

## City of Vernon

### Annexation Policy

The City of Vernon provides an *Annexation Procedure Flowchart*, which outlines the procedure the City follows when considering annexation applications. In this process, annexations are intended to be considered once a year with staff commencing a review and analysis process on March 1st to prepare a preliminary report to Council. The flowchart of this procedure can be found in Appendix C.

### Official Community Plan

Vernon's 2008 *Official Community Plan* outlines the procedure for which the consideration of annexations should take place. The OCP also provides a map of a proposed ultimate City of Vernon boundary, subject to further refinement. The approach of identifying a long term boundary and annexation plan was chosen in an attempt to avoid "a property by property" approach [that] is time consuming for all parties, and tends to reflect individual property interests as opposed to the city's long term plans for planning, development and infrastructure phasing" (pg. 112). The section also proposes future study of possible phased amalgamation of appropriate land, if the City does not receive direction from the Provincial government. The full annexation policy can be found in Appendix D.

### Rural Vernon (Electoral Area B & C)

Electoral Area B & C, identifying itself as Rural Vernon, undertook a joint OCP in 2003, and last amended it in 2007. The Rural Vernon OCP includes policies to respond to an annexation request. The OCP specifically refers to the City of Vernon noting that neither Coldstream, Spallumcheen, nor Lake Country (directly to the south of the RDRNO) had demonstrated any interest in boundary changes at that time. The Plan outlines three important aspects when considering an annexation:

- Property owners in the proposed annexation area be able to give input on the proposal;
- The annexation must receive provincial approval and the Ministry must be satisfied that property owners support the initiative; and
- Annexations are only considered in a block and generally not lot-by-lot.

The OCP specifically mentions the experience of the annexation of Okanagan Landing and what can be learned from it in terms of large boundary extensions that encompass a whole identifiable community (arguing this ensures existing social and cultural structures stay intact) versus a piece-meal lot-by-lot annexation. The OCP goes on to note that policies are being developed to facilitate the annexation of larger community-based blocks of land into the City of Vernon rather than small blocks or individual properties. This approach is mirrored in the City of Vernon's OCP policy on annexation.

### 3-3-4 City of Enderby and Electoral Area F

The Electoral Area and City have a good working relationship and there is a general agreement on future boundary extension plans.

## City of Enderby

The City of Enderby explicitly addressed the issue of boundary adjustment in their OCP (1995); last amended in 2010). In the OCP's *Boundary Adjustment* section, the Council's objective regarding boundary adjustments is to "accommodate the projected rate of growth and development of 4% or less over the term of this Plan within current municipal boundaries" (pg. 18). The Plan's *Boundary Adjustment Policies* states that Council will maintain the City's current municipal boundaries for the term of the OCP, though with the caveats of high growth (over 4%), shortage of readily developable land within the city limits, or to include new lands adjacent to the Shuswap River formed by the process of accretion (pg. 18). According to the RDRNO's *Population, Employment and Housing Forecast 2008-2031*, Enderby is expected to grow at a moderate rate of 1.46% per year until 2031.

The OCP identifies that "premature extension of the City boundaries and services would be wasteful and costly in social, economic and environmental terms." The Plan does recognize longer term expansion options, calling for land west of the City within Electoral Area F to be "maintained in a manner that does not interfere with the future expansion and development of the City" (pg. 18).

The City's *Boundary Adjustment Policies* can be found in Appendix E.

## Electoral Area F

The Electoral Area F OCP (2005; last amended 2010) contains a section on fringe area planning to specifically provide longer term planning for the Greater Enderby area. This policy builds on the *Enderby West Comprehensive Development Plan* completed in 1994. The potential of future boundary extensions for the City of Enderby are directly acknowledged in the OCP, identifying property adjacent and to the west of the City. To enable future annexation and urban development options, these properties are designated as Country Residential and larger zones.

### 3-3-5 Village of Lumby and Electoral Area D

The Village of Lumby completed an OCP in 2005 (last amended in 2007). Its neighbouring Electoral Area D completed an OCP in 2007 with Electoral Area E. Neither of these documents mention the issue of annexation.

### 3.4 Jurisdictional Review

This section provides a review of annexation policies and procedures across Canada. General information was obtained from the Intergovernmental Committee on Urban and Regional Research (ICURR), with critical commentary provided by John Meligrana, a professor at Queen's University's School of Urban and Rural Planning, who has studied the phenomena in-depth.<sup>9</sup>

BC has a unique system of local government with municipalities and regional districts. The unincorporated areas are represented by Electoral Area Directors on the Regional District Board, but do not have their own form of local government. Annexations in BC occur when municipalities extend their boundaries and acquire additional land from an unincorporated area. In other provinces across Canada annexation, for the most part, refers to municipalities acquiring additional land from bordering municipalities, such as the rural county.

In Canada, boundary annexations were popular in the immediate post war years, but widespread use has diminished greatly, especially in Ontario.<sup>10</sup> Still, Alberta and BC continued to use annexation frequently until the 1980s. John Meligrana argues that these provinces have chronic boundary issues and are "stuck" at that stage of local government restructure.

Across Canada there are varying processes and policies that provincial governments have implemented in respect to municipal annexations. One commonality across the jurisdictions is that a vast majority of annexations are now a locally initiated, voluntary and consensual process that is not forced by senior government. To that extent, the provincial governments generally puts the onus on the municipality to initiate a boundary extension, and grants and other incentives are no longer available to municipalities who want to undertake boundary extensions.

Appendix F provides a summary of annexation policies and procedures across the country. The table provides information on the types of municipalities, annexation process, mitigation options, final decision and provincial incentives for annexation. More detailed information on evaluation criteria and mitigation measures is provided below.

#### Evaluation criteria for annexation applications

In Alberta, the *Municipal Government Board* will consider the criteria on annexation, as well as public opinion, when preparing a written report providing recommendations to the Minister on an annexation

<sup>9</sup> Intergovernmental Committee on Urban and Regional Research (ICURR). *Municipal Annexation Processes in Canadian Provinces* October 2008.

<sup>10</sup> Meligrana, John (2000) "Toward a process model of local government restructuring: Evidence from Canada" *Canadian Journal of Regional Science* Vol XXIII (3), pages 509-530.

request.<sup>11</sup> Alberta's annexation principles requires annexation applications to be evaluated based on municipal growth projections, availability of land within current boundaries, development densities, and the logical extension of growth patterns for the affected municipalities. Annexation applications must also "illustrate a cost effective, efficient and coordinated approach to the administration of services".<sup>12</sup> This approach looks at both participating municipalities to ensure a logical delivery of services within the corresponding boundaries.

In Nova Scotia, the *Utility and Review Board* reviews an application to ensure it is in the best interest of the inhabitants of the area, taking into account the financial and social implications of the annexation.

#### Mitigation

When focusing on the potential ramifications of an annexation on the electoral area, BC has identified possible mitigation measures, as discussed in the provincial annexation policy section. Alberta, Nova Scotia and Quebec also have standard practices to compensate the original government of the area that is being annexed.

In Alberta, the standard agreement includes the equivalent five to ten years of taxation revenue from the annexed area as compensation for the municipality from which the land is being annexed. In some cases, municipalities may be required to provide compensation for recently constructed infrastructure built in the annexed area or take over a bond from the bordering municipality (ICURR, 2008). As well, special tax arrangements can be made for land owners, especially for owners of agricultural property.

In Nova Scotia, the *Utility and Review Board* is responsible for approving an annexation request. In their decision they may order compensating grants for a period of up to five years from a benefiting municipality to a municipality that loses assessment as a result of an annexation.

In Quebec, there is a distribution of liabilities and assets between the participating municipalities.

#### Challenges of Annexation

John Meligrana has examined local government restructuring across Canada, comparing different types of restructuring, including annexation, amalgamation and government reform. He argues that "annexation occurs at the expense of rural areas that are not yet politically organized".<sup>13</sup> This "fringe development," he argues, "present planning challenges and raises questions of equity and efficiency in distributing the costs and benefits of municipal services to developments beyond municipal boundaries" (ibid.). He cites both BC and New Brunswick as examples of this issue.

<sup>11</sup> These reports are available to the public at:

[http://www.municipalfairs.alberta.ca/abc\\_mfgb\\_annexations.cfm](http://www.municipalfairs.alberta.ca/abc_mfgb_annexations.cfm)

<sup>12</sup> Province of Alberta, MGB 123/06, pg. 1.

<sup>13</sup> Meligrana, 2000, pg. 522.

Meligrana identifies some of the challenges of annexation as follows:

1. Annexation can influence the number of unincorporated pieces. As well, substantial annexation may prevent the incorporation of adjoining communities.
2. Substantial embargement may enhance the relative regional power of the annexing municipality.
3. Several annexations in a given region may reflect a need for regional coordinating body.
4. Initiators are usually local stakeholders, including property owners or municipal governments, and that, "provincial legislation contains few, if any, specific guidelines regarding the amount, type or planning purposes for annexing lands to municipal government".<sup>14</sup>

Meligrana argues that because of local initiation and lack of provincial direction, annexations are applied in an *ad hoc* manner over time and do not necessarily lead to the "efficient" boundaries. He cites the irregular boundaries of Nanaimo and Edmonton that have come from a series of annexation applications.

#### Conclusion

This section provided a jurisdictional review of annexation policies and processes across Canada, as well as an academic study of the activity. Though the British Columbia system of local government with regional districts is different from other provinces, there are still lessons to be learned from reviewing other jurisdictions. In many other provinces, the annexation process involved extensive negotiation and public consultation beyond the referral and assent process followed in British Columbia. As well, in other provinces there is more provincial government involvement in the process. Still, like in British Columbia, a majority of jurisdictions have annexation processes that are initiated by residents and local governments and require the approval of residents in the affected area for the annexation to be approved.

<sup>14</sup> Meligrana, 2000, pg. 522.

## 4.0 ANALYSIS

This section presents the findings of our analysis including problem identification, and key issues and concerns related to the annexation process. A central concern, and one of the impetuses for this study, was the role of referrals and consultation with the Regional District during the annexation process. Key issues related to finance, land use planning, servicing and governance are reviewed. These issues are then organized into an *Issues and Services Matrix*, which identifies the role and impact of annexation on different stakeholders. Finally, six case studies of selected annexation applications from recent years are reviewed and analyzed.

One of the key outcomes of this phase of research was problem definition – put another way, "is there really a problem with annexation in the North Okanagan?". Our research found that the central concern and issues in recent years were due to small annexations along the urban fringe, where there appears to be less rigor and consultation in the annexation process. A review of the history and accompanying map demonstrates that many small annexations have taken place, particularly in the last five years. Over time, those small annexations add up to a substantial change in boundaries between the city and electoral area. Many of the interviewees raised concerns regarding the Okanagan Landing boundary extension and restructure, and thought there are many lessons to be learned from that process, the smaller annexations appear to be more relevant to the future of the Regional District.

### 4.1 Annexation Process

The annexation process in the RDNO is governed by Provincial legislation and a number of policy documents.

At a Provincial level, the *Local Government Act* governs the annexation process. The reference manuals created by the Ministry outlines the process, including required referrals from the municipality to the Regional District, First Nations, and Agricultural Land Commission, if applicable. According to Ministry officials, an annexation will not move forward if it does not include a referral to the Regional District. It is the Regional District's responsibility to provide information on the social and financial impacts of the annexation. Once an application is complete, it is reviewed by staff and a recommendation is made to the Minister. Annexation applications require provincial cabinet approval to be implemented.

The municipality must follow provincial procedure when applying for a boundary extension. In addition, the City of Vernon has created a flow chart and policy in the OCP to guide staff and elected officials in processing annexation applications (see Appendix C). The flow chart indicates that planning staff will review annexation applications and provide preliminary reports to Council on March 1<sup>st</sup> of each year. The procedure also outlines that public input will be received through a counter petition process. The policy, part of the City of Vernon OCP 2008, provides a proposed ultimate boundary for the City to guide

consideration of annexation applications. The section notes concerns over small annexation and for annexations that facilitate residential development outside of the city and neighbourhood centres, specifically noting that "residential intensification shall not be encouraged at the periphery of the city." Simultaneously, the City has a policy to continue to move towards the ultimate boundary, "by responding to requests for annexation from properties that fall within the specified area."<sup>45</sup>

The remaining policy notes that the City intends to undertake to study to ratify the ultimate municipal boundaries for Vernon. This study will include a review of the costs of servicing new land, evaluation of potential new land uses, consideration of rural-urban interface and protection of agricultural land, identification of expansion phases, and consultation with stakeholders.

The Regional District of North Okanagan also has a Municipal Annexation Policy (Policy LU047, 2003). This policy outlines that the RDNO will generally only consider annexation requests that are larger blocks of land, specifying established social neighbourhoods that it believes should be preserved through large block annexations. The RDNO supports consultation completed through petition or referendum, and does not support counter petition procedures. The policy also states that municipality should provide information on financial and servicing impacts on the Electoral Area local services, as part of an annexation application.

A review of the Provincial, Regional District and City of Vernon policies reveals a number of conflicts. This includes a disagreement between the Regional District and the City of Vernon over public consultation techniques, and a misunderstanding as to who should provide financial and servicing impact information. According to provincial procedure, the Regional District is responsible for providing the financial and servicing impact information as part of their referral response. As well, though there is agreement in preferring to support large lot annexations, the City of Vernon's policy also indicates support for applications that move the City towards the proposed ultimate boundary.

## 4.2 Issues

The extensive review of materials and interviews with Electoral Area Directors, local government staff and Provincial staff revealed a number of issues throughout the annexation process and subsequent impacts. These issues relate to finance and other considerations, land use, servicing, and governance and are outlined in the following section.

### 4.2.1 Financial and other

#### Financial sustainability of Regional District services

One of the central drivers for this study relates to the sustainability of services provided by the Regional District in the face of ongoing annexation activity. This is of particular concern because of the financial

<sup>45</sup> City of Vernon, Official Community Plan, p. 113.

arrangements regional districts must follow in providing services. In practice, each service the regional district delivers is on an individual cost recovery formula. This requires that each service be separately defined in the budget and the operating accounts of the regional district (Separate Fund Accounting basis). This system allows residents to "pay for what they get," but also limits the financial flexibility of the regional district when residents are removed from a service area because of annexation.

The Ministry recognizes that annexation may have an effect on the financial situation of services. During the annexation application process the regional district is responsible for identifying the services currently provided in the extension area and the financial impact on those services if the boundary extension is approved. For example, the Ministry asks, "Can the service be continued for the remainder of the service area with a reduction in operating costs with minimal financial impact?" The Ministry recognizes that mitigation measures such as financial compensation may be appropriate. However, each annexation is reviewed as a single application, prompting concerns with respect to the potential cumulative effects of multiple small annexations.

### Tax rates

Depending on the nature and structure of services provided, there may be significant differences between the rural and municipal tax rates, which directly impacts the annexed residents and businesses. This may lead to special agreements to maintain current rural tax rates for newly annexed residents or provide a phased-in tax rate; both of these approaches were utilized in the annexation of Okanagan Landing. This approach has a financial effect on both the residents of the annexed area and the municipality as a whole.

### Social/Cultural

Concerns were raised regarding the continuity of community identity and social cohesion as a result of ongoing boundary extensions. Rural Vernon's OCP raised the issue of social and cultural identity, noting preference for the annexation of a block of properties that incorporated a complete community, rather than piece-meal annexations that break up the fabric of a community identity. RDNO identifies social communities in the Municipal Annexation Policy LU047. In order to preserve established social neighbourhood identities for the long term, the Regional District will generally only support block annexations that are consistent with the 12 social neighbourhoods they identify on or near the City of Vernon boundaries.

### 4.2.2 Land use

#### Land use planning

Another motivation for this study was concerns related to land use planning in relation to annexation. In this discussion, some residents and elected officials identified boundary extensions as being responsible for rural sprawl in the fringe areas. Fringe area refers to the area immediately outside of, or boundary edge area of a municipality.

In the past (before the Regional Growth Strategies were implemented across the Province), a lack of fringe area planning often resulted in conflict between neighbours and poor land use planning. Conflict could spill over to shared involvement (services) and Provincial involvement (boundary extensions).<sup>16</sup> According to the Provincial government, Regional Growth Strategies are another instrument to achieve an "integrated and complementary land use planning frameworks for fringe areas."<sup>17</sup>

Regional Growth Strategies (RGS) provide an overall planning direction for Regional Districts within the Province. With the support of each member municipality and electoral area, the RGS should provide continuity of planning direction regardless of municipal boundaries, as individual municipal OCP's must contain a Regional Context Statement. For example, areas that have been identified as rural protection areas are protected under the RGS. Still, there are concerns that these identified areas could be reviewed and designations changed through a minor amendment to the RGS. Criterion for a minor amendment includes, "where a land use or development proposal is inconsistent with the Regional Growth Strategy and, in the opinion of the Board of Directors is not of regional significance in terms of scale, impacts or precedence" (pg. 44).

#### Agricultural land

With agriculture playing an important socio-economic role in the RDNO, a number of individuals interviewed for this study were concerned about the loss of farm land with annexations into city boundaries. In BC, agricultural land in the Agricultural Land Reserve (ALR) is regulated, in part, by the Agricultural Land Commission. This means that regardless of the land's location within or outside of city boundaries, the land is protected from development. The land owner must apply to the Agricultural Land Commission to take the land out of the ALR if they want to develop it for non-farm use. In this process, property owners may seek the support of the local government for their application for non-farm use.

In annexation application referrals, the Agricultural Land Commission has indicated their concerns regarding protection of agricultural land and annexations. This included concern that "including into the City will result in speculation and purchase of adjoining ALR land for non-farm uses. It is the Commission's experience that even though significant ALR areas exist within the City of Vernon boundaries, incremental, edge annexations are perceived as the precursor to urbanization".<sup>18</sup>

Within the RGS there is a commitment from all member jurisdictions to work together, through OCPs, to discourage the removal or subdivision of ALR lands.

<sup>16</sup> Regional District Taskforce Progress Report, pg. 17.

<sup>17</sup> Regional District Task Force Progress Report, pg. 17.

<sup>18</sup> Annexation application for 975-25<sup>th</sup> Ave. Referral response from Agricultural Land Commission, June 18, 2008.

#### Environmental Protection

There is concern that environmentally sensitive land is not sufficiently protected if annexed into a municipality. This issue was especially emphasized in relation to the Commonage land in Electoral Area 'B'.

With the approval of the RGS there is an agreement among participants to "designate and protect significant open spaces and environmentally sensitive areas in Official Community Plans and through other planning mechanisms" (RGS, ENW-2.10, p. 26). The Commonage area in Electoral Area 'C' is currently designated as a Rural Protection Area. This designation would not automatically change if the boundaries of the City of Vernon enveloped it.

There is also a relationship between urban servicing and environmental protection. On one hand urban level services is seen as part of increased density and further development. On the other hand, one of the drivers of annexation is providing city servicing to properties that may be facing significant water or sewer challenges. For example, in areas where septic systems are failing and there is a threat to the water supply, an annexation may be approved to allow the municipality to provide sewer services. This was one of the contributing factors to the annexation of Okanagan Landing.

#### 4.2.3 Servicing

One of the key motivations for property owners to join a municipality is to access city servicing, including municipal water and sewer. The want and need for sewer is particularly important for environmental protection, especially to address the issue of potential septic system failures. In some cases, residents are not actually interested in joining the municipality, but request annexation because, for instance, the City of Vernon by policy will not provide sewer servicing outside of its boundary. At the same time, RDNO policy states that in general the Regional District will not support annexation applications that are purely to obtain city servicing.

The issue of servicing is inter-related with land use. For effective and efficient delivery of urban servicing, including water and sewer, there must be a sufficient density of development; however, once urban services have been delivered to an area further density is possible.

The RGS created the Designation of rural protection areas and a rural protection boundary. Rural protection areas are those "that will not have access to water and sewer infrastructure, consist of large lot sizes and are associated with rural uses".<sup>19</sup> The Rural Protection Boundary is the "line that divides

<sup>19</sup> Regional District of North Okanagan, Regional Growth Strategy, 2011, pg. 16.



#### 4.4 Case Studies

This section presents a number of case studies based on a review of recent annexation applications to the City of Vernon. These selected applications were provided by the RDNO based on publicly available information. Each case study included a City of Vernon staff report, map of the property, referral responses from applicable agencies, and financial impact analysis. The reports were reviewed in detail to identify and clarify issues brought up in other research, as well as to assess the use of annexations policies in the jurisdiction. A summary of the case study highlights is provided in the following table.

##### 4.4.1 Selected Case Studies

Figure 4.2 Selected Case Studies

Case Study #	1	2	3	4	5	6
Property Location	Silver Star/ BX Rd	5770 Pleasant Valley Rd	Hitchcock Rd	Heritage View Estates Inc.; 975- 25th Ave	811-39th Ave	1907-15th St, 1094 and 1102 Pottery Rd
File	3370-20-13	3370-20-11	3370-20-05/ 3370-22-11	ANX00008 3370-20-16	ANX00007 3370-20-15	ANX00009 3370-20-17
Year	2006/2007	2006/2007	2007/2008	2008	2008	2009
Number of properties	15	2	10	1	1	3
Response from RD	No response*	Not supported	No response	Not supported	Not supported	Not supported
Response from ALR	No	No	No	Yes	Yes	Yes
Response from ALC	n/a	n/a	n/a	Not supported	Not supported	Not supported
Annual municipal financial impact: excess or (shortfall)	\$20,628	Not specified**	(\$8,099)	(\$710)	(\$1,330)	\$1,400
Past annexation applications	2006	2004	n/a	1990	1990, 2004	n/a
Ministry response	Approved	Approved	Approved	Approved	Approved	Approved

\* Previously, RDNO staff and Electoral Area 'C' APC stated they did not support the annexation application.  
\*\* Estimated \$4,200 annual maintenance cost for portion of Pleasant Valley Rd.

##### 4.4.2 Case Study Findings

Based on the above summary of recent annexation applications to the City of Vernon, a number of common themes are revealed, as follows:

- Multiple annexation attempts;
- Indication of intent for development, including intent to apply to remove land from the ALR and/or obtain OCP/zoning re-designation;
- Applications are not supported by the Regional District of North Okanagan;
- Financial cost or benefit to the City, with a majority of recent annexations being a financial cost to the municipality; and,
- Property is located within the ultimate city boundary in Vernon's 2001 OCP "Plan Vernon" or City of Vernon's OCP 2008.

None of the case study applications were supported by the Regional District, where commented upon. Applications for lands within the ALR were not supported by the Agricultural Land Commission, due to potential pressures for ALR exclusions within the urban fringe area. Furthermore, a number of the applications identified financial deficits to the municipality, putting into question the motivation for the annexation. Despite a number of these issues and objections from the RDNO and ALC, all of the applications identified in the case studies (some after repeated attempts) were approved by the Ministry, as they met the technical requirements for minor boundary extensions. These themes raise questions with respect to the value and impact of the referral process, and the Ministry's consideration of the integration of issues (finance, land use, servicing and governance) as part of the boundary extension approval process.

## 5.0 CONCLUSION

Urban Systems Ltd. was commissioned to explore the cumulative impact of recent annexation activity on electoral areas in the Regional District of North Okanagan. This report is the result of the first phase of the study, which provides an overview of the history, current situation and issues involved with respect to the subject.

This report provided an overview of the existing situation in the RDNO, including population, municipal and electoral area boundaries, political representation, services, and land use planning and regulation. The report focuses on the four key areas identified for further study, namely the Commonage and BX-Foothills neighbourhoods adjacent to the City of Vernon, as well as west Enderby and northwest Lumby.

A review of annexation policies and procedures outlined in Provincial legislation and best practices was undertaken. In addition, a review of local government community planning documents including the Regional Growth Strategy and Official Community Plans, as well as regional and municipal policies was undertaken. There were a number of similarities found in the policies, such as the preference to support annexations of large blocks of land, as well as to consider land use, servicing and finance during the application process. In practice, however, these similarities in local and regional policy do not appear to be followed through in the decision making process, as recent annexations were approved by the Ministry that appear to be in contravention of these policies. To bring greater cooperation and agreement in the annexation process, the Ministry has suggested the participating local governments (RDNO and municipalities) establish a joint protocol or process for the development of boundary extension proposals before they are submitted to the Ministry. By doing so, the parties involved could achieve greater agreement within a more equitable, transparent and inclusive process.

A review of recent annexation activity was completed as part of this phase of the project. This research found that the majority of annexations were taking place around the urban fringe areas of the City of Vernon, and that these annexations were small boundary extensions. The results of these applications raise some concerns regarding Regional District input in the process. One of the key areas of input that Regional Districts have in the annexation process is to identify the effect that annexation will have on the financial and services. With small annexations, this effect is not seen immediately, but instead becomes part of the cumulative effects related to multiple annexations. As well, these small annexations do not seem to receive the same level of scrutiny by the Ministry because they are only a few contiguous lots, rather than a larger area. Finally, the case studies revealed that in many cases the approved annexations did not follow the OCPs or applicable municipal and RD annexation policies.

Based on research and interviews with former and current RDNO elected officials and staff, as well as Provincial staff, a list of key issues was created. These issues focused on finance and other issues, land use planning, servicing, and governance. Once identified, a matrix was created that could be applied to evaluate the impact of annexation on key participants in the process: the municipality, regional district and residents of the affected area.

A number of case studies explored recent annexation activity within the urban fringe area, and identified an apparent lack of integration of the key drivers – land use, finance, servicing, and governance – for consideration in the annexation approval process. In reviewing the case studies as presented, the process generally included four key players: the municipality, the regional district, the Provincial government and, in the case of land in the Agricultural Land Reserve, the Agricultural Land Commission. The case study review reinforced the different roles and influences that these players have in the annexation process. In particular, there is different influence in relation to the themes of governance, land use, servicing and finance. Figure 4.3 demonstrates the areas of influences each organization holds.

Figure 4.3 Roles and Decision-making Power of Key Organizations in the Annexation Process

	Governance	Land Use	Servicing	Finance
Regional District		○	○	○
Municipality	○	○	○	○
Ministry	○		○	○
Agricultural Land Commission		○		

The review of key organizations and their roles reveals that there may be a lack of integration with the four different themes of governance, land use, servicing and finance. There is a need for a broader consideration of these themes as a whole in the annexation process by all key organizations. Specifically, it would be beneficial if the Regional District were more involved with governance aspects, and if the Ministry were more considerate with respect to potential land use impacts.

Some of the case studies highlighted this apparent disconnect between land use and governance, especially as it applied to agricultural land. The Agricultural Land Commission, in response to one annexation application, provided an option that would provide more integration of the issues, "recommending that an annexation decision await the outcome of an exclusion application."<sup>22</sup> This

<sup>22</sup> Annexation application for 975-25<sup>th</sup> Ave. Agricultural Land Commission. Referral response, June 18, 2008.

application was subsequently approved by the Ministry of Community, Sport and Cultural Development. Perhaps with a joint protocol framework, a broader and more comprehensive assessment of boundary extensions could be undertaken in the future.

The RDNO Annexation Impact Study is proposed to be undertaken in three phases. This first phase report provides an introduction to annexation policy and procedures and the issues involved from the RDNO. If the committee decides to pursue further research on this topic, phase two would provide a detailed evaluation of the cumulative effects of annexation on unincorporated areas in the RDNO. This research would include the following:

- A more detailed evaluation of the financial, land use, service delivery and social impacts and outcomes of the 1993 Okanagan Landing annexation of Electoral Area "A" into the City of Vernon;
- An overall financial accounting of cumulative annexation applications over the last 10 years for affected Electoral Areas, focusing on the key priority boundary areas;
- A analysis framework to identify the **cumulative effects** of annexation on Electoral Area priority boundary areas, including:
  - Economic and taxation impacts;
  - Land use impacts;
  - Service levels and infrastructure cost;
  - Social and community fabric and identity;
  - Agricultural Land Reserve loss; and
  - Governance.

An area of interest which was not specifically identified in the original terms of reference for detailed review is the Foothills area. Similar to the Okanagan Landing area, a more detailed analysis of the Foothills area could be explored in Phase Two of this initiative.

The final phase of the project would incorporate the analysis developed in phase two with the proposed joint protocol framework proposed by the Ministry. It would involve negotiation and agreement with the affected municipalities, regional district, provincial agencies, and the Ministry of Community, Sport and Cultural Development.

The consultants acknowledge and thank those who provided information and agreed to be interviewed for this project. The report is not meant to cast a shadow on those involved in boundary extension approvals, but merely to provide an overview of the current process and identify and potential issues and gaps which could be addressed through further analysis and a protocol agreement for future annexations.

## APPENDIX A

Letter from the Mayor of Vernon re: Okanagan Landing annexation



**THE CORPORATION OF THE CITY OF VERNON**

3400 - 30th Street, Vernon, British Columbia, V1T 5E6  
 City Hall Telephone (604) 545-1361 Fax (604) 545-7876  
 City Yards Telephone (604) 549-6737 Fax (604) 545-3345



REPLY ATTENTION:  
 OUR FILE: \_\_\_\_\_

March 29, 1993

TO: THE OKANAGAN LANDING/BELLA VISTA CITIZENS GROUP

Dear Sirs:

In response to your recent letter, I am pleased to provide the following clarification regarding various issues as they relate to possible amalgamation of Okanagan Landing and the City of Vernon:

1. The City will provide existing Landing residents with access to trunk sewer lines, force mains, lift stations, sewage treatment plant and effluent disposal at no cost. Existing residents will be required to pay, through a specified area tax, for the cost of collector lines that may be required to connect to trunk mains.
2. Sewer services will be provided as far as Okanagan Lake in 1993. The majority of existing subdivisions would have sewer services installed in 1994, subject to the residents agreeing to specified areas as described above.
3. The City is currently amending its Waste Management Plan to provide expansion of the existing sewage treatment plant to service a population of 60,000. The Marshall Farm will be retained by the City for recreational purposes upon approval of the amended Waste Management Plan.
4. Under amalgamation, the provincial government has agreed to the City's proposal for a separate 10-year advisory Planning Committee for the Landing to provide input into planning, servicing and environmental matters. Additionally, all Landing residents will have access to the public hearing process associated with a review of the Official Community Plan. Until this review is completed, the City will impose a moratorium on all new rezoning or subdivision applications.
5. The City is committed to provide City water to Landing customers upon request of the individual water utilities. Trunk water mains will be extended as far as Okanagan Lake in 1993. As water demand increases, it is the City's intention to convert the existing outfall line to a domestic water intake.

Page two

6. The provincial government will be responsible for all police costs in the Landing for 5 years. The Consultant's report states that this will include 4 additional R.C.M.P. officers to serve the current Okanagan Landing population.
  7. Existing garbage collection will be maintained.
  8. The present volunteer fire department will be maintained. Any possible future changes would only be considered if requested by the Landing community.
  9. Roads in the Landing will be maintained to the current standards.
  10. The condition of provincial grants for policing, road maintenance and upgrading, water, sewer, etc. will require that all money be spent only in the Okanagan Landing area.
11. All existing properties in the Landing would pay taxes at the lower of the rural tax rate or the City tax rate until the year 2002.

Yours truly,

*Wayne McGrath*

Wayne McGrath,  
 Mayor.



**REGIONAL DISTRICT OF NORTH OKANAGAN**

**POLICY NO. LU047**

Page 1 of 3

Municipal Annexations			
Title	To establish policies and procedures for the consideration of municipal annexation referrals.		
Purpose of Policy	Regional Board		
Approved By	Effective Date	Revised Date	Prepared by
Supercedes	July 8, 2003		Development Services
	GG008, GG009, GG010, GG021, GR001, GR002		

**POLICY STATEMENT** This policy is subject to any specific provision of the Municipal Act, or other relevant legislation or Union Agreement.

The Regional District recognizes that an adjoining municipality may initiate a process to annex land within an Electoral Area. The Regional District also recognizes that the Ministry of Community, Aboriginal and Women's Services has developed Policies that the Municipality and the Regional District should follow. However, the Regional District also considers that these Provincial Policies do not fully involve the Regional District and the residents in the Electoral Areas; therefore, the following policies have been enacted to augment these Provincial Policies

General Annexation Policies

1. The Regional District generally will only consider an annexation request that follows a larger block of land or several properties and will generally not consider an annexation request that includes an individual property or a small block of properties.
2. The municipality must provide all current property owners and residents in a proposed annexation area an opportunity to register their approval or rejection of the proposed annexation; and  
it is the policy of the Regional District that this consultation should be done by information sessions followed by a petition or referendum. The Regional District does not support the use of a counter-petition process as a means to determine public support for a proposed annexation.
3. The Regional District may hold a public meeting on a proposed annexation prior to the Regional District providing any resolution on the proposed annexation.
4. It is the policy of the Regional District that the results of the consultation with property owners and residents as well as the results of any petition or referendum should be made generally available prior to the Regional District providing any resolution on the proposed annexation; however,  
the Regional District also recognizes that there may arise special circumstances where a resolution may be necessary before this information is available.

G:\10046099 ADMINISTRATIVE\REG-10 Circulars, Directives, Orders, Manuals, Policies\03146\_30 Policies and Procedures\0181 Board Policy Manual\and Use of Land\03050547 MUNICIPAL ANNEXATIONS.doc  
02/25/08

**APPENDIX B**

Regional District of North Okanagan Annexation Policy (LU047)



REGIONAL DISTRICT OF NORTH OKANAGAN

POLICY NO. LU047

Page 2 of 3

Municipal Annexations	
Title	To establish policies and procedures for the consideration of municipal annexation referrals.
Purpose of Policy	
Approved By	Effective Date
Supercedes	Revised Date
	Prepared by
	Development Services
	GG008, GG009, GG010, GG021; GR001, GR002

**POLICY STATEMENT** This policy is subject to any specific provision of the Municipal Act, or other relevant legislation or Union Agreement.

- Any proposed annexation advanced by a municipality should include a proposal on any financial or servicing impacts on the provision of local services in the Electoral Area for consideration by the Regional District.
- Where a proposed annexation entails land development, the Regional District will only support an annexation that is consistent with the policies of the Regional District Official Community Plan and if not, the Regional District will consider an amendment to the Plan prior to providing comment on the annexation request with special consideration of buffers as may be appropriate with new developments adjacent to Agricultural or Rural Lands in the Electoral Areas.

**Annexation Policies Specific to City of Vernon Annexation Proposals**

- It is understood that the annexation of land into the City of Vernon may be undertaken by blocks; however, to preserve established social neighbourhood identities for the long-term, the Regional District will generally only support block annexations that are consistent with established social neighbourhoods such as:

- BX Villa
- The BX
- MacDonald Road area
- Tifficum
- Dixon Dam
- Hartnell Road area
- McLennan Road area
- West Swan Lake
- PV Road Commercial Properties to the Stickle Road area
- Swan Lake Commercial District
- Birnie Road area
- North Commonage



REGIONAL DISTRICT OF NORTH OKANAGAN

POLICY NO. LU047

Page 3 of 3

Municipal Annexations	
Title	To establish policies and procedures for the consideration of municipal annexation referrals.
Purpose of Policy	
Approved By	Effective Date
Supercedes	Revised Date
	Prepared by
	Development Services
	GG008, GG009, GG010, GG021; GR001, GR002

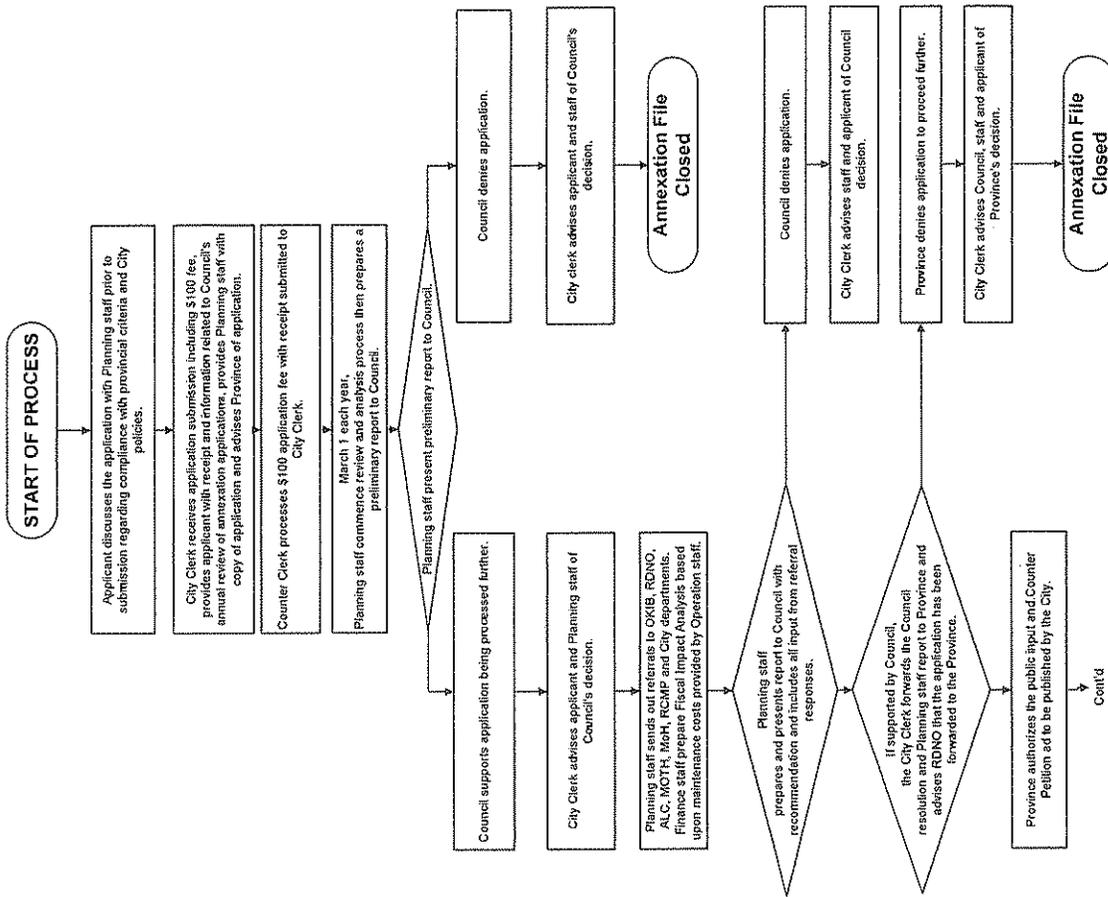
**POLICY STATEMENT** This policy is subject to any specific provision of the Municipal Act, or other relevant legislation or Union Agreement.

- Notwithstanding the policy to preserve established social neighbourhood identities, the Regional District will consider a block annexation that follows a logical servicing boundary that has been established through a servicing study or a block annexation within an 'Urban Containment Boundary' as defined in an Official Community Plan.
- The Regional District will not recognize an annexation application or petition to the City of Vernon from an individual or developer who has agreed to annexation to facilitate a connection to the City of Vernon sewer system and that individual or developer does not currently wish to be annexed.
- When any comprehensive plan is being undertaken to consider the 'Ultimate Boundary of the City of Vernon' or if a full annexation proposal is being presented towards the 'Ultimate Boundary', it will be necessary to consider the provision of local services to the properties located on the east side of Kalamalka Lake which are not within this 'Ultimate Boundary'.



# ANNEXATION APPLICATION PROCEDURE FLOWCHART

RDNO Annexation Impact Study  
Phase 4 Final Report



## APPENDIX C

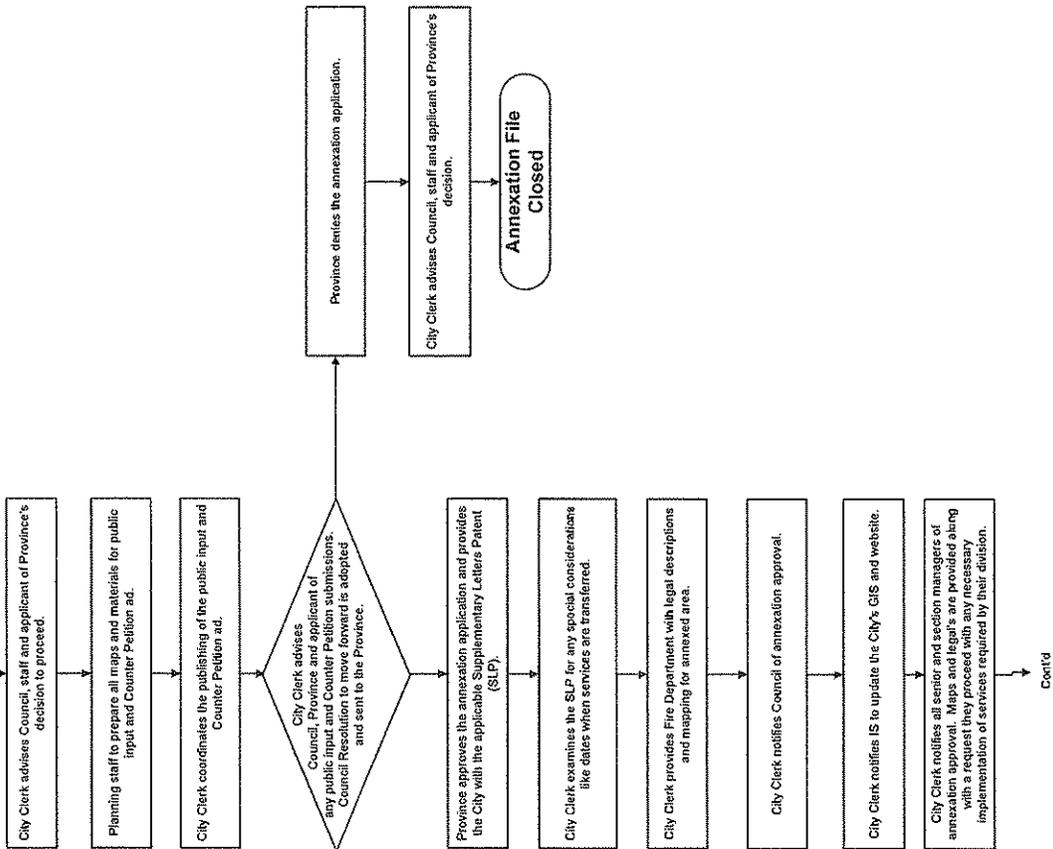
City of Vernon Annexation Procedure Flowchart

**URBAN**SYSTEMS.

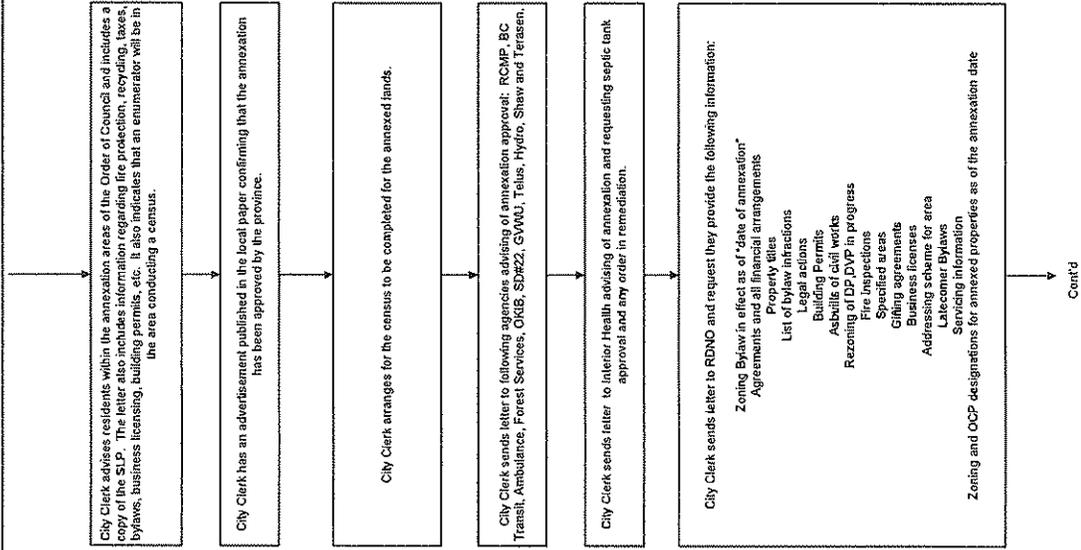
1203.0012.01 / January 2012  
2012-01-13-0970-Annexation Impact Study - Final Report Jan 2012



# ANNEXATION APPLICATION PROCEDURE FLOWCHART (CONT'D)

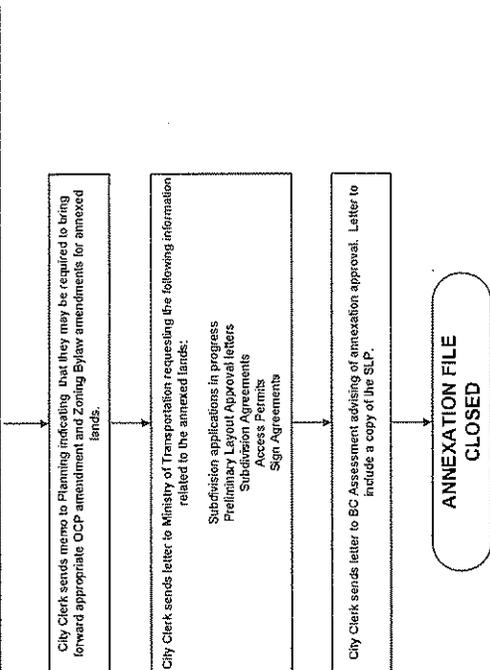


# ANNEXATION APPLICATION PROCEDURE FLOWCHART (CONT'D)





## ANNEXATION APPLICATION PROCEDURE FLOWCHART (CONT'D)



## APPENDIX D

City of Vernon OCP- Annexation (2008)

21.0 Annexation

Goals

To provide a process for consideration of annexation applications.

To propose undertaking a study to determine the phased amalgamation of appropriate lands, in the absence of direction from the provincial government in this regard.

Guiding Principles

- Protect and preserve green spaces and sensitive areas
- Ensure housing meets the needs of the whole community
- Create a culture of sustainability
- Protect agricultural land
- Create strong, compact and complete neighbourhoods
- Ensure development pays for itself

Context

Map 14 proposes an ultimate municipal boundary for Vernon, prepared to provide general guidance in the consideration of annexation applications. In some locations the boundary is quite precise, such as along Kalamalka Lake or along the Okanagan Indian Band Reserve boundary. In other areas the potential boundary is very general and will need to be refined, such as on the hillside east of the city. Map 14 is incorporated in the OCP simply to illustrate where the boundary could be over the long term. Specific land use designations cannot be assigned to lands outside the City's boundary and there is no intent to apply City land use policies to lands outside the existing City boundaries. The projected future boundary of the City would involve the phased annexation of parts of Electoral Areas B and C, based on the desires of residents to join the City.

While this has been and continues to be the City's approach to annexation, there are a number of issues associated with this that need to be examined. A "property by property" approach is time consuming for all parties, and tends to reflect individual property interests as opposed to the city's long term plans for planning, development and infrastructure phasing.

Further, there are concerns related to the trend towards annexation to facilitate residential densification. With the direction of the land use plan, allocations of increased density far from the City Centre and designated neighbourhood centres are contrary to the growth strategy embodied in this plan. Attention

must also be paid to the rural-urban interface, to ensure that the residential subdivision pattern does not encroach into or serve to fragment ALR lands, particularly on the city's eastern boundary.

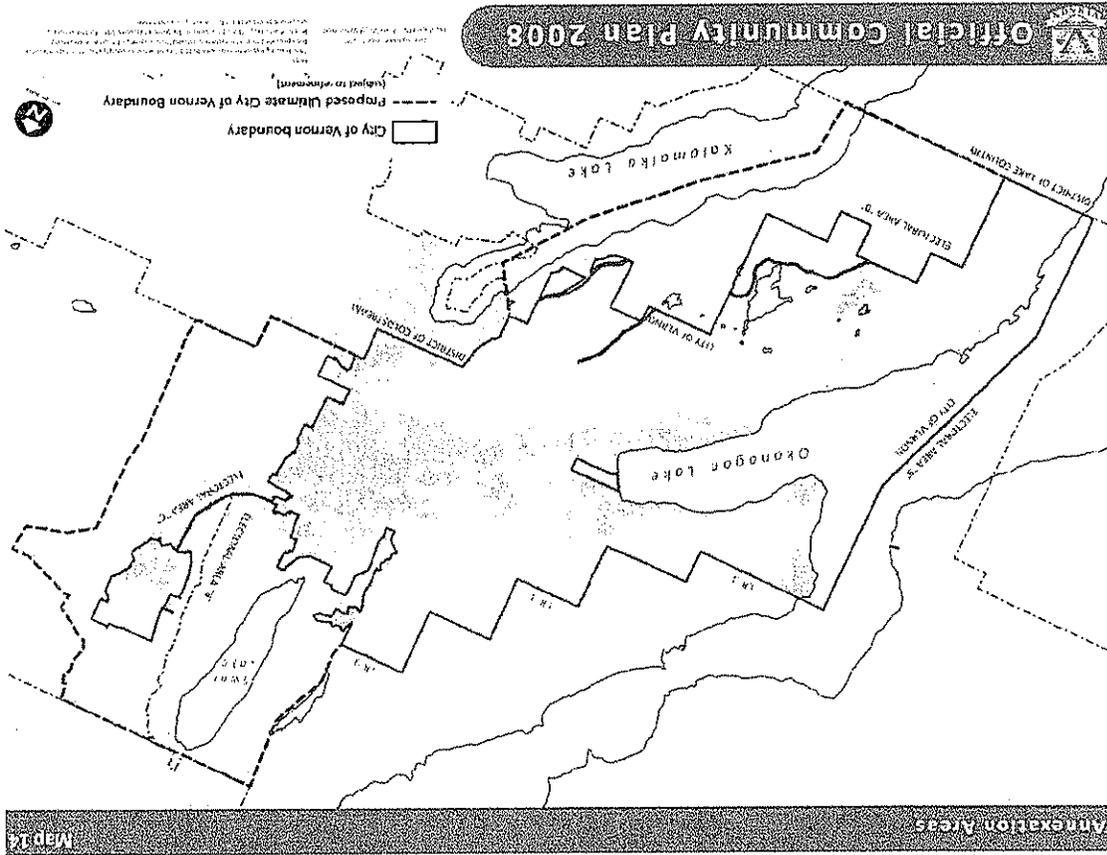
In 2007 and 2008, the provincial government took preliminary steps at considering the governance structure of the area, including changes to the municipal boundaries, but no changes resulted from this. If no additional direction is provided by the province in this regard, a study should be undertaken in advance of the next OCP review to address these issues. That study should examine the relative cost and benefits of the extension of the municipal boundaries, and determine what those boundaries should ultimately be and the best way of pursuing it.

Supporting Policies

- 21.1 Continue to move towards the establishment of the municipal boundaries as set out in Map 14, by responding to requests for annexation from properties that fall within the specified area.
- 21.2 In expanding the municipal boundaries, the City will work closely with residents to ensure that the rural character of an area is respected and considered in the evaluation of the annexation application. With respect to the growth strategy embodied in this plan, residential intensification shall not be encouraged at the periphery of the city.
- 21.3 In the absence of direction from the provincial government in a timely manner on the city's ultimate boundary, the City shall undertake a study on the ultimate municipal boundaries for Vernon, to include consideration of the following:
  - a. Costs of servicing new lands (and outstanding service provision to any previously-annexed lands, if applicable), phasing and fiscal impact assessment.
  - b. Evaluation of potential new land uses, with due consideration to the City's land use plan and growth strategy, as well as the results of the Regional Growth Strategy planning process.
  - c. Consideration of the rural-urban interface and policies to protect agricultural lands.
  - d. Identification of expansion phases, if appropriate, in order to include large areas within a single application.
  - e. Consultation with residents and property owners, affected jurisdictions and agencies.

# APPENDIX E

Village of Enderby Boundary Adjustment Policies



**SECTION 8 – BOUNDARY ADJUSTMENT**

**8.1 Discussion**

Research and analysis has determined that there is enough land base within current City boundaries to accommodate a sustained growth rate of 4% for at least the five year term of this Plan. The premature extension of City boundaries and services would be wasteful and costly in social, economic and environmental terms. The objectives and policies stated below maintain existing municipal boundaries for the term of this Plan. In addition, they call for land to the west of the City within Electoral Area "F" of the Regional District to be maintained in a manner that does not interfere with the future expansion and development of the City beyond the term of this Plan.

**8.2 Boundary Adjustment Objective**

Council has the following objective for Boundary Adjustment:

- a. To accommodate the projected rate of growth and development of 4% or less over the term of this Plan within current municipal boundaries.

**8.3 Boundary Adjustment Policies**

- a. Council will maintain the City's current municipal boundaries for the term of this Plan.
- b. Notwithstanding policy 8.3a., Council may contemplate and subsequently implement an extension of the City boundaries under the following circumstances.
  - i. If the rate of growth is, or is projected to exceed, a rate of 4% per annum;
  - ii. if Council is satisfied that there is a shortage of readily developable land within the City; and/or,
  - iii. to include new lands adjacent to the Shuswap River formed by the process of accretion.

- c. Council will cooperate with the Regional District in maintaining those lands to be west of current boundaries with rural uses, densities and configurations that do not encumber the future expansion and development of the City.

# APPENDIX F

Jurisdictional Review of Annexation Processes across Canada

Province	Local Government System	Annexation process	Mitigation options	Final Decision	Provincial incentives
Alberta	Cities, towns, villages, rural municipalities, and municipal districts	Participating municipalities negotiate the annexation and then apply to the Municipal Government Board. If there is an agreement, the Board makes a recommendation to the Minister. If there are objections, a public hearing may be held before a final recommendation.	The hearing (including) municipality may with additional compensation for recently built infrastructure.	Minister of Municipal Affairs and Housing	Information resources
Manitoba	Cities, towns, villages, rural municipalities, and local government districts	Participating municipalities negotiate and must consult with the public. A report of the process and results is submitted to the Board of Municipalities. Public hearings may be held before a recommendation is made to the Minister.	Information resources	Minister of Municipal Affairs and Housing	None
Ontario	Cities, counties, district municipalities, regional municipalities, towns, townships, united counties, and villages	Participating municipalities must agree and consult with public before applying to the Minister. The Minister, or an appointed territory, the <i>County Municipal Board</i> may approve the annexation upon application from a local municipality, Minister, or Minister of Municipal Affairs and Housing.	None	Minister of Municipal Affairs and Housing	None
Quebec	Rural municipalities and villages	The Minister passes a by-law to extend their boundaries, which the affected municipality responds. A referendum is then held in the affected area, with an optional public hearing. Contracts are heard by the <i>Commission municipale du Québec</i> , with mediation to decide the distribution of assets and liabilities.	Distribution of assets and liabilities.	Minister	Annexation is encouraged, but partial annexation is not.
Newfoundland and Labrador	Cities, towns, and unincorporated municipalities	Initiated by the Minister, a committee made up of municipal and affected area residents is appointed to undertake a feasibility study. Recommendations to the Minister, Annexations will only take place if there is public consent.	Provincial Cabinet with recommendation from the Minister	None	None
New Brunswick	Cities, towns, villages, and rural municipalities	A municipality sends a letter of interest to the Minister, who undertakes an initial assessment. If annexation is viable and the Minister makes a recommendation. After measuring local support in the affected area, the Minister makes a recommendation.	Provincial Cabinet with recommendation from the Minister	None	None
Nova Scotia	Regional municipalities, towns, and rural municipalities	Compensating grants for up to 5 years from a hearing municipality to an affected municipality. The <i>Utility and Review Board</i> establishes proposed boundaries and studies to be undertaken. If results are favourable and there is public support, the Board orders the annexation.	Compensating grants for up to 5 years from a hearing municipality to an affected municipality.	None	None
Prince Edward Island	Cities, towns, and communities	For annexation into areas where no municipal government is provided the existing municipality forwards the residents in the potential annexed area, adopts a resolution and applies to the Minister for annexation. The Minister directs the <i>Regulatory and Appeals Commission</i> to hold a public hearing. The Commission makes a recommendation.	Cabinet with recommendation from the Minister and Regulatory and Appeals Commission	None	None

Source: Intergovernmental Committee on Urban and Regional Research (ICURR), 2008





ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

## News Release

For Immediate Release  
Friday, March 30, 2012

---

### Huu-ay-aht & Yuułu?it?ath Nations Join the ACRD Board

As of April 1, 2012, the Board of Directors of the Alberni-Clayoquot Regional District (ACRD) will increase from 10 to 12 members with the addition of the Huu-ay-aht and Yuułu?it?ath Nations. Their inclusion at the Board continues the implementation of the Maa-nulth Treaty.

***“We Welcome representation of Huu-ay-aht and Yuułu?it?ath Nations at the Board, they will provide broader inclusion and expanded cooperation among the communities within the Regional District”*** stated Regional District Chair Glenn Wong.

The first official Board meeting with all twelve directors will be Wednesday April 11<sup>th</sup> at 1:30 pm in the Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC. The meeting will start with a welcoming ceremony. A Commissioner for taking affidavits will be on hand to conduct the oaths of office for the new Treaty First Nation Directors.

This is unprecedented in British Columbia for a Regional District to grow by two new members representing First Nations. In the future both the Toquaht and Uchucklesaht Nations will also join. In the meantime, they remain as observers able to attend and follow Regional District business in advance of their formal participation.

Russell Dyson  
Chief Administrative Officer  
Alberni Clayoquot Regional District  
(250) 720-2705  
[www.acrd.bc.ca](http://www.acrd.bc.ca)





## Federal Budget Highlights

### Federal Budget 2012

Earlier today, Finance Minister Jim Flaherty tabled the 2012 Budget (Economic Action Plan 2012) in the House of Commons. The following excerpts identify measures of interest to BC local governments.

### General Government Finances

#### Reductions in Departmental Spending

- The results of the Government's review of departmental spending amount to roughly \$5.2 billion in ongoing savings, representing 6.9 per cent of an aggregate review base of \$75.3 billion.

#### Deficit Reduction Plan

- The deficit is projected to fall to \$21.1 billion for 2012 – 20113, with a projected surplus by 2015-16.

### Community Infrastructure

Economic Action Plan 2012 proposes:

- \$150 million over two years for a new Community Infrastructure Improvement Fund to support repairs and improvements to existing community facilities.
- \$27.3 million over two years to support the divestiture of regional ports and the continued operation and maintenance of federally owned ports.
- \$5.2 billion over the next 11 years on a cash basis to renew the Canadian Coast Guard fleet.

- \$101 million over the next five years on a cash basis to restore and modernize the Esquimalt Graving Dock.
- Under the Beyond the Border Action Plan, announced in Fall 2011, the Government will modernize and expand capacity at priority border facilities in Western and Central Canada.

### Changes to Regulatory Frameworks

#### New Provisions for Responsible Energy Development

- Economic Action Plan 2012 proposes \$35.7 million over two years to further strengthen Canada's tanker safety regime and support responsible development.
- Measures include:
  - New regulations which will enhance the existing tanker inspection regime by strengthening vessel inspection requirement
  - Appropriate legislative and regulatory frameworks related to oil spills, and emergency preparedness and response.
  - A review of handling processes for oil products by an independent international panel of tanker safety experts.
  - Improved navigational products, such as updated charts for shipping routes.
  - Research to improve our scientific knowledge and understanding of marine pollution risks, and to manage the impacts on marine resources, habitats and users in the event of a marine pollution incident.

### Strengthening Pipeline Safety

- Economic Action Plan 2012 proposes \$13.5 million over two years to strengthen pipeline safety.

### The Northern Pipeline Agency

- Economic Action Plan 2012 proposes \$47 million over two years to the Northern Pipeline Agency, a single window regulatory body to oversee the planning and construction of a major pipeline—the Alaska Pipeline—to transport natural gas from Alaska through Canada to the lower 48 U.S. states.

### Amending Mining Regulations

- To address an existing regulatory gap and provide greater certainty for the mining industry in Canada, Economic Action Plan 2012 proposes \$1 million over two years to Environment Canada to expand Metal Mining Effluent Regulations to non-metal diamond and coal mines.

### Review Process for Major Economic Projects

- Economic Action Plan 2012 proposes system-wide legislative improvements to the review process for major economic projects to achieve the goal of “one project, one review” in a clearly defined time period for major economic projects.

### Major Projects Management Office Initiative

- Economic Action Plan 2012 proposes \$54 million over two years to renew the Major Projects Management Office initiative.

### Consultation Under the Canadian Environmental Assessment Act

- Economic Action Plan 2012 proposes \$13.6 million over two years to support consultations with Aboriginal peoples.

### Removal of Fossil Fuel Subsidies

- To enhance the neutrality of the tax system, tax preferences for resource industries will be phased out.

## Economic Development

### Trade Agreements

- The Government is working to conclude negotiations toward trade agreements with the European Union (EU) and India.
- The Government will continue to engage with China to explore how to best enhance our growing bilateral trade and economic relations.
- In November 2011, the Prime Minister formally indicated Canada’s interest in joining the Trans-Pacific Partnership (TPP) negotiations.
- The Government is also expanding relations with the Asia-Pacific region and wants to deepen its commercial presence in Africa.

### Support to Fisheries

- \$10.5 million in 2012–13 to support key fisheries science activities.

### Expanding Tax Support for Clean Energy Generation

- Economic Action Plan 2012 proposes to expand the eligibility for the accelerated capital cost allowance for clean energy generation equipment to include a broader range of bioenergy equipment.

### Connecting Canadians With Available Jobs

- Economic Action Plan 2012 proposes \$21 million over two years to connect unemployed Canadians with jobs.

### Investing in First Nations Communities

Economic Action Plan 2012 proposes:

- Announcing the Government’s intent to explore with interested First Nations the option of moving forward with legislation

that would allow private property ownership within current reserve boundaries.

- Providing \$330.8 million over two years to build and renovate on-reserve water infrastructure and support the development of a long-term strategy to improve water quality in First Nations communities.
- Providing \$11.9 million in 2012–13 to support shelter services and violence prevention programming on reserves.

#### Hiring Credit for Small Business

- Economic Action Plan 2012 proposes \$205 million to extend the Hiring Credit for Small Business for one year.





## LEGISLATIVE UPDATE

### **BILL 8 – 2011**

#### **COMMUNITY, SPORT AND CULTURAL DEVELOPMENT AMENDMENT ACT**

The Act introduces amendments to the Assessment Act, Community Charter, Local Government Act, Vancouver Charter, School Act, Taxation (Rural Area) Act and the Municipal Finance Authority Act. (see IN THE HOUSE – Legislative Update – November 9, 2011 for details see: <http://www.ubcm.ca/assets/library/Publications/In~The~House/2011>)

The legislation was passed on February 21, 2012.

### **BILL 20 — 2011**

#### **AUDITOR GENERAL FOR LOCAL GOVERNMENT ACT**

The Act establishes a Municipal Auditor General for local government. (see IN THE HOUSE – Auditor General for Local Government Act – November 24, 2012 for details see: [http://www.ubcm.ca/assets/library/Publications/In~The~House/2011/UBCM\\_Provincial\\_InTheHouse\\_24November2011.pdf](http://www.ubcm.ca/assets/library/Publications/In~The~House/2011/UBCM_Provincial_InTheHouse_24November2011.pdf))

The legislation was passed on March 27, 2012, the debate on the legislation took place on March 26, 2012 and March 27, 2012 and can be found at (<http://leg.bc.ca/hansard/8-8.htm>)

### **BILL 24 — 2012**

#### **PREVENTION OF CRUELTY TO ANIMALS AMENDMENT ACT, 2012**

The Act provides the province with additional powers to manage the process:

- authorizes the minister to make, change or disallow bylaws of the society respecting enforcement of the Act.
- authorizes the minister to require the society to make reports.
- provides for the review and appeal of decisions made by authorized agents and the society in relation to taking animals into custody, to the disposition of animals and to costs.
- adds a power for persons appointed by the minister to exercise the powers of authorized agents in parts of British Columbia in which no authorized agent is acting.

### **BILL 25 — 2012**

#### **MISCELLANEOUS STATUTES AMENDMENT ACT, 2012**

The Act introduces amendments to the Local Government Act and the Assessment Act.

#### ***Local Government Act, sections 6.51, 200.1, 794.1, 797.31 and Section 787***

The following changes are proposed:

- adds provisions concerning reasonable notice by a regional district, interference with regional district officers and employees, public access to regional district records and referenda.
- allows the board of a regional district to appoint an alternate electoral area director if an electoral area director declines to appoint an alternate.

Outlined below are the detailed amendments that were introduced:

#### ***Local Government Act***

**8** *The Local Government Act, R.S.B.C. 1996, c. 323, is amended by adding the following sections:*

*Notice by regional district: obligation satisfied if reasonable effort made*

**6.51** If this or another Act requires a regional district, a board or a regional district officer or employee to give notice or

to mail, send or deliver a notice, the obligation is satisfied if a reasonable effort was made to mail or otherwise deliver the notice.

*Prohibition against interfering with regional district officers and employees*

**200.1** A person must not interfere with, hinder or obstruct a regional district officer or employee in the exercise or performance of his or her powers, duties or functions.

*Public access to regional district records*

**794.1** (1) In addition to the public access provided by the *Freedom of Information and Protection of Privacy Act*, a board may, by bylaw, provide for public access to its records and establish procedures respecting that access.

(2) If an enactment requires that a regional district record be available for public inspection, that obligation is met by having the record available for public inspection at the regional district offices during regular office hours.

(3) If a regional district record is available for public inspection, a person may have a copy made of all or part of the record on payment of any applicable fee the board establishes under section 363 [imposition of fees and charges].

(4) A person inspecting a record of a regional district must not, without authorization, remove the record from the place where it has been provided for inspection.

(5) An obligation under section 97 of the *Community Charter*, as that section applies to regional districts under section 794 of this Act, to provide public access to a regional district record does not apply to records that must not be disclosed under the *Freedom of Information and Protection of Privacy Act*.

*Board may seek regional district opinion*

**797.31** (1) Without limiting section 797.3, a board may seek the opinion of the electors of the regional district on a question that the board believes affects the regional district, by voting or another process the board considers appropriate.

(2) If a board seeks an opinion under this section, the board must seek the opinion of the electors of the entire regional district.

(3) The results of a process under this section are not binding on the board.

(4) The board is responsible for conducting the voting or other process under this section.

(5) The seeking of an opinion under this section is deemed to be general administration within the meaning of section 800 (2) (a).

*9 Section 787 is amended*

*(a) by repealing subsection (1) and substituting the following:*

(1) Within 60 days of an electoral area director being elected, or of the office of an alternative director appointed under this section for the electoral area director becoming vacant through resignation, disqualification or death, an electoral area director must appoint, as an alternate director, a person who has the qualifications necessary to be nominated as a director for that electoral area.

(1.1) If an electoral area director does not appoint an alternate director in accordance with subsection (1), the board must, by resolution, appoint a person who has the qualifications necessary to be nominated as a director for that electoral area as alternate director for the electoral area director. ,

*(b) in subsection (2) by striking out "subsection (1)" and substituting "subsection (1), (1.1) or (4) (b)",*

*(c) by adding the following subsection:*

(3.1) An appointment under subsection (1.1) takes effect when the resolution making the appointment is passed and the alternate director so appointed holds office until the next general local election. ,

*(d) in subsection (4) (b) by adding ", by resolution," after "the board must", and*

*(e) in subsection (6) by striking out "An alternate director" and substituting "An alternate director appointed by an electoral area director".*

**Assessment Act - Section 19**

The following changes are proposed:

- provides for an owner of a strata lot or a leasehold accommodation property supplying prescribed information in the form of an average number for all of the strata lots in the strata plan or all of the accommodation units in the leasehold accommodation property;
- provides that the average number supplied is deemed to be supplied in respect of the strata lot or each accommodation unit unless the owner supplies information specific to the strata lot or an accommodation unit.

**BILL 26 — 2012****FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS STATUTES AMENDMENT ACT, 2012**

The Act introduces amendments to the Occupiers Liability Act with respect to the use of resource roads, the Forest Act with respect to road closure notices and the Wildlife Act regarding the fighting of forest fires.

*Occupiers Liability Act, Section 1, Section 3.1, Section 8 & Section 10*

The following changes are proposed:

- adds definitions of “limited liability entity”, “maintainer”, “motor vehicle” and “resource road” to the Act.
- provides that persons who enter onto or otherwise use resource roads do so at their own risk, except in certain specified situations.
- applies to the government the limited duty of care provisions of this Act in relation to resource roads.
- provides authority for the Lieutenant Governor in Council to make regulations.

Outlined below are the detailed amendments that were introduced:

13 Section 1 of the *Occupiers Liability Act, R.S.B.C. 1996, c. 337*, is amended by adding the following definitions:

“**limited liability entity**”, in relation to a resource road, means either of the following, including any employees and contractors:

- (a) the maintainer, if any, of the resource road;
- (b) the government;

“**maintainer**”, in relation to a resource road, means the person obligated or authorized under an enactment to maintain the resource road, but does not include a prescribed person or a person within a prescribed class of persons;

“**motor vehicle**” means a vehicle that is

- (a) intended to be self-propelled, and
- (b) designed primarily for travel on land on surfaces other than rails;

“**resource road**” means any road or portion of a road that is

- (a) on Crown land, and
- (b) used or intended for use by motor vehicles,

but does not include a municipal highway or a provincial public highway as those terms are defined in *the Transportation Act* .

14 The following section is added:

*Duty of care of limited liability entities*

3.1 (1) Subject to subsection (2), a person who enters onto or otherwise uses a resource road is deemed to have willingly assumed all risks, and a person who is, in relation to the resource road, a limited liability entity is subject only to the duty of care set out in section 3 (3) and, for that purpose, a reference in section 3 (3) to an occupier is deemed to include a reference to a limited liability entity.

(2) Subsection (1) does not, in any of the following circumstances, apply to limit the duty of care to which a limited liability entity is subject in relation to a resource road:

- (a) the limited liability entity requires employees, contractors or agents to enter onto or otherwise use the resource road and the person in relation to whom the duty of care is owed is such an employee, contractor or agent who has entered onto or is otherwise using the resource road in that capacity and in accordance with that requirement;
- (b) the limited liability entity is the maintainer of the resource road and the person in relation to whom the duty of care is owed is
  - (i) transported by the maintainer, or
  - (ii) a prescribed person or a person within a prescribed class of persons;
- (c) the limited liability entity has, under another enactment or at law, more extensive protection from liability than the protection provided under subsection (1).

(3) A reference in sections 4 and 5 to an occupier in relation to premises is deemed to include a reference to a limited liability entity in relation to a resource *road*.

**Forest Act – Section 121**

The following changes are proposed:

- authorizes the minister to establish a form of road closure notice, allows road closure notices to be published or broadcast, or both, in any manner considered by the minister to be appropriate and clarifies when a discontinuance and closure effected by the notice occur.

**Wildfire Act - Section 7 and Section 72**

The following changes are proposed:

- provides a requirement for a person in a prescribed class of persons to abate a fire hazard.
- provides authority to prescribe classes of persons, time periods, areas and the extent to which a fire hazard must be abated.

**BILL 28 — 2012**

**CRIMINAL ASSET MANAGEMENT ACT**

The Act establishes a comprehensive regime for the management of assets restrained, seized and forfeited under the *Criminal Code* and other statutes.

**BILL 30 — 2012**

**ENERGY AND MINES STATUTES AMENDMENT ACT, 2012**

*Strata Property Act - Section 94, Section 103 & Section 292*

The following changes are proposed:

- clarifies when first depreciation reports must be submitted.
- requires strata corporations to distribute audited financial statements within 4 months of the fiscal year end except under certain conditions.
- authorizes the Lieutenant Governor in Council to make different regulations for different classes of lots or strata corporations.

*Oil and Gas Activities Act - Section 76*

The following changes are proposed:

- authorizes the carrying out of the specified activities near a pipeline either under an agreement with the pipeline permit holder that references a class of activities or in accordance with the regulations. The change will allow local governments to enter into agreements with pipeline companies around a range of activities around pipelines.
- requires that the commission consider a request by a municipality to undertake construction activity around a pipeline, and allow the activity provided it meets the conditions the commission feels is necessary to protect the pipeline.

*Oil and Gas Activities Act - Section 99*

The following changes are proposed:

- provides increased clarity on how costs are allocated when undertaking construction activity around a pipeline.

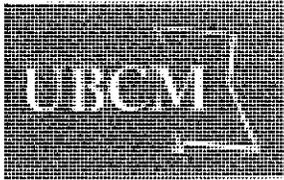
*Expropriation Act – Section 2*

The following changes are proposed:

- provides that certain regulations and orders under the **Oil and Gas Activities Act** prevail over provisions of the *Expropriation Act* in the case of an inconsistency when it comes to work (or construction) on a highway/road in and around a pipeline by a municipality.

Outlined below is the detailed amendment that was introduced:

(1.3) Despite subsection (1), if there is an inconsistency between a provision of this Act and a provision of either a regulation under section 99 (1) (m.1) of the *Oil and Gas Activities Act* or an order under section 76 (6) of that Act, the provision of the regulation or order prevails.



# MEMBER RELEASE

March 30, 2012

**TO:** Local Government Mayors, Chairs and Administrators  
**FROM:** Local Government Program Services, UBCM  
**RE:** **Strategic Wildfire Prevention Initiative - Upcoming Application Deadline**

---

The Strategic Wildfire Prevention Initiative is a suite of funding programs administered by UBCM and managed through the Provincial Fuel Management Working Group. Since 2004, the initiative has supported communities to mitigate risk from wildfire in the wildland urban interface.

Applications for Community Wildfire Protections Plans, Fuel Management Prescriptions, Fuel Management Demonstration Projects and Operational Fuel Treatments are currently being accepted. The next application review deadlines will be April 27, 2012 and October 5, 2012.

The 2012 SWPI Program & Application Guides, Application and Final Report forms are available for download on the UBCM website.

- Community Wildfire Protection Plans – the 2012 program can contribute a maximum of 50% of the cost of eligible activities - to a maximum of \$15,000.
- Fuel Management Prescription – the 2012 program can contribute a maximum of 75% of the cost of eligible activities.
- Fuel Management Demonstration Project – the 2012 program can contribute a maximum of 75% of the cost of eligible activities - to a maximum of \$25,000.
- Community Operational Fuel Treatment – the 2012 program can contribute a maximum of 90% of the cost of eligible activities up to \$100,000 in funding per applicant per calendar year AND 75% of the cost of eligible activities from \$100,001 to \$400,000 in funding per applicant per calendar year.

For more information about the SWPI program please visit the Funding Programs section of [www.ubcm.ca](http://www.ubcm.ca) or contact:

Local Government Program Services  
Union of BC Municipalities  
(250) 356-5134  
[lgps@ubcm.ca](mailto:lgps@ubcm.ca)

---

[www.ubcm.ca](http://www.ubcm.ca)





City of Campbell River  
From the Office of the Mayor

March 30, 2012

The Honourable Christy Clark,  
Premier of the Province of British Columbia  
P.O. Box 9041, STN PROV GOVT  
Victoria, BC V8W 9E2

Dear Premier Clark:

**Re: Expert Panel Review of Business Taxation  
And Local Government Revenue Sources Review**

---

City of Campbell River Council is pleased that the Provincial Government has appointed an expert Panel to provide analysis and recommendations on the impact of local government property taxation on businesses.

The City of Campbell River was surprised to discover that local governments – who will be most affected by these reviews – were not included for consultation for either the Business Taxation Review of the Local government Revenue Sources Review.

We respectfully request that consideration be given to including a local government elected member and staff representation on the Expert panel throughout the review process.

Yours truly,

Walter Jakeway  
Mayor

C: I. Chong, Minister responsible for Community, Sport and Cultural Development  
Claire Trevena, MLA North Island  
H. Slee, President UBCM  
UBCM Member Municipalities



## District of Wells

...an Official British Columbia  
Gateway Community

March 21, 2012

The Honourable Christy Clark  
Premier of British Columbia  
PO Box 9041, Stn, Prov. Govt.  
Victoria, B.C.  
V8V 1X4

Dear Premier Clark:

**Re: Expert Panel Review of Business Taxation  
and Local Government Revenue Sources Review**

At the Regular Meeting of Council held on March 20, 2012, Mayor and Council of the District of Wells made the following resolution:

"THAT a letter be sent to the BC Premier, with copies to the Minister Responsible for Community, Sport and Cultural Development, our local MLA, and UBCM Member Municipalities, which indicates the District of Wells' objection to the composition of the "Expert Panel" in that there are no local government panel representatives from municipalities."

Our Council respectfully requests that consideration be given to including local government elected member and staff representation on the Expert Panel assembled.

Please contact me if you have any questions or require further clarification

Sincerely,

Robin Sharpe  
Mayor

CC: I. Chong, Minister Responsible for Community, Sport and Cultural Development  
**Bob Simpson, MLA - Cariboo North**  
UBCM Member Municipalities



District of Chetwynd

Box 857  
Chetwynd, BC  
Canada V0C 1J0

tel: (250) 401-4100  
fax: (250) 401-4101  
email: d-chet@gochetwynd.com

March 27, 2012

Office of the Premier  
Province of British Columbia  
PO Box 9041, STN PROV GOVT  
Victoria, BC V8W 9E1

**Attention: The Honourable Christy Clark, Premier**

Dear Premier Clark:

Re: Expert Panel Review of Business Taxation and Local Government Revenue Sources Review

Having followed a number of letters delivered from many municipalities throughout British Columbia it becomes readily apparent that your local government partners are more than willing to provide advice and thought to assist your government in dealing with the policies, questions and issues related to business taxation and local government revenue requirements and resources in this Province.

Like other local governments, we are prepared to work together with the Province in addressing issues and advancing the mutual goals and objectives required to service our respective constituents. We believe there are many benefits in engaging local governments in this process.

We sincerely hope that the Province will consider and accept this offer of assistance.

Yours truly,

Merlin Nichols  
Mayor

cc: All Local Governments in BC  
The Honourable Ida Chong, Ministry of Community, Sport & Cultural Development  
The Honourable Kevin Falcon, Ministry of Finance  
The Honourable Blair Lekstrom, Ministry of Transportation & Infrastructure  
UBCM

**Vision Statement**

Chetwynd exists in order that area residents have sustainable opportunities for  
*Security, Health, Safety and Prosperity*  
in surroundings that display the best of our natural environment.



# B.C. Ferry Authority

---

OFFICE OF THE CHAIR

500 – 1321 Blanshard Street  
Victoria, BC V8W 0B7

Tel (250) 978-1502

Fax (250) 380-3958

[www.bcferryauthority.com](http://www.bcferryauthority.com)

March 29, 2012

Mr. Craig Anderson, Chair  
Strathcona Regional District  
301-990 Cedar Street  
Campbell River, BC V9W 7Z8

Mr. Edwin Grieve, Chair  
Comox Valley Regional District  
600 Comox Road  
Courtenay, BC V9N 3P6

Mr. Joe Stanhope, Chair  
Nanaimo Regional District  
6300 Hammond Bay Road  
Nanaimo, BC V9T 6N2

Mr. Colin Palmer, Chair  
Powell River Regional District  
5776 Marine Avenue  
Powell River, BC V8A 2M4

Mr. Glenn Wong, Chair  
Alberni-Clayoquot Regional District  
3008 – 5<sup>th</sup> Avenue  
Port Alberni, BC V9Y 2E3

## **APPOINTMENTS TO THE B.C. FERRY AUTHORITY BOARD OF DIRECTORS**

I am writing, on behalf of the B.C. Ferry Authority, to advise you that the review of the nominations to the Board of Directors received from the Appointment Areas is now complete.

It is my pleasure to announce that the following nominees have been appointed to the Board of B.C. Ferry Authority, effective April 1, 2012:

- Randolph K. Morriss  
Central Vancouver Island & Northern Georgia Strait Appointment Area  
Term ending March 31, 2015
- Stephen E. Smith  
Northern Coastal & North Island Appointment Area  
Term ending March 31, 2015

The B.C. Ferry Authority was privileged to receive nominations of a high standard, and we thank you for the obvious effort that you put into ensuring this was the case for your appointment area. In selecting those nominees to be appointed, the Authority was mindful of the need to ensure that members of the Board, collectively, satisfy the skills and experience profile contained in the Authority's by-laws. The appointments have been made to ensure that this requirement continues to be met.

...../2

We appreciate your assistance with this nomination process and extend to you, your Board, administrators and staff, our sincere thanks for working with us to make our appointment process effective.

Sincerely,



Jane L. Peverett  
Chair, Board of Directors  
B.C. Ferry Authority

cc: Cynthia Lukaitis, Vice President & Corporate Secretary  
Carol Mason, Chief Administrative Officer, Nanaimo Regional District  
Debra Oakman, Chief Administrative Officer, Comox Valley Regional District  
Brian Reardon, Chief Administrative Officer, Strathcona Regional District  
Malcolm Fraser, Chief Administrative Officer, Powell River Regional District  
Russell Dyson, Chief Administrative Officer, Alberni-Clayoquot Regional District



March 29, 2012

Board Chair Glenn Wong and Members of the Regional Board  
Alberni-Clayoquot Regional District  
3008 Fifth Ave  
Port Alberni BC V9Y 2E3

Dear Chair Wong and Members of the Regional Board:

**SUBJECT: *Smoke-Free Outdoor Public Places Bylaw***

Further to our correspondence to you on January 20, 2011, we are writing to provide an update of smoke-free outdoor public places bylaws in British Columbia and encourage you to implement a smoke-free outdoor public places bylaw in your Regional District. Regardless of if any of your member municipalities have such a bylaw in place, it makes sense for the Regional District to do so to provide protections to your residents from second-hand smoke in areas outside of those member municipality jurisdictions.

As little as five years ago, outdoor smoke-free public places bylaws in BC were a rarity. In what was then considered a landmark, the Capital Regional District was the first jurisdiction in BC to ban smoking on customer service patios in July, 2007. There are now close to twenty municipalities in BC that have banned smoking on customer service patios.

Smoke-free parks, playgrounds and beaches were even more of a rarity in the early years, despite the intuitive knowledge that second-hand smoke is even more dangerous for children, who are often found in these locales. In addition, lit and smouldering cigarettes and cigarette butts are an environmental hazard and potential fire risk. Many municipalities had deemed smoking bans in these locations as unenforceable. Now, over twenty municipalities in BC have implemented some sort of smoke-free parks, playgrounds, beaches bylaw, a three-fold increase in three years. These bylaws are enforceable and they do increase public health, especially for children.

A list of the thirty-one BC municipalities that have implemented some sort of smoke-free outdoor public places bylaw can be found in the attachment to this letter.

We have some excellent resources posted on our Clean Air Coalition of B.C. website on this issue, including a smoke-free outdoor public places bylaw primer. Please visit: <http://www.cleanaircoalitionbc.com/issues/smoke-free-outdoor-public-places> to access these resources (click on the "step-by-step primer" link on that page to access the primer), which we hope will assist in implementing such a bylaw.

1212 West Broadway  
Vancouver, BC V6H 3V2  
T 604.736.4404 F 604.736.8732  
heartandstroke.ca

2675 Oak Street,  
Vancouver, BC V6M 2K2  
T 604.731.5864 F 604.731.5810  
bc.lung.ca



Again, we encourage you to increase public health in the Alberni-Clayoquot Regional District by protecting your citizens and visitors from second-hand tobacco smoke through implementation of a smoke-free outdoor public places by-law.

Sincerely,

A handwritten signature in black ink that reads "Diego Marchese".

Diego Marchese  
CEO, BC & Yukon  
Heart and Stroke Foundation

A handwritten signature in black ink that reads "Scott McDonald".

Scott McDonald  
President & CEO  
BC Lung Association

cc. Mark Collison, Heart and Stroke Foundation of BC & Yukon  
Kim Bruce, Vancouver Island Health Authority

attach. Municipalities in BC with a Smoke-Free Bylaw That Exceeds Provincial Standards



**Attachment.**

**Municipalities in BC with a Smoke-Free Bylaw That Exceeds Provincial Standards**

Customer Service Patios	Parks/Playgrounds	Other
Anmore	Belcarra	Abbotsford (7 m buffer to public buildings)
Capital Regional District	Coquitlam	Delta (public events)
Coquitlam (bars excluded)	Central Okanagan RD	Mission (spectator areas)
Delta (bars excluded)	Kelowna	Kelowna (buffer zone to airport terminal)
Langley City	Nakusp	North Vancouver City (buffer to transit shelters)
North Vancouver District	Nanaimo	Pemberton (buffer to transit shelters)
Pemberton	North Vancouver District	Richmond (transit stops) (vehicles age 19)
Pitt Meadows	Pemberton	Surrey (vehicles age 19)
Port Coquitlam (bars excluded)	Pitt Meadows	
Port Moody	Port Moody	
Powell River (bars excluded)	Powell River	
Richmond	Richmond	
Squamish	Salmon Arm (Fletcher Park only)	
Surrey	Sicamous	
Vancouver City	Squamish	
West Vancouver	Tofino	
Whistler	Vancouver City	
White Rock	Metro Vancouver	
	West Kelowna	
	West Vancouver	
	Whistler	
	White Rock	



## Wendy Thomson

---

**From:** Russell Dyson [rdyson@acrd.bc.ca]  
**Sent:** Monday, March 26, 2012 11:59 AM  
**To:** Wendy Thomson  
**Cc:** Janice Hill  
**Subject:** FW: Unsuccessful Community Recreation Program Application

All three for agenda please wendy. Sorry for the trouble Janice all three denied.

---

**From:** INFRA, CSCD CSCD:EX [<mailto:INFRA@gov.bc.ca>]  
**Sent:** Monday, March 26, 2012 11:52 AM  
**To:** [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)  
**Subject:** Unsuccessful Community Recreation Program Application

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

E-Mail: [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)

Dear Russell Dyson:

Thank you for your grant application to the Community Recreation Program (Program) with regard to your project Log Trail Signage.

I regret to inform you that we were unable to approve funding for your project proposal. As you are likely aware, many of our grant programs are oversubscribed and this Program is no exception. The Ministry of Community, Sport and Cultural Development (Ministry) strives to award limited funds based on the merits of applications received. In addition, the Ministry assesses a project's ability to address the selection criteria of the Program.

I invite you to contact the Ministry's Infrastructure and Finance Branch if this project continues to be a priority for your community. If you wish to discuss in further detail how your application may best meet the objectives for future programs please contact Ministry staff by phone at: 250-387-4060 or via email at: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca).

The Ministry remains steadfast in its commitment to helping communities across the Province of British Columbia access the resources they need to be economically-resilient and family-friendly.

Thank you for taking the time to apply under the Program.

Sincerely,



Liam Edwards  
Director

## Wendy Thomson

---

**From:** Russell Dyson [rdyson@acrd.bc.ca]  
**Sent:** Monday, March 26, 2012 11:58 AM  
**To:** Wendy Thomson  
**Subject:** FW: Unsuccessful Community Recreation Program Application

---

**From:** INFRA, CSCD CSCD:EX [mailto:INFRA@gov.bc.ca]  
**Sent:** Monday, March 26, 2012 11:52 AM  
**To:** [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)  
**Subject:** Unsuccessful Community Recreation Program Application

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

E-Mail: [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)

Dear Russell Dyson:

Thank you for your grant application to the Community Recreation Program (Program) with regard to your project Alberni Inlet Trail-China Creek Bridge Construction.

I regret to inform you that we were unable to approve funding for your project proposal. As you are likely aware, many of our grant programs are oversubscribed and this Program is no exception. The Ministry of Community, Sport and Cultural Development (Ministry) strives to award limited funds based on the merits of applications received. In addition, the Ministry assesses a project's ability to address the selection criteria of the Program.

I invite you to contact the Ministry's Infrastructure and Finance Branch if this project continues to be a priority for your community. If you wish to discuss in further detail how your application may best meet the objectives for future programs please contact Ministry staff by phone at: 250-387-4060 or via email at: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca).

The Ministry remains steadfast in its commitment to helping communities across the Province of British Columbia access the resources they need to be economically-resilient and family-friendly.

Thank you for taking the time to apply under the Program.

Sincerely,



Liam Edwards  
Director

## Wendy Thomson

---

**From:** Russell Dyson [rdyson@acrd.bc.ca]  
**Sent:** Monday, March 26, 2012 11:58 AM  
**To:** Wendy Thomson  
**Subject:** FW: Unsuccessful Community Recreation Program Application

---

**From:** INFRA, CSCD CSCD:EX [mailto:INFRA@gov.bc.ca]  
**Sent:** Monday, March 26, 2012 11:52 AM  
**To:** [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)  
**Subject:** Unsuccessful Community Recreation Program Application

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

E-Mail: [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca)

Dear Russell Dyson:

Thank you for your grant application to the Community Recreation Program (Program) with regard to your project Faber and Lakeshore Road Trail Extensions.

I regret to inform you that we were unable to approve funding for your project proposal. As you are likely aware, many of our grant programs are oversubscribed and this Program is no exception. The Ministry of Community, Sport and Cultural Development (Ministry) strives to award limited funds based on the merits of applications received. In addition, the Ministry assesses a project's ability to address the selection criteria of the Program.

I invite you to contact the Ministry's Infrastructure and Finance Branch if this project continues to be a priority for your community. If you wish to discuss in further detail how your application may best meet the objectives for future programs please contact Ministry staff by phone at: 250-387-4060 or via email at: [INFRA@gov.bc.ca](mailto:INFRA@gov.bc.ca).

The Ministry remains steadfast in its commitment to helping communities across the Province of British Columbia access the resources they need to be economically-resilient and family-friendly.

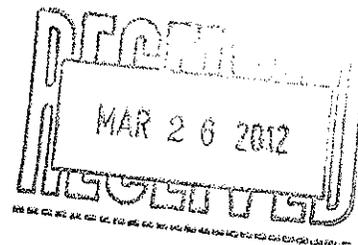
Thank you for taking the time to apply under the Program.

Sincerely,



Liam Edwards  
Director





March 2012

To Whom It May Concern:

It is my great pleasure to provide you with the *2012 British Columbia Newcomers' Guide to Resources and Services*, a publication designed to offer newly-arrived immigrants with the information they need to quickly settle into life in British Columbia.

The 2012 Guide has general information on topics including: finding a place to live, money and banking, the health care system, education, cars and driving, employment and business, our legal system, government and citizenship, and much more.

The *2012 British Columbia Newcomers' Guide to Resources and Services* is available in eleven languages to ensure the largest number of newcomers can access it. The Guides are available in English, Arabic, Chinese (simplified), Chinese (traditional), Farsi, French, Korean, Punjabi, Russian, Spanish and Vietnamese.

In addition, this year's release includes Quick Response (QR) codes. QR codes allow users to view multilingual videos related to different chapters in the Guide by scanning the code with their mobile device. This innovation in our service reflects our commitment to assisting newcomers in settling into British Columbia as important contributors to our society and our economy. Additional copies of the 2012 Guide can be ordered in any of the 11 languages through our online form at: [www.WelcomeBC.ca](http://www.WelcomeBC.ca)

On behalf of the Government of British Columbia, I encourage you to distribute this publication in your offices as you welcome and support newcomers to our province.

Sincerely,

Pat Bell  
Minister of Jobs, Tourism and Innovation



There are two ways to order print copies of the B.C. Newcomers' Guide and bookmarks:

1) **Online:** Go to [www.WelcomeBC.ca](http://www.WelcomeBC.ca) and fill in the Online Resource Form.

OR

2) **By Fax:** 250 952-4559

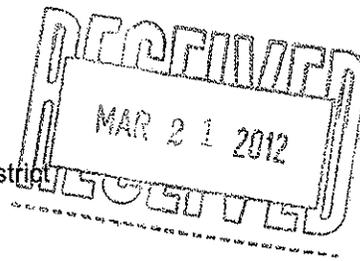
Please include the quantity of guides requested, your contact name, address, postal code and phone number. In the subject line, write:

"B.C. Newcomers' Guide" and which version you'd like along with product number:

- 7550001438 – ENGLISH (34/BOX)
- 7550001442 – FRENCH (34/BOX)
- 7550003562 – ARABIC (34/BOX)
- 7550001439 – CHINESE SIMPLIFIED (34/BOX)
- 7550003561 – CHINESE TRADITIONAL (34/BOX)
- 7550003563 – FARSI (34/BOX)
- 7550001441 – KOREAN (32/BOX)
- 7550001440 – PUNJABI (32/BOX)
- 7550003559 – RUSSIAN (34/BOX)
- 7550003558 – SPANISH (34/BOX)
- 7550003560 – VIETNAMESE (34/BOX)

If you have any questions, please e-mail [WelcomeBC@gov.bc.ca](mailto:WelcomeBC@gov.bc.ca), or call the Immigrant Integration Branch reception at 604 660-2203.

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



Dear Alberni Clayquot Regional District:

Thank you for your generous support of The Nature Trust of BC.

Enclosed is our spring *Natural Legacy* newsletter highlighting our conservation projects and upcoming events. On March 17 one of our volunteer Directors Dr. Rob Butler will be presenting "Life Among the Birds" at the Royal BC Museum in Victoria. From March 29 to April 10 The Nature Trust is coordinating the Brant Wildlife Festival in Parksville and Qualicum Beach with the help of local organizations. We hope you will participate in these special activities.

Since 1971 The Nature Trust has been working to conserve key land across BC, especially on Vancouver Island. Some of my favourite activities on Nature Trust properties include hiking through the Garry oak woodlands of Burgoyne Bay in the spring, walking through the Salmon River estuary during the peak winter waterfowl migration, and marveling at spawning Coho salmon along the Englishman River.

Protecting coastal estuaries and wetlands is a priority for The Nature Trust along with forested land. Working with the Regional District of Nanaimo we completed the acquisition of the Moorecroft property in 2011. Our fundraising continues for the restoration work on this project.

Each summer a Conservation Youth Crew is based on Vancouver Island to inspire the next generation to learn about nature by tackling on-the-ground activities on Nature Trust properties. Work includes restoring habitat, monitoring wildlife, removing invasive plants, and working with local communities.

I would like to ask for your continued support for our land conservation work or you may wish to identify a specific project such as Moorecroft by making a donation to The Nature Trust. There are several ways you can help.

Call our office toll free at 1-866-288-7878 and speak to Janice Dixon in order to make a gift by Visa or Mastercard or mail us a cheque (payable to The Nature Trust of BC) or donate online by visiting our website at [www.naturetrust.bc.ca](http://www.naturetrust.bc.ca).

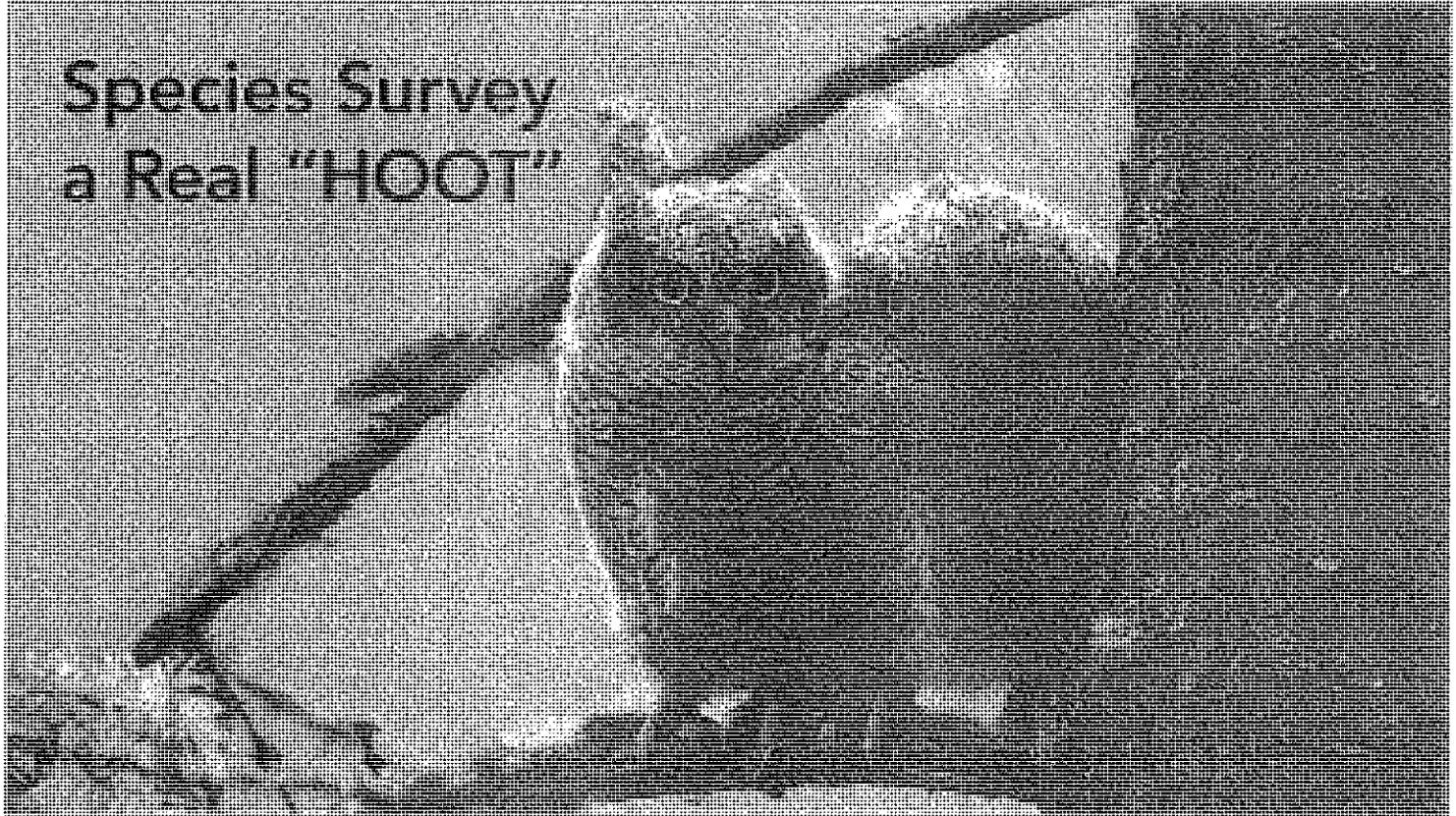
Vancouver Island is an extraordinary place to live, work and play.  
Please join me and The Nature Trust to keep it this way.

Sincerely,

Tom Reid, Vancouver Island Conservation Land Manager  
The Nature Trust of British Columbia



## Species Survey a Real "HOOT"



Western Screech Owls. Photo by Jared Hobbs.

This past September Julie Tyrrell, Nature Trust Field Operations Coordinator for the Kootenay Region, had the opportunity to conduct call-playback surveys for Western Screech owls throughout the Flathead and Elk River drainages with Becky Phillips from the BC Conservation Foundation.

The BC Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) initiated these formal surveys in response to a Western Screech owl detection made by MFLNRO biologist, Jared Hobbs, in the summer. His detection represented the first confirmation of the species in the BC portion of the Flathead Valley.

Western Screech owls (*Megascops kennicotti macfarlanei*) favour riparian areas dominated by deciduous hardwoods. Cavities in mature Black Cottonwoods

(*Populus trichocarpa*) are often used for nesting cavities, while both deciduous and coniferous trees are used for roosting. A combination of limited range, specialized habitat requirements and ecological threats has resulted in the federal designation of this subspecies as Endangered by the Committee on the Status of Endangered Wildlife in Canada; provincially the subspecies is restricted to Southern Interior BC and is red-listed by the BC Conservation Data Centre.

The owl's territorial call, or vocalization, is commonly described as the "bouncing ball" call which consists of several consecutive staccato hoots that speed up towards the end. Call-playback surveys involve broadcasting a pre-recorded "bouncing ball" call from a male Western Screech owl using an MP3 player and a megaphone. Generally,

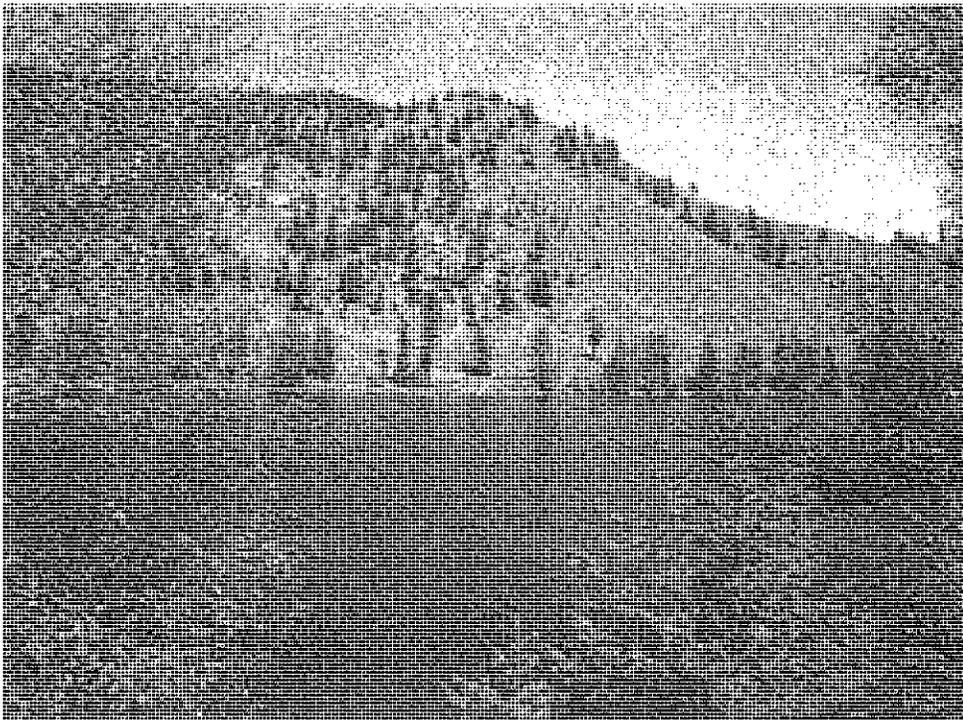
this will elicit the response of any resident Screech owls in the area.

Throughout September, a total of 131 surveys were conducted within suitable screech owl habitat. The fall surveys resulted in one new Screech owl detection in the Flathead River drainage. An additional four detections occurred during informal follow-up surveys by MFLNRO staff. These Flathead detections represent a significant range expansion for the species in Canada. Increased spring surveys will be conducted to locate new individuals and confirm breeding through the detection of juvenile owls.

Funding for this project was provided by the Great Northern Landscape Conservation Cooperative. For more information about Screech owls, contact [info@naturetrust.bc.ca](mailto:info@naturetrust.bc.ca)

Turning the Tide  
of Species Loss

Scout Island  
Transforms Lives



## Burgoyne Bay and Twin Lakes property Complete!

We are delighted to announce the completion of two conservation projects—Burgoyne Bay and Twin Lakes.

The Burgoyne Bay property on Salt Spring Island is a 22 hectare (55-acre) acquisition to conserve rare Garry oak and Coastal Douglas-fir. Surrounded by Provincial Parks and an ecological reserve, this property is the last piece of the puzzle and completes protected areas of the entire Burgoyne Bay. We wish to thank the property owner, BC Ministry of Environment, individual donors and Government of Canada through the Natural Areas Conservation Program as facilitated by the Nature Conservancy of Canada who made this outstanding achievement possible.

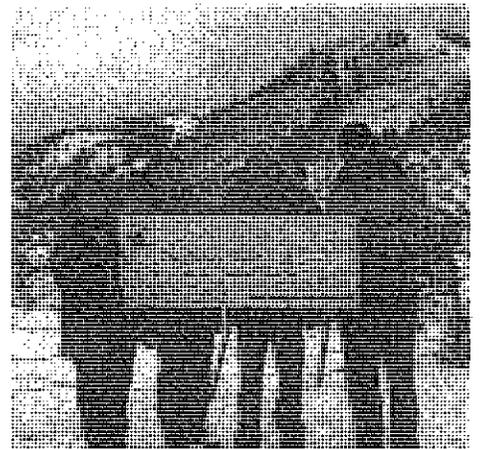
Twin Lakes is a 810 hectare (2,000 acre) property located 30 miles south of Penticton and adjacent to The Nature Trust White Lake Biodiversity Ranch. It is important for grassland and riparian habitat and ranked as a top priority by the South Okanagan Similkameen Conservation Program. Thanks to BC Conservation Foundation, Ducks Unlimited Canada, Habitat Conservation Trust Foundation, Ministry of Transportation and Infrastructure, Okanagan Similkameen Parks Society, South Okanagan Naturalists' Club, many individual donors and Government of Canada through the Natural Areas Conservation Program as facilitated by the Nature Conservancy of Canada for making this acquisition possible.

### Celebrate at Twin Lakes!

On May 17th at 10:30 am The Nature Trust of BC invites you to join us to celebrate the securement of the Twin Lakes property near Penticton. We will organize a hike in the area so bring a bag lunch, water, and your hiking boots. Refreshments will be served. Register at [www.meadowlarkfestival.bc.ca](http://www.meadowlarkfestival.bc.ca)

Map: <http://g.co/maps/pmcpa>

For people who would like to attend from the Lower Mainland and Vancouver Island, we are organizing a trip to the South Okanagan May 16th and 17th for the Twin Lakes Celebration and more! For information, please contact John Keller at 604-969-3250 or e-mail [jkeller@naturetrust.bc.ca](mailto:jkeller@naturetrust.bc.ca)



*Doreen Olson and Jim Bryan present cheque to Nick Burdock and Carl MacNaughton*

### Naturalists' Donation

Carl MacNaughton and Nick Burdock of The Nature Trust of BC received a special holiday gift from the South Okanagan Naturalists' Club: a cheque for \$2,414 for the Twin Lakes property.

"We are very excited since this is by far the largest single donation our club and its members have made to a single organization," said Doreen Olson, the Naturalists' club representative.

The South Okanagan Naturalists' Club is celebrating its 50th anniversary in 2012. It was formed to help stem the loss of important habitats in the Valley. To learn more, visit their website at [southokanagannature.com](http://southokanagannature.com)



### Moorecroft Property

We are continuing to fundraise for Moorecroft, an outstanding piece of forested water front in Nanaimo Bay on Vancouver Island. Special thanks to the Moorecrofts and friends for spreading the word and collecting donations.



## Turning the Tide of Species Loss in Georgia Basin Ecosystems

By Dr. Peter Arcese

Early European explorers to the Georgia Basin described a verdant and varied landscape of large, old fir forests, oak and arbutus woodland, and bracken and camas-filled meadows extending along the southeastern coast of Vancouver Island, throughout the Gulf Islands, and at low elevation on the adjacent mainland coast. Sheltered by the rain-shadow of the Olympic mountains and warmed by the temperate waters of the Pacific Ocean, this area's Mediterranean climate and abundant natural resources sheltered First Nations peoples for thousands of years, and more recently have become among the most desirable places to live in our small world. This is where The Nature Trust of BC comes in. Today, conservation biologists recognize the "Coastal Douglas Fir Zone" as among the most biologically unique and rich areas in western Canada, but also among its most imperilled ecosystems.

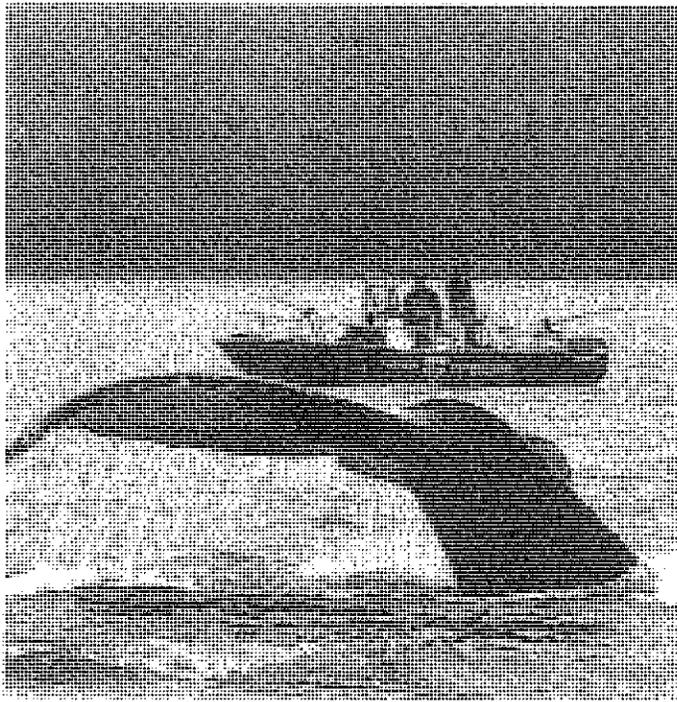


It is well-established that humans affect plant and animal populations directly via habitat conversion.

Not large to begin with (~2,561 km<sup>2</sup>), this seasonally dry forest and woodland ecosystem is now 49% converted to human use with less than 3% of its original "old growth" cover of 145+ yr-old forest, and less than 10% of historic oak woodlands remaining. As a consequence, the CDF zone now provides uncertain habitat for 117 "Species at Risk" and 29 red-listed plant communities. Surprisingly, however, the CDF has yet to see a sustained, coordinated effort by government, non-profits and private land owners to insure that relatively "intact" examples of our most treasured native landscapes are conserved for future generations. The Nature Trust of British Columbia, an early leader in land acquisition in the region, is now helping change that fact. We are re-focusing attention on the CDF and facilitating strategic planning

efforts aimed at conserving landscapes with high native species diversity, and restoring mature Douglas fir forests to old growth status over the coming decades. But we will need to do more than acquire land, because much evidence shows that "stewardship" will be just as important to achieving these objectives.

Why? It is well-established that humans affect plant and animal populations directly via habitat conversion. But it is now also clear that the "indirect effects" of humans arising via exotic species introductions or by facilitating "human commensal species" at the expense of vulnerable native species, can be just as detrimental. Familiar examples include the introduction of mosquitoes to Hawaii, resulting in the extinction of 28 bird species. Closer to home, many biologists now point to the rise of urban and rural populations of small-bodied predators, such as raccoons, as threats to the persistence of many vulnerable bird and reptile species. Small-bodied predators increase when humans eliminate large predators from landscapes, because wolves, cougars and other large predators can limit their population size. Our removal of once abundant cougar and wolf populations from the CDF has similarly resulted in the "release" of black-tailed deer populations, particularly those restricted to islands. As a consequence, biologists have identified high deer density as a threat to the persistence of many species, including iconic members of coastal Douglas fir and Garry oak woodlands. As examples, many plants once abundant in forest and woodland habitats, such as great camas, fawn and chocolate lilies, onions and brodiaea, are now becoming scarce, particularly in the Southern Gulf Islands where cougars and wolves are largely absent and hunting has become a lost art. Stewardship will therefore be needed to prevent indirect human effects from reducing further the natural values that have drawn so many humans to the region. The Nature Trust's focus on the Coastal Douglas Fir Zone is aimed at turning the tide of species and habitat loss in the region, and at building on our history of acquisition and stewardship in cooperation with you. We believe the problem of species loss in the CDF is reversible, and we're getting to work on proving that right now.

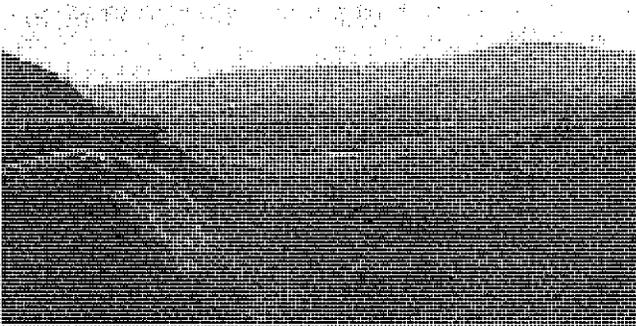


## Special Thanks

We would like to acknowledge the generosity of live auction donors who supported our Fall Gala. Langara Fishing Adventures donated a fishing trip to their lodge in Haida Gwaii, The Bay Family contributed a stay at their vacation home in Palm Springs, Burrowing Owl Estate Winery gave a double magnum and accommodation at their guest house, Harbour Air donated flights to Vancouver Island and Aviawest Resort Group provided accommodation.

*"Langara Fishing Adventures provides all-inclusive sport fishing and wildlife adventures in BC's Haida Gwaii islands. In 28 years of operations, we have introduced countless travellers to the beauty and abundance of one of the world's richest ecosystems. As a company that has always worked to ensure the resources we rely upon are healthy and sustainable for generations to come, we're proud to support The Nature Trust of BC and its efforts to protect the natural environment of our beautiful corner of the world."*

Mike Randall, Langara Fishing Adventures



## Legacy Gift

*"In 1959 my husband Dr. Ed Argyle helped to choose the location for the Dominion Radio Astrophysical Observatory at White Lake in the South Okanagan and worked there until his retirement. It had to be in a sparsely settled area surrounded by mountains to keep out modern electrical signals, which block the very sensitive signals from outer space. The scientists even have their car engines modified so they can drive into the parking area without blurring their scientific observations."*

*There has been a constant battle between the scientists and the developers who want to create subdivisions in the region. So far, science has been winning, and they appreciate the work of The Nature Trust and others to preserve this precious area.*

*In summer my husband used to eat his lunch in a low, damp area near the telescopes and loved watching the hatching of dragonflies. He died in 2007 and I am using part of his legacy to help your organization in your good work."*

June Argyle



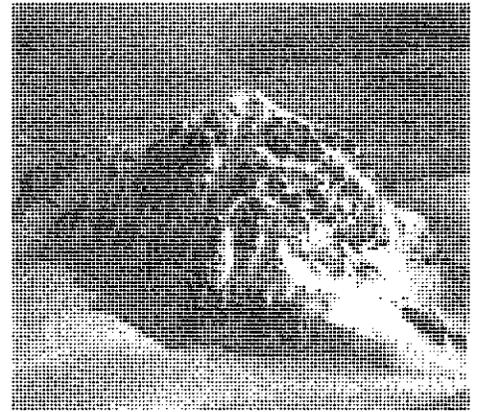
## Wedding Gift

Randal Kurt Photography

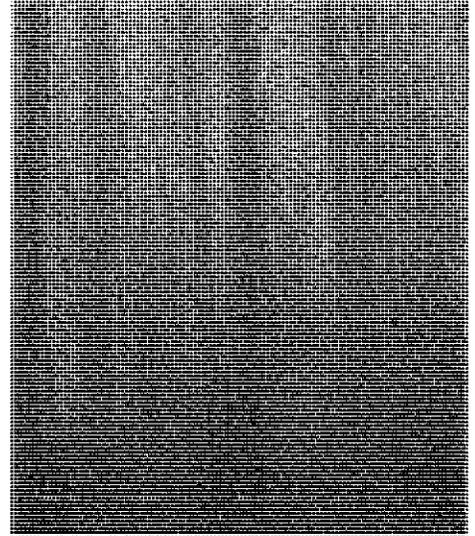
*Sarah Graham and Carsten Bandt celebrated their special day by including gifts to The Nature Trust of BC on their wedding registry. As Sarah explains, "We are both animal and nature lovers, and enjoy spending time outdoors. I grew up in Vancouver and love the landscape and environment of BC very much, and hope that such a special and unique part of the world can be saved for future generations. Patrick Oswald was a dear friend of my late father and has been like an uncle to me, so it was only natural to want to support one of his causes."*



Alan Story, Grand Prize Winner



Cormac Flynn, Wild View Category Winner



Terry Beaupre, Tree Category Winner



Eduardo Baena, Wildlife Category Winner

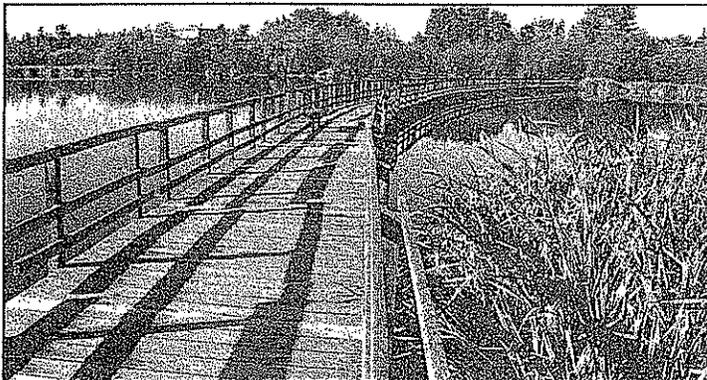
## My Favourite BC Photo Contest Winners

Thank you to all of the amateur photographers in BC who submitted photos to the My Favourite BC Photo Contest and all those who voted as well as photographer Graham Osborne for judging the contest. The grand prize winner was Alan Story for his shot taken in the Broughton Island Group with a Nikon E990, f7.9 11mm, 1/310 sec as he was cruising in his boat.

Cormac Flynn won in the Wild View category for his shot of Joffre Peak viewed from Mount Matier. Terry Beaupre won in the Trees category for her shot of

misty trees in Bridgman Park in North Vancouver during heavy fog. "The fog had just started to burn off which caused the effect of the blue and the slight lighting on the trees. The fog and the fact that it is a multiple exposure (2 shots) give the soft and charcoal look." Eduardo Baena won in the Wildlife category for his shot of two wolf eels taken at a dive site near Nanaimo called Clark Rock, close to Snake Island.

Thanks to CustomColor Professional Imaging Lab for providing enlargements to the winners.



### Swan Lake

The Nature Trust is working with the Swan Lake Christmas Hill Nature Sanctuary in Saanich on a new sign kiosk which will be unveiled March 26 at 3 p.m.

In 1976, The Nature Trust acquired 2.4 hectares (6 acres) at Swan Lake and leased this to The Corporation of the District of Saanich to help create the Swan Lake Christmas Hill Sanctuary—a nature oasis in the city. This acquisition is an excellent demonstration of conservation partners at work.

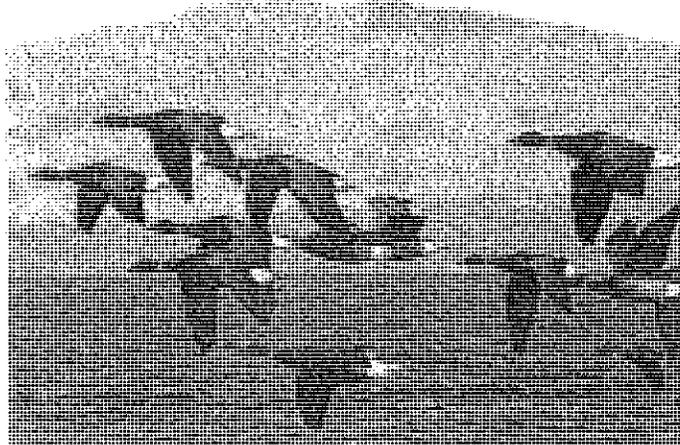


## Life Among Birds

Nature Trust director Rob Butler will be presenting "Life Among Birds" at Royal BC Museum in Victoria on March 17 at noon, Wings Over the Rockies on the evening of May 7 and Central Okanagan Naturalists' Club May 8 at 7 p.m. This illustrated talk explores some of the latest and coolest findings in bird research from clever crows and marathon migrations to gee-whiz moments—seen through the eyes of professional ornithologist Dr. Rob Butler. It is a story of diplomacy, humour, and adventure of international conservation. The presentation will wrap up with new results from the BC Breeding Bird atlas and the important role of The Nature Trust in saving special places for birds. For over four decades, Rob has been a scientist, professor, author and naturalist based in BC. His research career began along the beaches where he studied the social behaviour of crows. In the ensuing years, Rob traveled to Central and South America, and Asia to watch, research and conserve places for birds. [www.robbutler.ca](http://www.robbutler.ca)

## Brant Wildlife Festival

This year's Brant Wildlife Festival celebrating the migration of Brant geese and other wonders of nature will run March 29 to April 9 in Parksville and Qualicum Beach on Vancouver Island. The festival kicks off with an Opening Night on March 29 featuring local chefs, live music, displays and a live auction. Other events include Big Day Birding, Brant in the Bay, Eagle Release, and Family Day on the Farm. Visit <http://brantfestival.bc.ca> for details, e-mail [rrivers@naturetrust.bc.ca](mailto:rrivers@naturetrust.bc.ca) or call toll free 1-866-288-7878. Thanks to the BC Ministry of Forests, Lands and Natural Resource Operations, the City of Parksville, the Lohn Foundation and the Mid Island Co-op for sponsoring the festival.



## Earth Wind Fire 2012

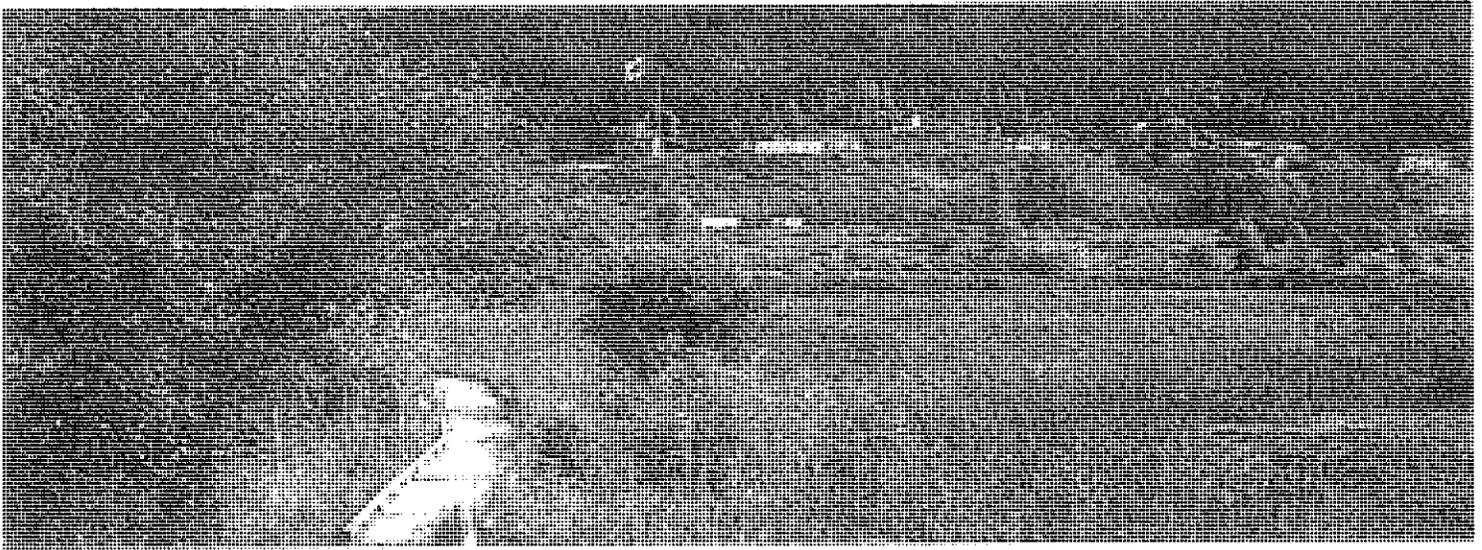


*"The best chefs using the best local food paired with the Okanagan's best wine."*

- Stuart Klassen, Executive Chef,  
The Delta Grand Okanagan Resort

Mark your calendar so you don't miss a night of fabulous food, sensational wine and fun dancing at the Delta Grand Okanagan Resort in Kelowna on Friday, June 1. Local jazz singer Anna Jacyszyn will add sparkle to the opening reception, while Wheelhouse will rock the night away. Enjoy a snappy live auction including The Great Wall of Okanagan Wine and other great items.

Tickets are \$150 and reserved tables for 8 are \$1,200. Sponsor tables are also available: Earth table \$10,000; Wind table \$5,000; Fire table \$2,500. Tables of 10 are available upon request. Net proceeds benefit our Conservation Youth Crew program. E-mail [tloewen@naturetrust.bc.ca](mailto:tloewen@naturetrust.bc.ca) or call toll free 1-866-288-7878 to reserve your spot.



## Scout Island Transforms Lives

Scout Island Nature Centre is a place for people of all ages to connect with nature. Right in the heart of Williams Lake, the centre provides a unique opportunity to get close and personal with plants, birds, mammals, insects and even reptiles. Purchased by The Nature Trust of BC in 1973, the City of Williams Lake leases the property and the Williams Lake Field Naturalists operate the environmental features of the park, including the Nature Centre. In celebration of The Nature Trust's 40th anniversary of conserving land across BC, the organization partnered with Scout Island on a writing contest this fall. The response to the contest brought smiles to the faces of the judges who read all of them. It's truly heart-warming to know how much this gem of nature in Williams Lake means to people.

Adult winner Maggie Ranger wrote "...my grandson Ryver says "Geese! Ducks!" and that is his way of asking to go to Scout Island. A few weeks ago, when we heard thunder there, Ryver rubs his fingers together and makes a kissing sound. He says "Rainbow, rainbow... kiss, kiss, kiss." Lo and behold, we turn to walk back to the car and there is the most vivid, spectacular rainbow I have ever seen... magic...yes, years of magic...thank you, Scout Island"

High school winner Sam Delacherois wrote:

*"Scout Island is a place to let go  
A place to say your final goodbye  
Watching the balloons float to the sky  
A note of desire and hope fastened on the string  
As it soars through the clouds  
That Sunday of every May."*

Intermediate winner Mia Leblanc wrote *"I think Scout Island is a good place to be because it's calm. So when you're upset or mad, you can go there and you will forget why you were even mad and upset."*

Primary winner Candice-Rose Mapson wrote a letter inviting a friend to visit Scout Island: *"Dear Keleey: I hope you get a chance to visit Scout Island. It is sooo cool with all its little paths and boardwalks. I just love it...Just watch out, it's animal friendly so don't hurt any of the animals there. But I'm telling you, you really should go because it rules sooo much."*

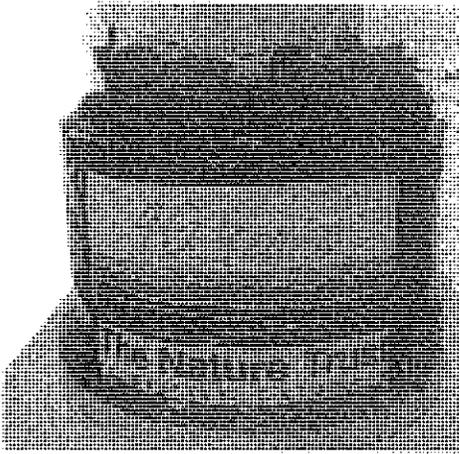
Thanks to all who entered our contest and shared their appreciation of Scout Island. Congratulations to all the winners!

*"Scout Island has touched my life at various points during my 21-year journey. It started as a toddler at the Spiders, Snakes and Frog summer program, and then the preschool. I have fond memories of playing in the sand pit at preschool, and was fortunate enough to have a love of nature and the outdoors instilled in me at this young age. During elementary and high school my class had field trips to the nature centre to learn from the staff and then play at the beach. I also spent a lot of time walking around Scout Island with friends as fun social activities can be challenging to find in Williams Lake. Finally, I was fortunate enough to have the incredible experience of running the Nature Fun kids program the summer after first year and second year of university."*

Monica McMahan

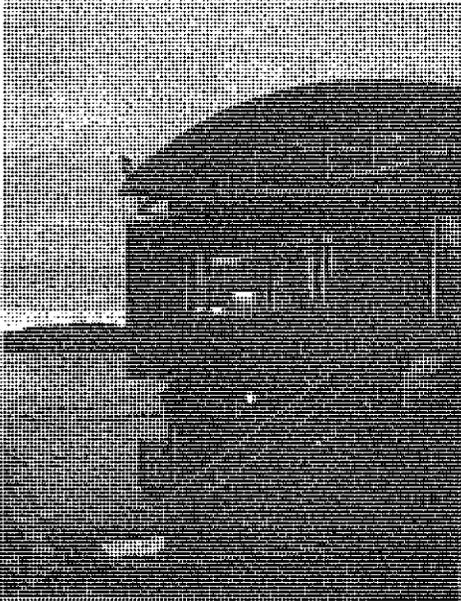


Exploring creatures from the dock



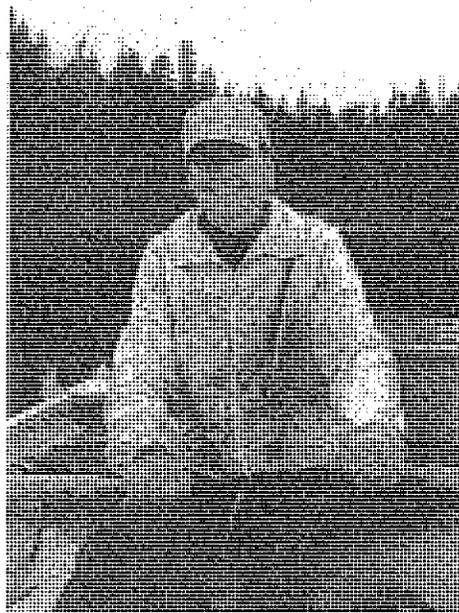
## Special Thanks

Special thanks to Marieke Nijenhuis, Coastal Cake Company, for creating a cake and cupcakes for visitors to enjoy as they viewed the exhibition of Lyndia Terre's art focused on Moorecroft as part of her Artist in Residence work. [www.coastalcakecompany.com](http://www.coastalcakecompany.com)



## Deep Bay

Thanks to the Deep Bay Marine Field Station staff for giving us the opportunity to host an event there in December to raise funds for conservation in Baynes Sound. We were delighted to have Vancouver Island University President and Vice-Chancellor Dr. Ralph Nilson and Comox Valley Naturalist Art Martell as guest speakers. Students from the culinary program created a wonderful buffet with food donated by Hollie Wood Oysters, Marine Harvest Canada, Natural Gift Seafoods and Stellar Bay Shellfish.



## Scholarship Winner

Martina Beck is the winner of the Dr. Ian & Joyce McTaggart-Cowan Scholarship in Environmental Studies at the University of Victoria. She studies non-native smallmouth bass in British Columbia lakes. At present very little is known about how non-native bass interact with native fish and wildlife in BC lakes. In order to properly manage and identify high-risk areas warranting control of non-native bass we must increase our understanding of how smallmouth bass are interacting with species assemblages in lakes throughout BC. The primary objective of this project is to address if and how non-native smallmouth bass impact BC's freshwater biodiversity, including stocked and native salmonid species. These data will provide the basis for future smallmouth bass management actions in addition to forming the basis of public education and outreach to the recreational fishing community.

Martina is a member of the Seafood Ecology Research Group in the School of Environmental Studies at the University of Victoria under the co-supervision of Dr. John Volpe and Dr. Matthias Herborg (BC Ministry of Environment). Martina completed her Bachelor's of Science Honors degree in the faculty of Biology with an honors thesis in the field of Oceanography. Martina's future academic goals are to continue working and conducting research in the fields of aquatic invasive species and fisheries policy and management.



*"What attracted us to The Nature Trust was the very professional manner they handled our Brooklyn Creek donation in Comox. They did a great job taking us through the process combining the ecological science and business sense which resulted in preserving a park of over 6 acres and 600 feet of waterfront in downtown Comox for generations to enjoy."*

The Bay Family

## The Nature Trust of British Columbia

The Honourable Steven L. Point  
Lieutenant Governor of BC  
Honourary Patron

Doug Christopher  
Chair of the Board

### Directors

Peter Arcese, PHD  
Greg Bay  
Ross Beaty  
Rob Butler, PHD  
Susan Hannon, PHD  
Heather Holden, PHD  
Stewart Muir  
Daniel Nocente  
Carmen C. Purdy  
Rod Silver  
Jim Walker  
John West  
Robin Wilson

Doug Walker  
Chief Executive Officer

Patrick Oswald  
Leadership Giving

John Keller  
Major Gifts

### The Nature Trust of British Columbia

#260-1000 Roosevelt Crescent  
North Vancouver, B.C. V7P 3R4

Phone: 604-924-9771 or 1-866-288-7878

Fax: 604-924-9772

Email: [info@naturetrust.bc.ca](mailto:info@naturetrust.bc.ca)

Website: [www.naturetrust.bc.ca](http://www.naturetrust.bc.ca)

Charitable Corporation, #10808 9863 RR0001

Natural Legacy is copyright ©2012

by The Nature Trust of British Columbia



*John Keller fishing*



*John Keller with his daughter  
cycling the Kettle Valley Railway*

Having joined The Nature Trust of BC in November 2011, I was asked to share a few thoughts about why I wanted to work in conservation and for The Nature Trust. My motivation comes from a personal passion for nature and commitment to make a difference.

My earliest memories are of timeless hours chasing frogs and turtles with my grandmother in the creek that ran through the ravine at the back of her home, and later of canoeing and fishing with my father every summer. This love of nature was carried through into my adult life and I have supported a number of environmental organizations over the years.

Through this interest I came to know of The Nature Trust and five years ago I offered to volunteer. I was impressed with the quality of their work and the professionalism of the staff and Board. Many of you know Patrick Oswald who is gearing down and plans to retire next year. I can only hope to measure up to his dedicated lifetime of working for a better world.

Before joining The Nature Trust I walked the White Lake/Twin Lakes area in the South Okanagan where The Nature Trust has extensive grassland properties. This type of ecosystem is BC's most at risk and I was inspired by what I saw and learned.

Lastly, I am at The Nature Trust because of the little gal in the photo with me, my youngest child. When she grows up I want her to be proud of me, and I want to leave her and her generation as much as possible the gifts of nature that my generation has so enjoyed.

I wanted to include a few things about my role at The Nature Trust. It is truly one of the best jobs imaginable. With everyone who supports what we do, I share a sense of mission and passion as to why conservation is important. People who contribute their hard earned money and people who work in this field do so because they care, and not for any individual gain.

However, it is also a difficult job in that we are four years into a recession and individuals, companies, governments, and organizations like The Nature Trust all have to work harder to adapt and thrive.

So I would like to conclude by thanking each and every one of you who has supported The Nature Trust. We are a focused and prudent organization, and I promise you that we will use your donations in a responsible and accountable manner.

Studies have shown that 75% of Canadians make their charitable decisions based on referral or recommendation from family and friends. I would like to ask for your help to tell the people close to you about The Nature Trust and encourage them to include nature conservation in their annual planned giving.

I am at your service to enable you to be an Ambassador for The Nature Trust of BC and am so very pleased to be working on your behalf. I look forward to speaking with you in the coming months. You are welcome to contact me by e-mail [jkeller@naturetrust.bc.ca](mailto:jkeller@naturetrust.bc.ca), phone 604-924-9771 ext. 232 or 604-969-3250.

## Passion for Nature

*by John Keller*

### Planting the Seeds for the Future

Please join us for our first Estate Planning session with lawyer Mark Weintraub of Clark Wilson LLP and financial advisors Mark Zlotnik and Jack Shaffer of ZLC Financial Group

**April 18 at 7 p.m.**

VanDusen Botanical Garden  
5251 Oak Street, Vancouver

To register for this free event, call Tracy at 604-924-9771 ext. 222 or e-mail [tloewen@naturetrust.bc.ca](mailto:tloewen@naturetrust.bc.ca)



*Patrick Oswald with Conservation Youth Crew truck*

## Estate and Legacy Planning

by Areet Kaila,  
Clark Wilson LLP  
604-643-3130  
[www.cwilson.com](http://www.cwilson.com)

*"We wanted to do something meaningful to remember our son, Tony. He loved nature and gave a lot of himself to those in need. Our estate recognizes The Nature Trust with funds that will support their Conservation Youth Crews in Tony's name to inspire the next generation to conserve BC."*

— Dick and Peggy Cartledge

There are many reasons, both personal and financial, for incorporating charitable giving into an estate plan by making a charitable gift in your will. Whatever your reasons, below are some of the important considerations to keep in mind if you decide to include a charitable bequest in your will.

- Ensure that you use the correct legal name of the charitable organization. If the charity is named incorrectly, the estate (and the charity) may be required to spend significant time and expense ensuring that the correct organization is the recipient of the gift. A clause should also be included in the will addressing what should happen to the gift in the event that the charity has ceased to exist or changed its name prior to the donor's death.
- In order to receive an official donation receipt for income tax purposes (and deduct the charitable donation on the estate's terminal tax return), the gift must be to a charity that is currently registered with the Canada Revenue Agency (CRA). This can be determined by searching the Canadian Registered Charities Listings on the CRA website, or with the help of your estate lawyer.
- You may wish to impose conditions on the charitable gift by requiring that the gift be used for a specified purpose, such as to fund a specific initiative or program. If this is the case, it is important to ensure that the purpose is clearly described and that the named organization is in fact capable of carrying out that purpose. Charities can only engage in activities that fit within their charitable purposes so it is best to consult with the charity beforehand to ensure that the charity will be able to accept the gift. To avoid any possibility of the gift failing, most charities prefer that donors express their desires for the gift as wishes rather than as conditions imposed on the gift.
- Consider notifying the charity that is intended to be the beneficiary of the gift. Charities find this information helpful for their own planning purposes and prefer to stay in touch with their donors. They may also wish to recognize your gift during your lifetime, with your consent.

Proper planning, as well as professional advice, can help avoid any inadvertent complications and expenses for your estate and the charity (or charities) of your choice and ensure that the gift results in the greatest tax advantage possible for your estate.

Many corporations are often faced with a decision as to what to do with the life insurance they have held on a shareholder or key employee when that shareholder or employee leaves the company. Below are the reasons why the policy should be maintained:

- The company has an opportunity to recover the funds that were paid out to retire the shareholder by redeeming or repurchasing his or her shares.
- There is an opportunity to continue to use the insurance contract on the departing individual to accumulate tax deferred investment contributions that could result in a tax free payment to the corporation when the insured dies.
- There is an opportunity for the remaining shareholders to receive tax free dividends from the company's Capital Dividend Account created by the life insurance proceeds.
- In the future, it may be an option for the company to sell the policy to an investor. This option is currently not available in BC, but is viable in other jurisdictions.
- There is an opportunity for the company or its shareholders to make a tax deductible donation to a charity.

For this article, we will review a number of ways to use the insurance policy as part of the company's philanthropic objectives.

The company could designate a charity as the beneficiary of the policy and receive the charitable tax receipt for the full death benefit when the insured dies.

Should the shareholders wish to make the donation personally, then they can elect to have the death benefit paid out to them through the Capital Dividend Account and use the proceeds to make the donation to the charity of their choice. The capital dividends are received tax free and a charitable receipt will be provided to the individual donors for the full amount of the donation.

The corporation could also transfer the ownership of the policy to the charity with a pledge to pay the premiums when they come due on behalf of the charity. Charitable donation receipts will be issued as the corporation pays the annual premium due on behalf of the charity.

If the policy in question has a cash surrender value, the company could also reduce the face amount of the policy to change it to a fully paid for policy with no future premiums payable. The policy could then be transferred to a charity with a charitable receipt being issued for the amount of the cash surrender value at the time of the donation.

With proper planning, significant financial and charitable opportunities may result.



## Recycle Corporate- Owned Insurance for Charitable Bequests

by Jack J. Shaffer,  
ZLC Financial Group  
604-688-7208  
www.zlc.net

*"The Nature Trust has been conserving areas of beauty, significance, and history for decades. The Sitka Foundation is a longtime supporter of what The Nature Trust does because they do it so well. Most importantly, The Nature Trust works very hard to set aside land in perpetuity. Because every piece of land purchased and carefully managed by The Nature Trust is done with current as well as future generations in mind, it means to the Sitka Foundation that the very tenets of conservation are practiced forever.*

*Scientific methodology in sourcing out land of significance and maintaining these properties through sound management mean to the Sitka Foundation that The Nature Trust is practicing responsible stewardship of British Columbia's extraordinary natural wealth. The Sitka Foundation has supported the conservation of properties ranging from the Gulf Islands and coastal mainland to the Okanagan, but has also supported The Nature Trust's Conservation Youth Crews and engagement of the public at large.*

*For these reasons the Sitka Foundation has and will continue to support and commend The Nature Trust."*

— Carolynn Beaty, Sitka Foundation



Dr. Joyce Davies with Nature Trust  
Chair Doug Christopher

*"I have been a supporter of The Nature Trust for many years and have bequeathed my real estate to help conserve critical natural habitat in BC in the future. The mountains, rivers and lowlands of BC drew me from the suburbs of London to continue my medical specialist practice where any short walk from home takes me into the quiet of nature's territory. Please help maintain what nature has given us to enjoy and support The Nature Trust."*

— Dr. Joyce Davies

# Giving

When you make a gift to The Nature Trust you leave a lasting legacy. You are supporting the vital conservation work of our organization while inspiring others to follow your leadership.

Every gift is important; we are grateful for any size of gift.

You may wish to leave your gift undesignated and we will use your dollars where the need is the greatest. Or you may wish to designate your gift and identify the use of these dollars to a specific project or region of BC.

You may wish to give your gift in memory of a loved one and we will notify the next of kin. Or you can give in honour of a birthday, anniversary or wedding and we will send a note letting them know about your donation.

Gifts may be made today or arranged for The Nature Trust to receive at a future date. By selecting the right type of gift, you can maximize your tax advantage and the estate planning benefits of your donation. All eligible gifts as per Canadian Revenue Agency guidelines are tax receipted.

Some gifts are simple to make and others we recommend that you seek advice from your professional advisor.

We invite you to meet our Leadership Giving Team, John Keller and Patrick Oswald, who will be pleased to discuss with you how The Nature Trust of BC can meet your wishes. You can contact them at 604-924-9771.

## Ways to Give

There are many ways to make a gift to The Nature Trust of BC and help conserve our treasure of a province.

- Gifts of Cash
- Gifts of Stock
- Gifts of Real Estate
- Bequests
- Other Gifts
- Gifts of Conservation Land

How you can help

- Donate today
- Pledge over a period of time
- Pay tribute
- Donate publicly traded securities
- If your employer participates in United Way or other employee campaigns, you can identify The Nature Trust as your charity of choice
- Host an event and donate the proceeds
- Provide a future gift in your will and become a visionary

We recognize that there are many excellent causes but we hope The Nature Trust of BC will be your charity of choice.



The Nature Trust of British Columbia

#260 1000 Roosevelt Crescent, North Vancouver, BC V7P 3R4

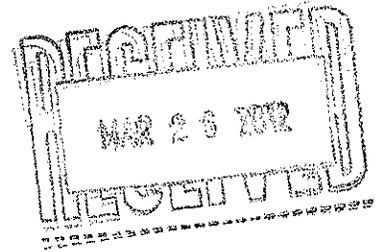
604-924-9771 • toll-free 1-866-288-7878 • e-mail [info@naturetrust.bc.ca](mailto:info@naturetrust.bc.ca)

[www.naturetrust.bc.ca](http://www.naturetrust.bc.ca)

March 20, 2012

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

Maureen LeBourdais  
Senior Manager, Smart Planning for Communities  
Fraser Basin Council  
104-197 Second Avenue North  
Williams Lake, BC V2G 1Z5



To: Chair

**You're Planning Smart. We're here to help.**

The Fraser Basin Council (FBC) has been tasked since 2008 with delivering an exciting initiative, *Smart Planning for Communities (SPC)*. SPC supports local and First Nations governments across British Columbia in planning socially, culturally, economically and environmentally sustainable communities.

In addition to our SPC core services, available **free of charge**, SPC has two unique ways we can provide direct support to get your community moving forward toward Integrated Community Sustainability Planning (ICSP), at competitive rates.

I invite you to look at the enclosed brochure which provides information on our *SmartPlan for Small Communities* process, designed specifically for smaller communities and rural areas, and the *Smart Planning Review*, a report customized to your community that clarifies what you have already accomplished that will help you achieve your sustainability goals without duplicating previous work.

After you have reviewed it, please contact us. I would be happy to provide more information on SPC and how we help BC local governments and First Nations plan for a sustainably future for their communities.

Bring us in.

Sincerely,



Maureen LeBourdais  
Senior Manager, Smart Planning for Communities  
Fraser Basin Council  
[mlebourdais@fraserbasin.bc.ca](mailto:mlebourdais@fraserbasin.bc.ca)  
[www.smartplanningbc.ca](http://www.smartplanningbc.ca)  
250 392 1400





## Wendy Thomson

---

**From:** BC TRANSIT REVIEW TRAN:EX [BCtransitreview@gov.bc.ca]  
**Sent:** Tuesday, April 03, 2012 7:37 PM  
**To:** BC TRANSIT REVIEW TRAN:EX  
**Subject:** BC Transit Independent Review

On March 15, 2012, the Minister of Transportation and Infrastructure appointed a three-person Independent Panel to conduct a review of BC Transit. The Panel, made up of Chris Trumpy (Chair), Catherine Holt and John King, recently met to begin planning for the review and will be arranging to meet with local governments, BC Transit and other interested parties over the next several weeks in a series of face to face meetings or conference calls. The Panel plans to complete its review and deliver its recommendations to the Minister by the beginning of August 2012.

The Panel is charged with examining and making recommendations to the Minister in four main areas:

- Operations and performance: examining the efficiency and effectiveness of transit services provided by BC Transit.
- Governance: examining the existing structure, processes and policies in place for BC Transit, as well as the Capital Regional District's request that the regional district perform the functions of the Victoria Regional Transit Commission.
- Funding relationships between BC Transit and local governments: examining the processes for capital planning, budgeting and operating expenditures and how transit service is allocated, priorities set, charges imposed and expenditures monitored.
- Communications and consultation between BC Transit and local governments.

A full copy of the Panel Terms of Reference is available at  
<http://www.th.gov.bc.ca/BC Transit Review/index.html>

The Panel is currently finalizing its schedule and will be contacting local governments over the next week with the planned consultation process which will include opportunities for Tier 1, 2 and 3 Communities to meet with the Panel. If you have any questions about the review you may contact the Independent Review Coordinator, Tom Lee at [bctransitreview@gov.bc.ca](mailto:bctransitreview@gov.bc.ca).

Chris Trumpy, Chair  
BC Transit Independent Review





Transport Canada  
Safety and Security

Transports Canada  
Sécurité et sûreté

Tower C, Place de Ville  
11<sup>th</sup> Floor  
330 Sparks Street  
Ottawa, Ontario  
K1A 0N8

Tour C, Place de Ville  
11<sup>e</sup> étage  
330, rue Sparks  
Ottawa (Ontario)  
K1A 0N8

Your file / Votre référence

Our file / Notre référence

FILE# 9464-7-24

RDIMS 7303000

Mrs. Janice Hill  
Grants and Administration  
Regional District of Alberni-Clayoquot  
3008 Fifth Avenue  
Port Alberni, British Columbia  
V9Y 2E3

Dear Mrs. Hill:

**SUBJECT: BOATING SAFETY CLASS CONTRIBUTION PROGRAM – CONTRIBUTION AGREEMENT**

This letter is to inform you that the project titled "Boating Safety Awareness Program – Drowning Doesn't Discriminate – Wear Your Life Jacket" has been approved to a funding level not to exceed \$17,000, payable over one fiscal year, commencing on April 1, 2012 and terminating on September 30, 2012, under the *Boating Safety Class Contribution Program*.

Please note that prior to any funding being provided, a contribution agreement between Transport Canada and the Regional District of Alberni-Clayoquot must be signed by each party. Enclosed is the contribution agreement to be entered into between the two organizations, in duplicate form.

Under the terms of the said contribution agreement, Transport Canada will fund 75% of the eligible costs, as defined, incurred for the approved project, on an after the fact basis, that is, by reimbursing your organization 75% of the eligible costs incurred on the strength of the approval of the supportive documentation.

As the authorized individual for the Regional District of Alberni-Clayoquot, please sign both copies of the original agreement and return them in the self-addressed envelope. Once I have signed this agreement, a duplicate will be returned to you without delay.

.../2

Canada

www.tc.gc.ca

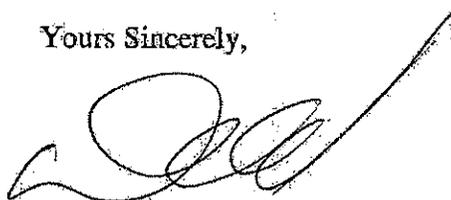
21-0019 (0401-04)

Further, please note that all communications concerning the announcement of the approval of your Project, including press releases, announcements, advertisements, promotional materials and responses to media requests, shall be coordinated with Transport Canada departmental authorities as to the content and timing so as to acknowledge federal financial participation.

If you have any questions please contact Mr. John Murray, Manager, Office of Boating Safety at (613) 990-5887 or at [john.murray@tc.gc.ca](mailto:john.murray@tc.gc.ca).

Thank you for your efforts towards improving boating safety awareness in Canada. I wish you every success with your coming project.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'DR', written in a cursive style.

Donald Roussel  
Director General  
Marine Safety

Encl.



March 30, 2012

Chair Wong and Directors  
Alberni-Clayoquot Regional District  
3008 - 5th Avenue  
Port Alberni, BC  
V9Y 2E3

Dear Chair Wong and Directors,

In advance of this year's AVICC conference in Uclulet April 13 to 15, I want to take this opportunity to let you know that we will have senior members of our Trans Mountain expansion project team attending the upcoming conference. They would be pleased to arrange a meeting with you should you wish to discuss our proposed plans.

We are in the early stages of a proposal to expand our Trans Mountain pipeline system. Based on encouraging commercial interest received in early 2012, we are now investigating initial project designs and estimating the scope and requirements that would be needed for a proposed project of this scale. We anticipate making an announcement on the scope and next steps later this spring.

Following this announcement, we will spend the next 18 to 24 months completing extensive environmental assessments and conducting an open and thorough engagement process with communities, First Nations, industry, governments, and non-government organizations. This will be undertaken prior to making a comprehensive regulatory facilities application.

We are committed to a meaningful engagement process where we will seek input on a number of topics including pipeline routing, First Nations interests and concerns, environmental mitigation, emergency response capabilities and marine related issues.

For almost 60 years, Kinder Morgan Canada and its predecessors have safely and efficiently operated the Trans Mountain pipeline and Westridge Marine Terminal on Burrard Inlet, a critical piece of energy infrastructure; and the only access for crude oil and refined petroleum products produced in northeast BC and Alberta to the west coast of North America. Oil tanker loadings at our Westridge Marine Terminal account for only three per cent of the traffic in Port Metro Vancouver and the proposed expansion of our system would mean less than 10 per cent of total traffic.

.../2

**Kinder Morgan Canada**

Suite 2700, 300 – 5th Avenue SW, Calgary, AB T2P 5J2

Phone: (800) 535-7219 Fax: (403) 514-6401 [www.kindermorgan.com](http://www.kindermorgan.com)



As we prepare for our proposed expansion, we recognize that you and your constituents may have questions about our plans, so we look forward to hearing from you should you wish to meet with us at AVICC in these early days to discuss our plans, next steps and our proposed engagement process. **Please send your meeting requests to us at [tmx@kindermorgan.com](mailto:tmx@kindermorgan.com).**

Sincerely,

A handwritten signature in black ink, appearing to read "Ian Anderson", written in a cursive style.

Ian Anderson  
President

**Kinder Morgan Canada**

Suite 2700, 300 – 5th Avenue SW, Calgary, AB T2P 5J2

Phone: (800) 535-7219 Fax: (403) 514-6401 [www.kindermorgan.com](http://www.kindermorgan.com)



## Administrative Memo

**To:** Board of Directors

**From:** Russell Dyson, Chief Administrative Officer

**CC:** Rob Gaudreault, CUPE

**Date:** Tuesday, March 27, 2012

**Subject:** **ACRD Occupational Health and Safety Policy and Joint Occupational Health and Safety Committee**

---

### Recommendation:

*That the Board of Directors of the Alberni Clayoquot Regional District endorse the Occupational Health and Safety Policy statement and agree to the establishment of a Joint Occupational Health and Safety Committee as outlined in the Terms of Reference as presented in the CAO report of March 27, 2012.*

### Desired Outcome

To confirm the Regional Districts commitment to Occupational Health and Safety and establish a Joint Occupational Health and Safety Committee as prescribed by the Workers Compensation Act.

### Background

The Regional District is refining its Occupational Health and Safety Program and the attached policy statement outlines the commitment within the organization.

An employer is required to establish and maintain a joint occupational health and safety committee when a workplace has 20 or more workers. While the Regional District has maintained a regular workforce slightly under this amount it is prudent to establish the committee and utilize it as a vehicle for implementing sound health and safety policy and procedures. The Regional District's workforce does change throughout the year with the addition of part time employees, student employees and various contracts.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

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

---

It would be better to have the committee in place than to realize the size of workforce that would require the committee.

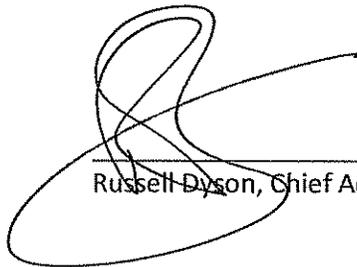
The committee will be composed of two employees appointed by the union and two appointed by management. They will meet on a regular basis each month and fulfil the requirements of the act as outlined in the proposed policy.

The policy is the first of several that will be coming forward for the Board of Directors consideration as we implement our Occupational Health and Safety Program.

**Financial**

The committee will involve four staff members, meeting at least once monthly. With meetings and site inspections it is estimated that the committee will consume 140 hours of staff time. Follow up to committee recommendations can have financial consequences and this will be considered with each initiative. Education of committee members and staff will also be required and will be reflected in subsequent budgets.

Submitted by:



Russell Dyson, Chief Administrative Officer

## Alberni Clayoquot Regional District

### Occupational Health and Safety Policy

The Alberni Clayoquot Regional District is committed to provide safe and healthy working conditions and to encourage a positive attitude toward accident/injury prevention in its employees. In this regard, we feel that there is no job or service that is so urgent it cannot be done safely.

Every person who is employed by the Alberni Clayoquot Regional District has the right to do a job that is safe to do. Every person who is employed by the Alberni Clayoquot Regional District has a duty to work safely, to promote safe working conditions and safe work practices, and to have a positive attitude towards safety and accident/injury prevention.

At all times, the Alberni Clayoquot Regional District and its employees are required to observe and comply with the requirements of the Workers Compensation Act and its regulations and all other applicable legislation and policies.

Disciplinary action up to and including termination for cause shall be taken against any employee who fails to observe this policy or who violates established workplace safety requirements.

The Policy and Procedures developed by the Alberni Clayoquot Regional District will be readily available to all employees, will demonstrate our commitment to safety and will clearly outline workplace responsibilities and procedures.

\_\_\_\_\_  
Glenn Wong, Chairman

\_\_\_\_\_  
Russell Dyson, CAO

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas  
"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

---

**ALBERNI CLAYOQUOT REGIONAL DISTRICT**  
**Joint Occupational Health and Safety Committee**

**TERMS OF REFERENCE**

**1. Purpose**

This is a joint committee comprised of Employee and Employer Representatives collaborating in a cooperative spirit to assist and provide support for employees of the Alberni Clayoquot Regional District, including the identification and resolution of safety and health problems in accordance with the Corporation's safety and health program. This Committee shall also act in an advisory capacity to the Chief Administrative Officer and Managers of the Corporation.

**2. Functions of the Committee**

- 2.1 Make recommendations to Management for the establishment and enforcement of safety and health policies and practices.
- 2.2 Obtain and distribute information from appropriate sources regarding the identification of existing or potential hazards to the safety and health of all Employees of the Corporation.
- 2.3 Provide advice and promote safety and health programs for the education and information of all Employees.
- 2.4 Receive, consider, investigate and resolve issues of a safety nature.
- 2.5 Maintain records of all meetings.
- 2.6 Review information, statistics and audits which measure the safety performance of the Corporation both as a whole and by Department. Ensure that such information and any accompanying recommendations are forwarded to the Administrator and Directors annually.
- 2.7 Carry out annual reviews of each department's safety performance based on established criteria.
- 2.8 Promote good safety behaviour and attitudes amongst all employees by demonstrating safe work habits and positive role modelling of all committee members.

### **3. Membership**

- 3.1 The Chief Administrative Officer will appoint two management representatives and one alternate and the union will appoint two employee representatives and one alternate.
- 3.2 The membership will designate two co-chairpersons (one union and one management) annually.

### **4. Meetings**

- 4.1 The committee will meet on the First Tuesday of every month at 08:30 hours.
- 4.2 Special meetings if required may be held at the call of either co-chairperson.
- 4.3 A quorum shall consist of three members providing at least half are employee representatives.
- 4.4 The Committee may add procedures it considers necessary for the meetings.

### **5. Minutes of Meetings**

- 5.1 A Recording Secretary will be designated to record and distribute the minutes of each meeting.
- 5.2 A Co-Chair and the Recording Secretary shall ensure the accuracy of the minutes and sign them prior to distribution.

### **6. Co-Chairperson's Responsibilities**

- 6.1 Arrange the agenda
- 6.2 Review previous minutes and material prior to the meetings
- 6.3 Facilitate the meetings.
- 6.4 Encourage all members' points of view to be heard
- 6.5 Promote a confidential and non-judgemental atmosphere

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas  
"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

## **7. Recording Secretary's Responsibilities**

- 7.1 Arrangement of the meeting place.
- 7.2 Notification of meetings to members.
- 7.3 Preparation of minutes.
- 7.4 Distribution of minutes and all other materials relevant to the meeting.
- 7.5 Maintain a file of all minutes and correspondence.

## **8. Recommendations**

- 8.1 Recommendations of the JOHSC will be forwarded to the CAO. The ACRD will formulate an action plan and time frame for any recommendations to be reviewed by the JOHSC at the next regular meeting.

Date of Issue: April 11, 2012  
Date of Revision:  
Review Period: Annually



## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Teri Fong, CGA, Manager of Finance  
**DATE:** April 3, 2012  
**RE:** Finance Warrant No.515

---

### Recommendation:

That the Board of Directors approves Finance Warrant Number 515 in the amount of \$469,174.86 dated March 31, 2012.

### Chief Administrative Officer Comments:

Concur

---

## IMPLICATIONS OF THE RECOMMENDATION

1. GENERAL

That the Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.

2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none

3. FINANCIAL – none

4. POLICY OR LEGISLATIVE – none

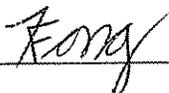
5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN

Improve financial controls by increasing the transparency of the Regional District's financial affairs.

6. COMMUNICATION ISSUES - none

---

Submitted by: Teri Fong, CGA, Manager of Finance

  
\_\_\_\_\_

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Date : Apr 03, 2012

Page : 1

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>0023</b>	<b>AERO COVERS</b>						
31999	28-Mar-2012			Issued	46	C	859.60
4561	01-4-2500-000	PAYABLES - TRADE				859.60	
Invoice Description --> WINDSOCKS FOR LBA (3 - \$460.50) & AVRA (2 - \$307)							
<b>Total :</b>						859.60	0.00
<b>Supplier Total :</b>						859.60	0.00

<b>0163</b>	<b>ALBERNI CHRYSLER LTD</b>						
31977	20-Mar-2012			Issued	43	C	5776.65
53596	01-4-2500-000	PAYABLES - TRADE				1505.56	
Invoice Description --> JEEP LIBERTY - TRANSMISSION INSPECT, HUB & WHEEL BEARING REPLACE							
53753	01-4-2500-000	PAYABLES - TRADE				4271.09	
Invoice Description --> JEEP LIBERTY - NEW TRANSMISSION INSTALL							
<b>Total :</b>						5776.65	0.00
<b>Supplier Total :</b>						5776.65	0.00

<b>0060</b>	<b>ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>						
31907	01-Mar-2012			Issued	27	C	55.99
10786	01-4-2500-000	PAYABLES - TRADE				55.99	
Invoice Description --> CELL PHONE - ENVIRONMENTAL SERVICES							
<b>Total :</b>						55.99	0.00
<b>Supplier Total :</b>						55.99	0.00

<b>0057</b>	<b>ALBERNI DISTRICT HISTORICAL SOCIETY</b>						
31976	20-Mar-2012			Issued	43	C	30.00
2012 MEMBER	01-4-2500-000	PAYABLES - TRADE				30.00	
Invoice Description --> 2012 MEMBERSHIP & SUBSCRIPTION							
<b>Total :</b>						30.00	0.00
<b>Supplier Total :</b>						30.00	0.00

<b>0455</b>	<b>ALBERNI VALLEY REFRIGERATION LTD.</b>						
31957	13-Mar-2012			Issued	39	C	1108.80
20124355	01-4-2500-000	PAYABLES - TRADE				218.40	
Invoice Description --> ACRD HVAC - HEAT PUMP #2 - CRANKCASE HEATER							
20124354	01-4-2500-000	PAYABLES - TRADE				890.40	
Invoice Description --> ACRD HVAC - HEAT PUMP #7 REPAIR							
<b>Total :</b>						1108.80	0.00
<b>Supplier Total :</b>						1108.80	0.00

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 2

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
0095	ALBERNI VALLEY CHAMBER OF COMMERCE				
31908	01-Mar-2012		Issued 27	C 3302.24	3302.24
DEC11HOTEL	01-4-2500-000	PAYABLES - TRADE			
Invoice Description --> DECEMBER 2011 HOTEL ROOM TAX					
<b>Total :</b>				3302.24	0.00 3302.24
32001	ALBION ELECTRIC LTD				
JAN12HOTEL	28-Mar-2012		Issued 46	C 3889.44	3889.44
	01-4-2500-000	PAYABLES - TRADE			
Invoice Description --> JANUARY 2012 HOTEL ROOM TAX (LESS \$500 ADMINISTRATION FEE)					
<b>Total :</b>				3889.44	0.00 3889.44
<b>Supplier Total :</b>				7191.68	0.00 7191.68
0058	AMADA ENTERPRISES LTD				
32000	28-Mar-2012		Issued 46	C 536.81	536.81
747166	01-4-2500-000	PAYABLES - TRADE			
Invoice Description --> LBA OUTSIDE LIGHT REPAIR					
<b>Total :</b>				536.81	0.00 536.81
<b>Supplier Total :</b>				536.81	0.00 536.81
0214	ARCPRINT AND IMAGING				
31938	06-Mar-2012		Issued 35	C 22684.95	22684.95
DPF09002	01-4-2500-000	PAYABLES - TRADE			
Invoice Description --> RETURN OF DEPOSIT HELD (\$20,000), PLUS INTEREST (\$2684.95)					
<b>Total :</b>				22684.95	0.00 22684.95
31978	ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITES				
DFP09002-FINAL	20-Mar-2012		Issued 43	C 13.29	13.29
	01-4-2500-000	PAYABLES - TRADE			
Invoice Description --> FINAL INTEREST PAYOUT ON DEPOSIT HELD					
<b>Total :</b>				13.29	0.00 13.29
<b>Supplier Total :</b>				22698.24	0.00 22698.24
0336	ARCPRINT AND IMAGING				
31909	01-Mar-2012		Issued 27	C 324.80	324.80
N009164	01-4-2500-000	PAYABLES - TRADE			
Invoice Description --> PLOTTER SUPPLIES					
<b>Total :</b>				324.80	0.00 324.80
<b>Supplier Total :</b>				324.80	0.00 324.80
0396	ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITES				
31979	20-Mar-2012		Issued 43	C 324.80	324.80



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 4

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
BCLIFEAPR12	01-4-2500-000						1552.68		
Invoice Description --> GROUP INSURANCE APRIL 2012									
<b>Total :</b>							1552.68	0.00	1552.68
<b>Supplier Total :</b>							1552.68	0.00	1552.68
0700	BC TRANSIT								
31981	20-Mar-2012			Issued	43	C			13460.00
212602	01-4-2500-000						13460.00		
Invoice Description --> FEBRUARY 2012 CUSTOM TRANSIT									
<b>Total :</b>							13460.00	0.00	13460.00
<b>Supplier Total :</b>							13460.00	0.00	13460.00
0677	BC WATER & WASTE ASSOC.								
32002	28-Mar-2012			Issued	46	C			1528.80
COURSE2012	01-4-2500-000						694.40		
Invoice Description --> JOHN THOMAS - DRINKING WATER GUIDLEINES COURSE									
COURSE2012-1	01-4-2500-000						834.40		
Invoice Description --> ANDY DANIEL WATER GUIDLEINES COURSE									
<b>Total :</b>							1528.80	0.00	1528.80
<b>Supplier Total :</b>							1528.80	0.00	1528.80
0791	BERRY & VALE CONTRACTING LTD								
31936	02-Mar-2012			Issued	28	C			171336.86
715	01-4-2500-000						38348.80		
Invoice Description --> WCLF FEBRUARY CONTRACTOR, REFRIDGERANT REMOVAL (\$84), OTHER OP (\$2156)									
ATHOL WASTE	01-4-2500-000						64641.23		
Invoice Description --> SPECIAL WASTE HANDING FOR ATHOL STREET COMPLEX									
716	01-4-2500-000						68346.83		
Invoice Description --> AVLF FEBRUARY CONTRACTOR, REFRIDGERANT REMOVAL (168.00) & OTHER OP (621.25)									
<b>Total :</b>							171336.86	0.00	171336.86
<b>Supplier Total :</b>							171336.86	0.00	171336.86
0825	BLACK PRESS GROUP LTD.								
31959	13-Mar-2012			Issued	39	C			68.71
31538323	01-4-2500-000						68.71		
Invoice Description --> SALMON BEACH - TRANS - RFP ADVERTISING									
<b>Total :</b>							68.71	0.00	68.71
<b>Supplier Total :</b>							68.71	0.00	68.71

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 5

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>0829</b>	<b>BLUE FROG MAINTENANCE SERVICES</b>						
31911	01-Mar-2012			Issued	27	C	588.00
2012-1	01-4-2500-000	PAYABLES - TRADE				117.60	
		Invoice Description --> SALMON BEACH GROUNDS MAINTENANCE FOR FEBRUARY 2011					
2012-02P	01-4-2500-000	PAYABLES - TRADE				470.40	
		Invoice Description --> SALMON BEACH PUMP & HAUL - FEBRUARY 2012					
<b>Total :</b>						588.00	0.00
<b>Supplier Total :</b>						588.00	0.00
<b>0842</b>	<b>BOUCHER, BOB</b>						
31960	13-Mar-2012			Issued	39	C	500.00
372861	01-4-2500-000	PAYABLES - TRADE				500.00	
		Invoice Description --> LBA FEBRUARY 2012 CLEANING					
<b>Total :</b>						500.00	0.00
<b>Supplier Total :</b>						500.00	0.00
<b>0950</b>	<b>BRETT, KENNETH</b>						
31962	13-Mar-2012			Issued	39	C	1000.00
BRE154603	01-4-2500-000	PAYABLES - TRADE				1000.00	
		Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION					
<b>Total :</b>						1000.00	0.00
<b>Supplier Total :</b>						1000.00	0.00
<b>0970</b>	<b>BUDGET CAR AND TRUCK RENTAL</b>						
31912	01-Mar-2012			Issued	27	C	176.60
3086293	01-4-2500-000	PAYABLES - TRADE				176.60	
		Invoice Description --> TRUCK RENTAL FOR BAMFIELD MEETING					
<b>Total :</b>						176.60	0.00
<b>Supplier Total :</b>						176.60	0.00
<b>1035</b>	<b>BUTLER, LES</b>						
31939	06-Mar-2012			Issued	35	C	3276.00
2012-02	01-4-2500-000	PAYABLES - TRADE				3276.00	
		Invoice Description --> BWS - FEBRUARY 2012 CONTRACTOR					
<b>Total :</b>						3276.00	0.00
<b>Supplier Total :</b>						3276.00	0.00
<b>1058</b>	<b>C. BOWNE ENTERPRISES</b>						
32005	28-Mar-2012			Issued	46	C	55.55

120

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 6

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit	Amount	
7880	01-4-2500-000	PAYABLES - TRADE		55.55			
Invoice Description -->		JANITORIAL SUPPLIES					
<b>Total :</b>				55.55	0.00	55.55	
<b>Supplier Total :</b>				55.55	0.00	55.55	
1110	CANADA POST						
31914	01-Mar-2012			issued	27	C	39.42
9486649330	01-4-2500-000	PAYABLES - TRADE		39.42			
Invoice Description -->		BEAUFORT OCP MAILOUT					
<b>Total :</b>				39.42	0.00	39.42	
<b>Supplier Total :</b>				39.42	0.00	39.42	
1064	CARMANAH PACIFIC PLUMBING						
31913	01-Mar-2012			issued	27	C	144.20
219288	01-4-2500-000	PAYABLES - TRADE		144.20			
Invoice Description -->		ACRD BUILDING - LEASED PORTION - SINK REPAIR					
<b>Total :</b>				144.20	0.00	144.20	
<b>Supplier Total :</b>				144.20	0.00	144.20	
1342	CITY OF PORT ALBERNI						
32006	28-Mar-2012			issued	46	C	10482.36
MAR22/12	01-4-2500-000	PAYABLES - TRADE		10482.36			
Invoice Description -->		EMERGENCY PLANNING COORDINATOR - 1ST QUARTER					
<b>Total :</b>				10482.36	0.00	10482.36	
<b>Supplier Total :</b>				10482.36	0.00	10482.36	
1374	CLAUSEN, AARON						
31915	01-Mar-2012			issued	27	C	375.00
0127	01-4-2500-000	PAYABLES - TRADE		375.00			
Invoice Description -->		ONSITE IT WORK					
<b>Total :</b>				375.00	0.00	375.00	
<b>Supplier Total :</b>				375.00	0.00	375.00	
1382	COAST CATERING COMPANY						
32007	28-Mar-2012			issued	46	C	282.24
13	01-4-2500-000	PAYABLES - TRADE		282.24			
Invoice Description -->		LUNCHES - AGR DEVELOPMENT COMM & TREATY MEETING					
<b>Total :</b>				282.24	0.00	282.24	

Cheque Register - Detail - Supp.



Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				282.24	0.00	282.24

<b>1434</b>	<b>COLUMBIA ICE</b>					
31940	06-Mar-2012		Issued	35	C	69.74
017333/025563	01-4-2500-000	PAYABLES - TRADE			69.74	
Invoice Description -> OFFICE SUPPLIES						
<b>Total :</b>				69.74	0.00	69.74
<b>Supplier Total :</b>				69.74	0.00	69.74

<b>4986</b>	<b>CORIX WATER PRODUCTS LTD.</b>					
31994	20-Mar-2012		Issued	43	C	1035.44
1021501261	01-4-2500-000	PAYABLES - TRADE			-566.93	
Invoice Description -> BAMFIELD WATER SUPPLIES - CREDIT MEMO						
1021313600	01-4-2500-000	PAYABLES - TRADE			106.71	
Invoice Description -> BAMFIELD WATER SUPPLIES						
1021315826	01-4-2500-000	PAYABLES - TRADE			142.46	
Invoice Description -> BAMFIELD WATER SUPPLIES						
1021315827	01-4-2500-000	PAYABLES - TRADE			224.08	
Invoice Description -> BAMFIELD WATER SUPPLIES						
1021305532	01-4-2500-000	PAYABLES - TRADE			442.78	
Invoice Description -> BAMFIELD WATER SUPPLIES						
1021313599	01-4-2500-000	PAYABLES - TRADE			686.34	
Invoice Description -> BAMFIELD WATER SUPPLIES						
<b>Total :</b>				1035.44	0.00	1035.44
<b>Supplier Total :</b>				1035.44	0.00	1035.44

<b>1650</b>	<b>CUPE - LOCAL 118</b>					
31963	13-Mar-2012		Issued	39	C	916.94
DUEFEB12	01-4-2500-000	PAYABLES - TRADE			916.94	
Invoice Description -> FEBRUARY 2012 UNION DUES						
<b>Total :</b>				916.94	0.00	916.94
<b>Supplier Total :</b>				916.94	0.00	916.94

<b>1709</b>	<b>DEER BAY CONTRACTING</b>					
31916	01-Mar-2012		Issued	27	C	313.60
2029	01-4-2500-000	PAYABLES - TRADE			313.60	
Invoice Description -> SALMON BEACH - TRANSPORTATION						
<b>Total :</b>				313.60	0.00	313.60
<b>Supplier Total :</b>				313.60	0.00	313.60

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 8

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :

M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
1718	DENIS FRANCOEUR BACKHOEING							
32008	28-Mar-2012		Issued	46	C	20807.56	20807.56	
2769-1	01-4-2500-000	PAYABLES - TRADE				20807.56		
Invoice Description -> LBA - BC PARKS - SEWER SERVICING - PC#1								
<b>Total :</b>						20807.56	0.00	20807.56
<b>Supplier Total :</b>						20807.56	0.00	20807.56
5375	DISTRICT OF UCLUELET							
31956	06-Mar-2012		Issued	35	C	33.60	33.60	
890	01-4-2500-000	PAYABLES - TRADE				33.60		
Invoice Description -> WC COMM - ROOM RENTAL FOR MEETING								
<b>Total :</b>						33.60	0.00	33.60
<b>Supplier Total :</b>						33.60	0.00	33.60
1788	DORN, HOWIE							
32009	28-Mar-2012		Issued	46	C	300.00	300.00	
26032012	01-4-2500-000	PAYABLES - TRADE				300.00		
Invoice Description -> REFUND OF PAYMENT FOR DVE12003 - NOT REQUIRED								
<b>Total :</b>						300.00	0.00	300.00
<b>Supplier Total :</b>						300.00	0.00	300.00
1847	DUPERE, JOHANNE							
31964	13-Mar-2012		Issued	39	C	200.00	200.00	
DUP154604	01-4-2500-000	PAYABLES - TRADE				200.00		
Invoice Description -> SPROAT PARKS CARETAKER								
<b>Total :</b>						200.00	0.00	200.00
<b>Supplier Total :</b>						200.00	0.00	200.00
0940	DUVALL, E.							
31961	13-Mar-2012		Issued	39	C	1400.00	1400.00	
BRA125654605	01-4-2500-000	PAYABLES - TRADE				1400.00		
Invoice Description -> JANITORIAL EXP								
<b>Total :</b>						1400.00	0.00	1400.00
<b>Supplier Total :</b>						1400.00	0.00	1400.00
1970	EQUIFAX CANADA INC.							
31982	20-Mar-2012		Issued	43	C	11.20	11.20	
1021315827	01-4-2500-000	PAYABLES - TRADE				11.20		
Invoice Description -> AVLF CREDIT CHECK								

Cheque Register - Detail - Supp.



Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				11.20	0.00	11.20
<b>Supplier Total :</b>				11.20	0.00	11.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2075	FYFE'S WELL & WATER SERVICES					
32011	28-Mar-2012	Issued	46	C	8370.82	
2012-1092	01-4-2500-000	PAYABLES - TRADE		8370.82		
Invoice Description ->		LBA AIRPORT WATER SYSTEM SUPPLIES - SALT				
<b>Total :</b>				8370.82	0.00	8370.82
<b>Supplier Total :</b>				8370.82	0.00	8370.82

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
4156	GENIVAR INC.					
32019	28-Mar-2012	Issued	46	C	13224.16	
15989	01-4-2500-000	PAYABLES - TRADE		13224.16		
Invoice Description ->		LBA - ACAP PROJECTS				
<b>Total :</b>				13224.16	0.00	13224.16
<b>Supplier Total :</b>				13224.16	0.00	13224.16

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2233	GFOA					
31965	13-Mar-2012	Issued	39	C	1064.00	
GFOA-PRECONF12	01-4-2500-000	PAYABLES - TRADE		448.00		
Invoice Description ->		2012 GFOA PRE-CONFERENCE - CASEWARE SKILLS				
GFOA-CONF12	01-4-2500-000	PAYABLES - TRADE		616.00		
Invoice Description ->		2012 GFOA ANNUAL CONFERENCE				
<b>Total :</b>				1064.00	0.00	1064.00
<b>Supplier Total :</b>				1064.00	0.00	1064.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2300	GRAND & TOY					
31917	01-Mar-2012	Issued	27	C	210.10	
D167533	01-4-2500-000	PAYABLES - TRADE		210.10		
Invoice Description ->		OFFICE SUPPLIES \$16.34, STATIONARY \$171.25				
<b>Total :</b>				210.10	0.00	210.10

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
31942	06-Mar-2012	Issued	35	C	21.10	
D170773	01-4-2500-000	PAYABLES - TRADE		21.10		
Invoice Description ->		OFFICE SUPPLIES				
<b>Total :</b>				21.10	0.00	21.10

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
31966	13-Mar-2012	Issued	39	C	205.65
D209482	01-4-2500-000	PAYABLES - TRADE		205.65	
Invoice Description ->		OFFICE SUPPLIES			

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 10

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				205.65	0.00	205.65
<b>Supplier Total :</b>				436.85	0.00	436.85

<b>2330</b>	<b>GW SOLUTIONS</b>					
32012	28-Mar-2012		Issued	46	C	447.55
GWS 11-13-5	01-4-2500-000	PAYABLES - TRADE			447.55	
Invoice Description -->		LBA HYDROGEOLOGY TESTING				
<b>Total :</b>				447.55	0.00	447.55
<b>Supplier Total :</b>				447.55	0.00	447.55

<b>2485</b>	<b>HOLDER, DAN</b>					
31968	13-Mar-2012		Issued	39	C	4330.10
DHMAR6/12	01-4-2500-000	PAYABLES - TRADE			4330.10	
Invoice Description -->		FIRE SERVICE COORDINATOR CONTRACTOR - FEBRUARY				
<b>Total :</b>				4330.10	0.00	4330.10
<b>Supplier Total :</b>				4330.10	0.00	4330.10

<b>2490</b>	<b>HOLLAND, KATHLEEN</b>					
31918	01-Mar-2012		Issued	27	C	499.51
KHMILEFEB12	01-4-2500-000	PAYABLES - TRADE			499.51	
Invoice Description -->		SB MANAGER MILEAGE FEBRUARY 2012				
<b>Total :</b>				499.51	0.00	499.51
<b>Supplier Total :</b>				499.51	0.00	499.51

<b>2491</b>	<b>HOLLAND KATHLEEN (PETTY CASH)</b>					
31919	01-Mar-2012		Issued	27	C	93.49
PCFEB27/12	01-4-2500-000	PAYABLES - TRADE			93.49	
Invoice Description -->		SALMON BEACH SEWAGE \$42.22, SECURITY \$43.15				
<b>Total :</b>				93.49	0.00	93.49
<b>Supplier Total :</b>				93.49	0.00	93.49

<b>2560</b>	<b>HOULE PRINTING</b>					
31943	06-Mar-2012		Issued	35	C	688.80
10753	01-4-2500-000	PAYABLES - TRADE			45.92	
Invoice Description -->		SPROAT LAKE PARKS - NEW ZEALAND MUD SNAIL SIGNAGE				
10801	01-4-2500-000	PAYABLES - TRADE			116.48	
Invoice Description -->		BUILDING INSPECTION - SOLID FUEL INSPECTION REPORT BOOKS				
10762	01-4-2500-000	PAYABLES - TRADE			526.40	
Invoice Description -->		AV RECYCLING - STICKERS				

Cheque Register - Detail - Supp.



Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit			
				<b>Total :</b>		688.80	0.00	688.80
31969	13-Mar-2012			Issued	39	C	206.08	
10847	01-4-2500-000	PAYABLES - TRADE				206.08		
		Invoice Description -> BEAVER CREEK OCP NEWLETTERES						
				<b>Total :</b>		206.08	0.00	206.08
32013	28-Mar-2012			Issued	46	C	560.00	
10832	01-4-2500-000	PAYABLES - TRADE				164.64		
		Invoice Description -> BUILDING INSPECTION - SOLID FUEL BURNING INSPECTION FORMS						
10776	01-4-2500-000	PAYABLES - TRADE				395.36		
		Invoice Description -> BUILDING INSPECTION REPORTS - FORMS						
				<b>Total :</b>		560.00	0.00	560.00
				<b>Supplier Total :</b>		1454.88	0.00	1454.88
<hr/>								
2745	IRG, MIKE							
32025	30-Mar-2012			Issued	47	C	806.62	
COMPPUR12	01-4-2500-000	PAYABLES - TRADE				806.62		
		Invoice Description -> COMPUTER PURCHASE PROGRAM - IRG						
				<b>Total :</b>		806.62	0.00	806.62
				<b>Supplier Total :</b>		806.62	0.00	806.62
<hr/>								
2877	KOERS & ASSOCIATES ENGINEERING LTD.							
31985	20-Mar-2012			Issued	43	C	399.84	
0919-021	01-4-2500-000	PAYABLES - TRADE				399.84		
		Invoice Description -> ALBERNI VALLEY WATER STUDY UPDATE						
				<b>Total :</b>		399.84	0.00	399.84
				<b>Supplier Total :</b>		399.84	0.00	399.84
<hr/>								
2890	L.B. WOODCHOPPERS LTD.							
31944	06-Mar-2012			Issued	35	C	299.62	
141836	01-4-2500-000	PAYABLES - TRADE				299.62		
		Invoice Description -> ACRD - FIRST AID KIT						
				<b>Total :</b>		299.62	0.00	299.62
				<b>Supplier Total :</b>		299.62	0.00	299.62
<hr/>								
0200	LADY ROSE MARINE SERVICES							
31937	06-Mar-2012			Issued	35	C	1013.04	
LRFEB/12	01-4-2500-000	PAYABLES - TRADE				1013.04		
		Invoice Description -> BAMFIELD BINS \$870, BWS \$11.50, POSTAGE \$23						

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 12

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				1013.04	0.00	1013.04
<b>Supplier Total :</b>				1013.04	0.00	1013.04

<b>3011</b>	<b>LANDWORKS CONSULTANTS INC</b>					
31945	06-Mar-2012		Issued	35	C	3524.40
12006	01-4-2500-000	PAYABLES - TRADE				3524.40
Invoice Description ->		RURAL OCP'S PROJECT				
<b>Total :</b>				3524.40	0.00	3524.40
<b>Supplier Total :</b>				3524.40	0.00	3524.40

<b>3030</b>	<b>LEM, TAWNEY M</b>					
31920	01-Mar-2012		Issued	27	C	1848.00
2012 STRAT PLAN	01-4-2500-000	PAYABLES - TRADE				1848.00
Invoice Description ->		2012 STRATEGIC PLANNING				
<b>Total :</b>				1848.00	0.00	1848.00
<b>Supplier Total :</b>				1848.00	0.00	1848.00

<b>3272</b>	<b>MCCONNELL, SHAWN</b>					
31970	13-Mar-2012		Issued	39	C	2147.40
749734	01-4-2500-000	PAYABLES - TRADE				987.99
Invoice Description ->		FEBRUARY MILLSTREAM WATER CONTRACTOR				
746735	01-4-2500-000	PAYABLES - TRADE				1159.41
Invoice Description ->		FEBRUARY LONG BEACH WATER CONTRACTOR				
<b>Total :</b>				2147.40	0.00	2147.40
<b>Supplier Total :</b>				2147.40	0.00	2147.40

<b>3273</b>	<b>MCDUGALL'S LANDSCAPING</b>					
31971	13-Mar-2012		Issued	39	C	358.40
2231	01-4-2500-000	PAYABLES - TRADE				358.40
Invoice Description ->		ACRD OFFICE - SALT APPLICATIONS JAN 10, 15, 16, 20, 24, 26 & FEB 6 & 27				
<b>Total :</b>				358.40	0.00	358.40
<b>Supplier Total :</b>				358.40	0.00	358.40

<b>3280</b>	<b>MCGILL &amp; ASSOCIATES ENGINEERING</b>					
31921	01-Mar-2012		Issued	27	C	1397.16
13690	01-4-2500-000	PAYABLES - TRADE				1397.16
Invoice Description ->		WCLF WATER SAMPLING & HYDRO LINE TREE REMOVAL				
<b>Total :</b>				1397.16	0.00	1397.16

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100  
 Date : Apr 03, 2012

Page : 13  
 Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
31972	13-Mar-2012			Issued	39	C	12346.33	
13704	01-4-2500-000	PAYABLES - TRADE				84.00		
	Invoice Description ->	AVLF OPERATIONS & MANAGEMENT PLAN						
13706	01-4-2500-000	PAYABLES - TRADE				147.00		
	Invoice Description ->	MILLSTREAM WATER GENERAL CONSULTING						
13714	01-4-2500-000	PAYABLES - TRADE				231.00		
	Invoice Description ->	LBA WATER SYSTEM EVALUATION						
13713	01-4-2500-000	PAYABLES - TRADE				289.74		
	Invoice Description ->	LBA GROUNDWATER EVALUATION						
13718	01-4-2500-000	PAYABLES - TRADE				319.20		
	Invoice Description ->	AVRA - GENERAL CONSULTING						
13703	01-4-2500-000	PAYABLES - TRADE				399.00		
	Invoice Description ->	BWS - CONSULTING FOR RESERVOIR CLEANING						
13705	01-4-2500-000	PAYABLES - TRADE				554.40		
	Invoice Description ->	AVLF GENERAL CONSULTING						
13711	01-4-2500-000	PAYABLES - TRADE				1082.76		
	Invoice Description ->	SALMON BEACH SEWAGE FIELD						
13712	01-4-2500-000	PAYABLES - TRADE				1096.20		
	Invoice Description ->	LBA SEWER SERVICE FOR BC PARKS BUILDING						
13707	01-4-2500-000	PAYABLES - TRADE				1298.88		
	Invoice Description ->	WCLF DATALOGGER						
13708	01-4-2500-000	PAYABLES - TRADE				1597.68		
	Invoice Description ->	ACRD - GENERAL CONSULTING - BUDGET						
13710	01-4-2500-000	PAYABLES - TRADE				1831.03		
	Invoice Description ->	SALMON BEACH HYDRO						
13709	01-4-2500-000	PAYABLES - TRADE				3415.44		
	Invoice Description ->	HAROLD BISHOP FIREHALL SEISMIC UPGRADE						
<b>Total :</b>						12346.33	0.00	12346.33
<b>Supplier Total :</b>						13743.49	0.00	13743.49

<b>3287</b>	<b>McLEAN &amp; HIGGINS LTD.</b>							
31946	06-Mar-2012			Issued	35	C	159.12	
32058	01-4-2500-000	PAYABLES - TRADE				159.12		
	Invoice Description ->	AVRA - SANI FIELD REPAIR						
<b>Total :</b>						159.12	0.00	159.12
<b>Supplier Total :</b>						159.12	0.00	159.12

<b>3353</b>	<b>MEUNIER, NORMAN</b>							
31997	21-Mar-2012			Issued	44	C	1230.00	
551067	01-4-2500-000	PAYABLES - TRADE				1230.00		
	Invoice Description ->	WATER SYSTEM - CONSULTING FEES						
<b>Total :</b>						1230.00	0.00	1230.00
32015	28-Mar-2012			Issued	46	C	1320.00	

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 14

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3

Status : All

Medium :

M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description		Debit	Credit		
551068	01-4-2500-000	PAYABLES - TRADE				1320.00	
Invoice Description -> BWS - CONSULTING SERVICES							
<b>Total :</b>						1320.00	0.00 1320.00
<b>Supplier Total :</b>						2550.00	0.00 2550.00

<b>3505</b>	<b>MFA LEASING</b>						
AUTO 54606	28-Mar-2012			Issued	38	E	2651.31
SALBCH54606	01-4-2500-000	PAYABLES - TRADE				2651.31	
Invoice Description -> SALMON BEACH LEASE - TRUCK							
<b>Total :</b>						2651.31	0.00 2651.31
AUTO 54607	28-Mar-2012			Issued	38	E	2724.23
BAMFIRE54607	01-4-2500-000	PAYABLES - TRADE				2724.23	
Invoice Description -> BAMFIELD FIRE HALL LEASE PAYMENT							
<b>Total :</b>						2724.23	0.00 2724.23
<b>Supplier Total :</b>						5375.54	0.00 5375.54

<b>3359</b>	<b>MILESTONE EQUIPMENT CONTRACTING INC.</b>						
31923	01-Mar-2012			Issued	27	C	1003.52
43190	01-4-2500-000	PAYABLES - TRADE				1003.52	
Invoice Description -> BWS - 4" ISOLATION VALUE INSTALLATION							
<b>Total :</b>						1003.52	0.00 1003.52
<b>Supplier Total :</b>						1003.52	0.00 1003.52

<b>3340</b>	<b>MINISTER OF FINANCE</b>						
31922	01-Mar-2012			Issued	27	C	1308.00
MSPMAR12	01-4-2500-000	PAYABLES - TRADE				1308.00	
Invoice Description -> MSP PREMIUMS FOR MARCH 2012							
<b>Total :</b>						1308.00	0.00 1308.00
<b>Supplier Total :</b>						1308.00	0.00 1308.00

<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY</b>						
EFT-2	01-Mar-2012			Issued	31	E	51.33
02/2012TEMP	01-4-2500-000	PAYABLES - TRADE				51.33	
Invoice Description -> TEMPORARY BORROWING INTEREST							
<b>Total :</b>						51.33	0.00 51.33
EFT-3	25-Mar-2012			Issued	48	E	5433.40
64-1/2012	01-4-2500-000	PAYABLES - TRADE				5433.40	
Invoice Description -> DEBENTURE DEBT							

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 15

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				5433.40	0.00	5433.40
<b>Supplier Total :</b>				5484.73	0.00	5484.73

<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>						
EFT-4	02-Mar-2012		Issued	33	E	5839.83	
FEB19/12SUPER	01-4-2500-000	PAYABLES - TRADE				5839.83	
Invoice Description ->		PP ENDING FEBRUARY 19 - SUPERANNUATION					
<b>Total :</b>					5839.83	0.00	5839.83
EFT-5	16-Mar-2012		Issued	41	E	5845.10	
MAR4/12 - SUPER	01-4-2500-000	PAYABLES - TRADE				5845.10	
Invoice Description ->		P ENDING MARCH 4 - SUPERANNUATION					
<b>Total :</b>					5845.10	0.00	5845.10
<b>Supplier Total :</b>					11684.93	0.00	11684.93

<b>3651</b>	<b>NORTH ISLAND LABORATORIES</b>						
32016	28-Mar-2012		Issued	46	C	3089.52	
80538	01-4-2500-000	PAYABLES - TRADE				1384.88	
Invoice Description ->		AVLF WATER TESTING					
80547	01-4-2500-000	PAYABLES - TRADE				1704.64	
Invoice Description ->		AVLF WATER TESTING					
<b>Total :</b>					3089.52	0.00	3089.52
<b>Supplier Total :</b>					3089.52	0.00	3089.52

<b>2010</b>	<b>OUGHTRED COFFEE &amp; TEA LTD.</b>						
31941	06-Mar-2012		Issued	35	C	97.12	
65067	01-4-2500-000	PAYABLES - TRADE				97.12	
Invoice Description ->		OFICE SUPPLIES					
<b>Total :</b>					97.12	0.00	97.12
32010	28-Mar-2012		Issued	46	C	97.12	
64274	01-4-2500-000	PAYABLES - TRADE				97.12	
Invoice Description ->		OFICE SUPPLIES					
<b>Total :</b>					97.12	0.00	97.12
<b>Supplier Total :</b>					194.24	0.00	194.24

<b>3792</b>	<b>PACIFIC BLUE CROSS</b>					
32017	28-Mar-2012		Issued	46	C	3735.77
PBCAPR12	01-4-2500-000	PAYABLES - TRADE				3735.77
Invoice Description ->		APRIL 2012 PREMIUMS				

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 16

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
<b>Total :</b>						3735.77	0.00	3735.77
<b>Supplier Total :</b>						3735.77	0.00	3735.77

<b>4010</b>	<b>PETRO CANADA</b>							
31973	13-Mar-2012		Issued	39	C		688.86	
PCFEB12	01-4-2500-000	PAYABLES - TRADE				688.86		
Invoice Description ->		FUEL RD VEHICLES						
<b>Total :</b>						688.86	0.00	688.86
<b>Supplier Total :</b>						688.86	0.00	688.86

<b>3797</b>	<b>PITEAU ASSOCIATES</b>							
31924	01-Mar-2012		Issued	27	C		7652.10	
15653	01-4-2500-000	PAYABLES - TRADE				1443.56		
Invoice Description ->		WCLF MONITORING PROGRAM						
15652	01-4-2500-000	PAYABLES - TRADE				6208.54		
Invoice Description ->		AVLF MONITORING PROGRAM						
<b>Total :</b>						7652.10	0.00	7652.10
<b>32018</b>	<b>28-Mar-2012</b>		Issued	46	C		6155.80	
15623	01-4-2500-000	PAYABLES - TRADE				694.40		
Invoice Description ->		AVLF LEACAHATE INTERCEPTION CONTROLS						
15684	01-4-2500-000	PAYABLES - TRADE				5461.40		
Invoice Description ->		WCLF MONITORING PROGRAM						
<b>Total :</b>						6155.80	0.00	6155.80
<b>Supplier Total :</b>						13807.90	0.00	13807.90

<b>4180</b>	<b>PURDLATOR COURIER SERVICE</b>							
31925	01-Mar-2012		Issued	27	C		17.28	
415474785	01-4-2500-000	PAYABLES - TRADE				17.28		
Invoice Description ->		POSTAGE						
<b>Total :</b>						17.28	0.00	17.28

<b>31986</b>	<b>20-Mar-2012</b>		Issued	43	C		20.19	
415698083	01-4-2500-000	PAYABLES - TRADE				20.19		
Invoice Description ->		POSTAGE						
<b>Total :</b>						20.19	0.00	20.19

<b>32020</b>	<b>28-Mar-2012</b>		Issued	46	C		30.03	
415772302	01-4-2500-000	PAYABLES - TRADE				30.03		
Invoice Description ->		POSTAGE - TO BE REIMBURSED						
<b>Total :</b>						30.03	0.00	30.03

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Date : Apr 03, 2012

Page : 17

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit				
<b>Supplier Total :</b>						67.50	0.00	67.50	
4187	QUALITY FOODS-PORT ALBERNI								
31926	01-Mar-2012			Issued	27	C		54.10	
62 168539	01-4-2500-000	PAYABLES - TRADE					54.10		
Invoice Description ->		OFFICE SUPPLIES							
<b>Total :</b>							54.10	0.00	54.10
<b>Supplier Total :</b>							54.10	0.00	54.10
4220	RAYNER & BRACHT LTD								
31947	06-Mar-2012			Issued	35	C		1993.60	
2012032	01-4-2500-000	PAYABLES - TRADE					1993.60		
Invoice Description ->		BAMFIELD BIN CHARGES							
<b>Total :</b>							1993.60	0.00	1993.60
<b>Supplier Total :</b>							1993.60	0.00	1993.60
4281	RECEIVER GENERAL FOR CANADA								
31927	01-Mar-2012			Issued	27	C		300.00	
2004415	01-4-2500-000	PAYABLES - TRADE					300.00		
Invoice Description ->		RADIO LICENSES - EMER PLAN, AVA, AVLf, & LBA							
<b>Total :</b>							300.00	0.00	300.00
<b>Supplier Total :</b>							300.00	0.00	300.00
4280	RECEIVER GENERAL FOR CANADA								
31948	06-Mar-2012			Issued	35	C		13665.07	
PD7A - FEB19/12 DI	01-4-2500-000	PAYABLES - TRADE					750.68		
Invoice Description ->		TAX REMITTANCE FOR PAYROLL ENDING FEBRUARY 19, 2012 - DIRECTORS							
PD7A-FEB19/12	01-4-2500-000	PAYABLES - TRADE					12914.39		
Invoice Description ->		TAX REMITTANCE FOR PAYROLL ENDING FEBRUARY 19, 2012							
<b>Total :</b>							13665.07	0.00	13665.07
31987	20-Mar-2012			Issued	43	C		12977.09	
PD7A - MAR4/12 DI	01-4-2500-000	PAYABLES - TRADE					41.26		
Invoice Description ->		TAX REMITTANCE FOR PAYROLL ENDING MARCH 4, 2012							
PD7A - MAR4/12	01-4-2500-000	PAYABLES - TRADE					12935.83		
Invoice Description ->		TAX REMITTANCE FOR PAYROLL ENDING MARCH 4, 2012							
<b>Total :</b>							12977.09	0.00	12977.09
<b>Supplier Total :</b>							26642.16	0.00	26642.16

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100  
 Date : Apr 03, 2012

Page : 18  
 Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-Fik

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
31928	01-Mar-2012			Issued	27	C			700.00
FEB1-29/12	01-4-2500-000	PAYABLES - TRADE					700.00		
Invoice Description --> FEBRUARY BAMFIELD TRANSFER STATION CONTRACTOR									
<b>Total :</b>							700.00	0.00	700.00
<b>Supplier Total :</b>							700.00	0.00	700.00
4645	<b>SHAW CABLE</b>								
31949	06-Mar-2012			Issued	35	C			100.69
FEB28/12	01-4-2500-000	PAYABLES - TRADE					100.69		
Invoice Description --> COMPUTER BROADBAND									
<b>Total :</b>							100.69	0.00	100.69
<b>Supplier Total :</b>							100.69	0.00	100.69
31988	20-Mar-2012			Issued	43	C			113.06
MAR9/12	01-4-2500-000	PAYABLES - TRADE					113.06		
Invoice Description --> COMPUTER BROADBAND									
<b>Total :</b>							113.06	0.00	113.06
<b>Supplier Total :</b>							113.06	0.00	113.06
4611	<b>SHRED-IT INC. - c/o V7429C</b>								
31929	01-Mar-2012			Issued	27	C			170.02
9000093714	01-4-2500-000	PAYABLES - TRADE					170.02		
Invoice Description --> OFFICE EXPENSES - SHREDDING									
<b>Total :</b>							170.02	0.00	170.02
<b>Supplier Total :</b>							170.02	0.00	170.02
4725	<b>SOFTCHOICE CORPORATION</b>								
31930	01-Mar-2012			Issued	27	C			991.11
2946740	01-4-2500-000	PAYABLES - TRADE					991.11		
Invoice Description --> EMERGENCY PLANNING - COMPUTER EXPENSE									
<b>Total :</b>							991.11	0.00	991.11
<b>Supplier Total :</b>							991.11	0.00	991.11
31950	06-Mar-2012			Issued	35	C			723.02
2956672	01-4-2500-000	PAYABLES - TRADE					211.46		
Invoice Description --> COMPUTER EXPENSE - NORTON ANTI VIRUS 2012 (ENDPOINT RENEWAL)									
2953142	01-4-2500-000	PAYABLES - TRADE					511.56		
Invoice Description --> COMPUTER EXPENSE - NORTON ANTI VIRUS 2012 (ENDPOINT RENEWAL)									
<b>Total :</b>							723.02	0.00	723.02
<b>Supplier Total :</b>							723.02	0.00	723.02
4728	<b>SONBIRD REFUSE &amp; RECYCLING LTD.</b>								
31951	06-Mar-2012			Issued	35	C			

Cheque Register - Detail - Supp.



Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
12064	01-4-2500-000	PAYABLES - TRADE	18656.06				
Invoice Description -> FEBRUARY WC GARBAGE & RECYCLING							
<b>Total :</b>			18656.06	0.00			18656.06
<b>Supplier Total :</b>			18656.06	0.00			18656.06
4752	SOUTHSIDE AUTO SUPPLY LTD.						
31952	06-Mar-2012			Issued	35	C	231.39
406217	01-4-2500-000	PAYABLES - TRADE	231.39				
Invoice Description -> LBA - SWEEPER MAINTENANCE SUPPLIES							
<b>Total :</b>			231.39	0.00			231.39
<b>Supplier Total :</b>			231.39	0.00			231.39
4845	STAPLES BUSINESS DEPOT #321						
31989	20-Mar-2012			Issued	43	C	1564.02
1507597	01-4-2500-000	PAYABLES - TRADE	188.14				
Invoice Description -> EMERGENCY PLANNING - CHAIR							
1508113	01-4-2500-000	PAYABLES - TRADE	1375.88				
Invoice Description -> COMPUTER PURCHASE PLAN (965.11), OFFICE (298.82), & EMERG PLANNING (67.95)							
<b>Total :</b>			1564.02	0.00			1564.02
<b>Supplier Total :</b>			1564.02	0.00			1564.02
32022	28-Mar-2012			Issued	46	C	12.15
1513788	01-4-2500-000	PAYABLES - TRADE	12.15				
Invoice Description -> EMERGENCY PLANNING - SUPPLIES							
<b>Total :</b>			12.15	0.00			12.15
<b>Supplier Total :</b>			12.15	0.00			12.15
4785	STEWART MCDANNOLD STUART						
32021	28-Mar-2012			Issued	46	C	153.66
60273	01-4-2500-000	PAYABLES - TRADE	153.66				
Invoice Description -> LEGAL FEES							
<b>Total :</b>			153.66	0.00			153.66
<b>Supplier Total :</b>			153.66	0.00			153.66
4885	SUN COAST WASTE SERVICES						
31931	01-Mar-2012			Issued	27	C	23215.44
89343	01-4-2500-000	PAYABLES - TRADE	23215.44				
Invoice Description -> FEBRUARY AV RECYCLING CONTRACT							
<b>Total :</b>			23215.44	0.00			23215.44

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 20

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
<b>Supplier Total :</b>						23215.44	0.00	23215.44

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
4921	SURVEYOR OF TAXES							
31990	20-Mar-2012			Issued	43	C	30.20	
04-770,00608.002	01-4-2500-000	PAYABLES - TRADE	30.20					
Invoice Description -->		MILO MARCELLUS FOLIO 04-770-00608.002 CR TO PROPERTY TAX ACCOUNT						
<b>Total :</b>						30.20	0.00	30.20
<b>Supplier Total :</b>						30.20	0.00	30.20

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
4955	TAB - CANADA							
31953	06-Mar-2012			Issued	35	C	736.96	
11168470	01-4-2500-000	PAYABLES - TRADE	736.96					
Invoice Description -->		ACRD OFFICE SUPPLIES - FILING SYSTEM LABELS						
<b>Total :</b>						736.96	0.00	736.96
<b>Supplier Total :</b>						736.96	0.00	736.96
31991	20-Mar-2012			Issued	43	C	537.80	
11169050	01-4-2500-000	PAYABLES - TRADE	537.80					
Invoice Description -->		ACRD OFFICE SUPPLIES - FILING SYSTEM LABELS						
<b>Total :</b>						537.80	0.00	537.80
<b>Supplier Total :</b>						1274.76	0.00	1274.76

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
5410	TD VISA							
31996	20-Mar-2012			Issued	43	C	160.39	
VISA - MAR5/12	01-4-2500-000	PAYABLES - TRADE	160.39					
Invoice Description -->		OFFICE \$83.97, COMPUTER \$29.95, AVLF/WCLF \$35.72						
<b>Total :</b>						160.39	0.00	160.39
<b>Supplier Total :</b>						160.39	0.00	160.39

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
4984	TELUS							
31993	20-Mar-2012			Issued	43	C	2481.88	
MAR7/12	01-4-2500-000	PAYABLES - TRADE	2481.88					
Invoice Description -->		ACRD CONSOLIDATED						
<b>Total :</b>						2481.88	0.00	2481.88
<b>Supplier Total :</b>						2481.88	0.00	2481.88

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
4983	TELUS MOBILITY (BC)						
31992	20-Mar-2012			issued	43	C	730.61
SBMAR13/12	01-4-2500-000	PAYABLES - TRADE	222.88				
Invoice Description -->		SALMON BEACH CELL PHONE					
020322435134	01-4-2500-000	PAYABLES - TRADE	507.73				

Cheque Register - Detail - Supp.



Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
2320	THE GRAPHICS FACTORY								
31967			13-Mar-2012	Issued	39	C			77.28
19682		01-4-2500-000					77.28		
Invoice Description -> BUSINESS CARDS - DANIEL									
<b>Total :</b>							77.28	0.00	77.28
<b>Supplier Total :</b>							77.28	0.00	77.28

31983			20-Mar-2012	Issued	43	C			1006.88
19704		01-4-2500-000					1006.88		
Invoice Description -> WCLF RECEIPTS (740) & ACRD PO BOOKS (159)									
<b>Total :</b>							1006.88	0.00	1006.88
<b>Supplier Total :</b>							1006.88	0.00	1006.88

2649	THE INK SPOT								
31984			20-Mar-2012	Issued	43	C			17.91
9446		01-4-2500-000					17.91		
Invoice Description -> OFFICE SUPPLIES									
<b>Total :</b>							17.91	0.00	17.91
<b>Supplier Total :</b>							17.91	0.00	17.91

32014			28-Mar-2012	Issued	46	C			123.19
9452		01-4-2500-000					123.19		
Invoice Description -> PLOTTER INK - PLANNING									
<b>Total :</b>							123.19	0.00	123.19
<b>Supplier Total :</b>							123.19	0.00	123.19

5013	THOMPSON, BILL								
32023			28-Mar-2012	Issued	46	C			90.00
979348		01-4-2500-000					90.00		
Invoice Description -> AVRA - CONSULTING FEES									
<b>Total :</b>							90.00	0.00	90.00
<b>Supplier Total :</b>							90.00	0.00	90.00

5069	TOTAL DELIVERY SYSTEMS								
31954			06-Mar-2012	Issued	35	C			117.59
133790		01-4-2500-000					117.59		
Invoice Description -> POSTAGE									

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 22

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit				
<b>Total :</b>							117.59	0.00	117.59
31995	20-Mar-2012		Issued	43	C	56.76	56.76		
134378	01-4-2500-000	PAYABLES - TRADE				56.76			
		Invoice Description -> POSTAGE							
<b>Total :</b>							56.76	0.00	56.76
<b>Supplier Total :</b>							174.35	0.00	174.35
<b>0900</b>	<b>TRACY BOND (PETTY CASH)</b>								
32003	28-Mar-2012		Issued	46	C	121.23	121.23		
TBMAR26/12	01-4-2500-000	PAYABLES - TRADE				121.23			
		Invoice Description -> OFFICE \$70, BUILD INSPECT TRAVEL \$ 20, OCP'S \$24.67							
<b>Total :</b>							121.23	0.00	121.23
<b>Supplier Total :</b>							121.23	0.00	121.23
<b>5114</b>	<b>TRINEX INTERNET SOLUTIONS INC</b>								
31974	13-Mar-2012		Issued	39	C	560.00	560.00		
5608	01-4-2500-000	PAYABLES - TRADE				560.00			
		Invoice Description -> MARCH 2012 WEBSITE MAINTENANCE							
<b>Total :</b>							560.00	0.00	560.00
<b>Supplier Total :</b>							560.00	0.00	560.00
<b>5195</b>	<b>UNISERVE COMMUNICATIONS CORPORATION</b>								
31932	01-Mar-2012		Issued	27	C	26.82	26.82		
20120228-502023	01-4-2500-000	PAYABLES - TRADE				26.82			
		Invoice Description -> MARCH 2012 WCLF INTERNET SERVICE							
<b>Total :</b>							26.82	0.00	26.82
<b>Supplier Total :</b>							26.82	0.00	26.82
<b>5263</b>	<b>VADIM SOFTWARE</b>								
32024	28-Mar-2012		Issued	46	C	336.00	336.00		
I-VC06850	01-4-2500-000	PAYABLES - TRADE				336.00			
		Invoice Description -> HOSTING APRIL 2012							
<b>Total :</b>							336.00	0.00	336.00
<b>Supplier Total :</b>							336.00	0.00	336.00
<b>5278</b>	<b>VANCOUVER ISLAND PUBLISHING GROUP A/R</b>								
31955	06-Mar-2012		Issued	35	C	891.58	891.58		
1345392	01-4-2500-000	PAYABLES - TRADE				891.58			

Cheque Register - Detail - Supp.



AP5100

Date : Apr 03, 2012

Page : 23

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
Invoice Description -> SB RFP'S (378.84), LBA PAVING (189.57), PLANNING (227.64)								
<b>Total :</b>						891.58	0.00	891.58
<b>Supplier Total :</b>						891.58	0.00	891.58

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
5293	VANCOUVER ISLAND HEALTH AUTHORITY							
31975	13-Mar-2012			Issued	39	C	300.00	
30043	01-4-2500-000	PAYABLES - TRADE	150.00					
Invoice Description -> BAMFIELD WATER SYSTEM OPERATING PERMIT 2012								
30300	01-4-2500-000	PAYABLES - TRADE	150.00					
Invoice Description -> MILLSTREAM WATER OPERATING PERMIT 2012								
<b>Total :</b>						300.00	0.00	300.00
<b>Supplier Total :</b>						300.00	0.00	300.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
5421	WALCOT, ED							
31933	01-Mar-2012			Issued	27	C	3500.00	
RE11010 - REFUND	01-4-2500-000	PAYABLES - TRADE	3500.00					
Invoice Description -> REFUND OF REZONING APPLICATION - RE11010								
<b>Total :</b>						3500.00	0.00	3500.00
<b>Supplier Total :</b>						3500.00	0.00	3500.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
5475	WEST COAST SMARTFX LTD.							
31934	01-Mar-2012			Issued	27	C	2038.40	
2129	01-4-2500-000	PAYABLES - TRADE	2038.40					
Invoice Description -> SALMON BEACH - SECURITY								
<b>Total :</b>						2038.40	0.00	2038.40
<b>Supplier Total :</b>						2038.40	0.00	2038.40

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
5537	WINDSOR PLYWOOD							
31935	01-Mar-2012			Issued	27	C	48.34	
65502A	01-4-2500-000	PAYABLES - TRADE	48.34					
Invoice Description -> SALMON BEACH SEWAGE \$24.72, SECURITY \$18.44								
<b>Total :</b>						48.34	0.00	48.34
<b>Supplier Total :</b>						48.34	0.00	48.34

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



AP5100

Page : 24

Date : Apr 03, 2012

Time : 4:10 pm

Supplier : 0001 To 9193  
 Trans. Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque Date : 01-Mar-2012 To 31-Mar-2012  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date		Status	Batch	Medium		
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>Total Computer Paid :</b>		<u>446,629.66</u>	<b>Total EFT PAP :</b>		<u>22,545.20</u>	<b>Total Paid :</b> <u>469,174.86</u>	
<b>Total Manually Paid :</b>		<u>0.00</u>	<b>Total EFT File Transfer :</b>		<u>0.00</u>		





## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Meeting Date:** April 11, 2012  
**Subject:** 2012 – 2013 Transit Annual Operating Agreement

---

**Recommendation:**

That the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2012 – 2013 Transit Annual Operating Agreement between BC Transit, Diversified Transportation Ltd. and the ACRD for the 2012/13 fiscal year and authorize the Chairperson and Chief Administrative Officer to enter into the Agreements on behalf of the ACRD.

**Desired Outcome:**

To enter into the Annual Operating Agreement for transit services in the ACRD transit service area.

**Background:**

The ACRD has a Master Operating Agreement with BC Transit since 1992 for the provision of a public passenger transportation system and share in the costs of providing the service. The Operating Company, Diversified Transportation Ltd. operates, manages and maintains the service in the ACRD transit service area. The service area is comprised of the City of Port Alberni and Electoral Areas "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

The Annual Operating Agreement sets out, together with the Master Agreement, the specific terms and conditions for the operation of the service for the upcoming term. A copy of the 2012 – 2013 Annual Operating Agreement is attached for your review and consideration.

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

Minimal staff time to enter into the agreement and forward to Diversified Transit for approval.

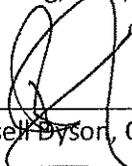
**Financial:**

The transit operating budget is within the amount approved in the 2012 – 2016 ACRD Financial Plan.

**Policy or Legislation:**

ACRD/BC Transit Master Operating Agreement.

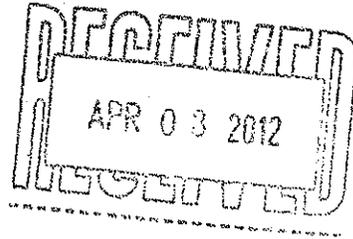
Submitted by:   
Teri Fong, CGA, Manager of Finance

Approved by:   
Russell Dyson, Chief Administrative Officer



March 30, 2012  
File: alb.23

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



Dear Mr. Dyson:

**SUBJECT: Alberni-Clayoquot 2012-2013 Annual Operating Agreement**

Further to our draft 2012-2013 budget sent to you in October 2011 and subsequent discussions, please find enclosed your 2012-2013 Annual Operating Agreement (AOA) for approval. We are pleased to say that the final 2012-2013 AOA budgets closely reflect the draft budgets provided to you.

This AOA, and the previously approved Master Operating Agreement, constitute the operating agreements for your transit system. The AOA includes costs associated with your base (existing) transit services with no change in the service levels.

The following bullets provide you with information on items in Schedule C that are major cost drivers and key assumptions used to develop your 2012-2013 AOA budget:

- Inflationary increase of 2% in the operating company's fixed costs which includes all of the operator's overhead (non driver and non mechanic) costs to deliver service such as supervision, dispatching, training, bus interior cleaning & washing, utilities, rents and administration.
- An increase in driver hourly wages & benefits costs of 2.5% to reflect overall changes to wage and benefit rates and increased statutory employer contributions.
- Variable Distance Costs (fuel and tires) increased based on a budgeted fuel price of \$1.26 per litre (versus \$1.10 last year) and an inflationary increase of 2% on the costs of tires.
- Changes to the Fleet Maintenance budget reflect actual activity during the current year and known upcoming work for 2012-13. This budget reflects an anticipated inflationary lift in the costs for parts and a 2.5% inflationary lift in labour costs.
- Changes in Fleet Insurance costs relating to increases in 3<sup>rd</sup> party liability and comprehensive general liability insurance rates, property (fleet) damage premiums and claims handling costs.

Also accompanying the 2012-13 AOA is a Lease Fee Summary document. This summary outlines the detail behind the Lease Fee budget amounts in the AOA including the scheduled replacement of two custom transit vehicles,

Over a 6 year period, the average operating cost per hour for similar public transit systems throughout the rest of Canada has increased annually at 6.3%. During this same period, BC Transit has been successful in holding its overall increase in the average operating cost per hour to 3.7% annually through sound fiscal management and a shared services model. We have also held the change in BCT shared services costs for the 2012-2013 year equal to or less than inflation.

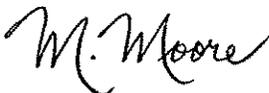
Continuing with the Budget and Service Communication Program started last year, BC Transit will be providing you with updated 3 year budget projections in the fall for the 2013-2014, 2014-2015 and 2015-2016 operating years. Additionally, in June 2012 we will be providing you with your system performance summary reports to reflect the 2011-2012 year that ends on March 31, 2012. To help us in this task we ask that you send us your March 2012 revenue reports as soon as possible.

Lastly, your 2012-2013 AOA also includes language amending section 13 of the Master Operating Agreement to reflect changes to minimum insurance requirements for our operating companies that were implemented in early 2010. The changes implemented at that time were to increase the amount of ICBC primary 3<sup>rd</sup> party liability insurance each operating company must carry from \$1M to \$5M. BC Transit also carries additional 3<sup>rd</sup> party insurance over and above the ICBC limit of \$5M which covers both BC Transit and our local government partners. The \$1M limit had been in place for many years and based on reviews of insurance risk (and the level of personal injury claims resulting from accidents) was determined to be insufficient protection for vehicles carrying multiple passengers where an accident could result in several claims. While the changes were implemented in 2010, the original Master Operating Agreement did not get updated to reflect the changes. Along with this change, is an update to the collision deductible limits from \$1,000 to \$5,000 to better reflect inflationary increases in costs over the past twelve years for minor accident repairs.

Once the agreements have received signature/seal from the Regional District of Alberni-Clayoquot, please forward all three copies to Diversified Transportation Ltd. for their approval with a request to return all originals to the undersigned for execution by BC Transit. Please make every effort to have these agreements returned to BC Transit within thirty days of receipt.

Should you have any questions or concerns related to your budget please do not hesitate to contact me.

Yours truly,



Myrna Moore  
Senior Regional Transit Manager  
Vancouver Island Coastal  
BC Transit

Enclosed: Annual Operating Agreements, Lease Fee Summary

**ALBERNI-CLAYOQUOT**

**ANNUAL OPERATING AGREEMENT**

**Among**

**THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BRITISH COLUMBIA TRANSIT**

**And**

**DIVERSIFIED TRANSPORTATION LTD.**  
(as agreed to in the MOA)

**APRIL 1, 2012 TO MARCH 31, 2013**

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

**TABLE OF CONTENTS**  
**ANNUAL OPERATING AGREEMENT**

**Page**

---

<b>SECTION 1 - DEFINITION OF TERMS.....</b>	<b>2</b>
<b>SECTION 2 - INCORPORATION OF MASTER AGREEMENT.....</b>	<b>2</b>
<b>SECTION 3 - TERM &amp; RENEWAL.....</b>	<b>4</b>
<b>SECTION 4 - SCHEDULES.....</b>	<b>4</b>
<b>SECTION 5 - MISCELLANEOUS PROVISIONS.....</b>	<b>4</b>
<b>SECTION 6 - NOTICES AND COMMUNICATIONS.....</b>	<b>5</b>

**SCHEDULES**

<b>SCHEDULE "A" - TRANSIT SERVICE AREA.....</b>	<b>7</b>
<b>SCHEDULE "B" - SERVICE SPECIFICATIONS.....</b>	<b>8</b>
<b>SCHEDULE "C" - BUDGET.....</b>	<b>9</b>
<b>SCHEDULE "D" - PAYMENT SCHEDULE.....</b>	<b>10</b>
<b>SCHEDULE "E" - TARIFF-FARES.....</b>	<b>11</b>

**ANNUAL OPERATING AGREEMENT**

BETWEEN: THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
(the "Municipality")

AND: BRITISH COLUMBIA TRANSIT  
(the "Authority")

AND: DIVERSIFIED TRANSPORTATION LTD.  
(the "Operating Company")

**WHEREAS** the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

**WHEREAS** the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Alberni-Clayoquot Transit Service Area

**WHEREAS** the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto.

**AND WHEREAS** the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

**NOW THEREFORE THIS AGREEMENT WITNESSETH** that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

**SECTION 1 – DEFINITION OF TERMS**

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) "**Annual Operating Agreement**" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
  - (b) "**Master Agreement**" shall mean the Master Operating Agreement, including any amendments made thereto;

**SECTION 2 – INCORPORATION OF MASTER AGREEMENT**

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:
- (a) To remove Section 13 in its entirety and replace it with the following:

**"SECTION 13 - INSURANCE**

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:

a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.

b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).

ii) Collision or upset insurance \$5,000.00 deductible.

iii) Comprehensive insurance covering hazards such as fire, theft, vandalism, glass breakage, falling trees, wind-storms, etc. \$500.00 deductible.

2. Physical Assets Leased from the Authority :(where applicable)

a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.

b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.

c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:

i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority

ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.

d) The Authority may, in its sole discretion, self insure part or all of the insurance requirements hereunder.

3. Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority

a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.

4. Comprehensive General Liability Insurance:

a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.

b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company

will require separate insurance coverage for that work which provides a Waiver of Subrogation in favour of BC Transit.

5. Additional Covenants:

- a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.
- b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

### SECTION 3 – TERM AND RENEWAL

- 3.1 Term and Renewal: The term of this Agreement shall be from April 1, 2012 to March 31, 2013 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be so terminated or not renewed, as the case may be.

### SECTION 4 – SCHEDULES

- 4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.
- a) Schedule "A" – Transit Service Area
  - b) Schedule "B" - Service Specifications
  - c) Schedule "C" - Budget
  - d) Schedule "D" – Payment Schedule
  - e) Schedule "E" – Tariff-Fares

### SECTION 5 – MISCELLANEOUS PROVISIONS

- 5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.
- 5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.
- 5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.
- 5.4 Transit Service Agreement Review: The Transit Service Agreement will be reviewed annually as part of the Annual Operating Agreement approval process.

**SECTION 6 - NOTICES AND COMMUNICATION**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

<b>Regional District of Alberni-Clayoquot</b>	<b>and to:</b>	<b>BC Transit</b>
c/o Administrator		c/o Chief Operating Officer
3008 Fifth Avenue		520 Gorge Road East
Port Alberni, BC V9Y 2E3		Victoria, BC V8W 2P3

and to:

**Diversified Transportation Ltd.**  
c/o General Manager  
1041 Great Street  
Prince George, BC V2N 2K8

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this            day of

THE CORPORATE SEAL OF THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT has been hereto affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

THE COMMON SEAL OF BRITISH COLUMBIA TRANSIT has been hereto affixed in the presence of:

\_\_\_\_\_  
CHIEF OPERATING OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

THE CORPORATE SEAL OF DIVERSIFIED TRANSPORTATION LTD. has been hereto affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

**SCHEDULE "A" - Transit Service Area Boundaries**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas "B", "D", "E" and "F" of the Regional District of Alberni-Clayoquot.

**SCHEDULE "B" – Service Specifications**

Alberni - Clayoquot Base Budget Official AOA 2012/2013

**Schedule 'B'**  
Effective Apr 01, 2012

**Scheduled Revenue Service**

12/13 Full Year (Apr 01, 2012 to Mar 31, 2013)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	20.00	20.00	20.00	20.00	20.00	20.00	4.00
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00

**Flexible Hours**

	Apr, 2012	May, 2012	Jun, 2012	Jul, 2012	Aug, 2012	Sep, 2012	Oct, 2012	Nov, 2012	Dec, 2012	Jan, 2013	Feb, 2013	Mar, 2013
	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

**Extra Revenue Service**

	Apr, 2012	May, 2012	Jun, 2012	Jul, 2012	Aug, 2012	Sep, 2012	Oct, 2012	Nov, 2012	Dec, 2012	Jan, 2013	Feb, 2013	Mar, 2013

**Adjusted Revenue Service**

	Apr, 2012	May, 2012	Jun, 2012	Jul, 2012	Aug, 2012	Sep, 2012	Oct, 2012	Nov, 2012	Dec, 2012	Jan, 2013	Feb, 2013	Mar, 2013

**2012/2013 Calendar Specification**

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2012 to Apr 30, 2012	4	4	4	4	3	4	5	2	30	Apr 06, 2012 Good Friday 2012 (Fri)
May 01, 2012 to May 31, 2012	3	5	5	5	4	4	4	1	31	Apr 09, 2012 Easter Monday 2012 (Mon)
Jun 01, 2012 to Jun 30, 2012	4	4	4	4	5	5	4	0	30	May 21, 2012 Victoria Day 2012 (Mon)
Jul 01, 2012 to Jul 31, 2012	4	5	4	4	4	4	4	2	31	Jul 01, 2012 Canada Day 2012 (Sun)
Aug 01, 2012 to Aug 31, 2012	3	4	5	5	5	4	4	1	31	Jul 02, 2012 Canada Day Stat 2012 (Mon)
Sep 01, 2012 to Sep 30, 2012	3	4	4	4	4	5	5	1	30	Aug 06, 2012 BC Day 2012 (Mon)
Oct 01, 2012 to Oct 31, 2012	4	5	5	4	4	4	4	1	31	Sep 03, 2012 Labour Day 2012 (Mon)
Nov 01, 2012 to Nov 30, 2012	3	4	4	5	5	4	3	2	30	Oct 08, 2012 Thanksgiving Day 2012 (Mon)
Dec 01, 2012 to Dec 31, 2012	5	3	3	4	4	5	5	2	31	Nov 11, 2012 Remembrance Day 2012 (Sun)
Jan 01, 2013 to Jan 31, 2013	4	4	5	5	4	4	4	1	31	Nov 12, 2012 Remembrance Day Stat 2012 (Fri)
Feb 01, 2013 to Feb 28, 2013	3	4	4	4	4	4	4	1	28	Dec 25, 2012 Christmas Day 2012 (Tue)
Mar 01, 2013 to Mar 31, 2013	4	4	4	4	4	5	5	1	31	Dec 26, 2012 Boxing Day 2012 (Wed)
										Jan 01, 2013 New Years Day 2013 (Tue)
										Feb 18, 2013 Family Day 2013 (Mon)
										Mar 29, 2013 Good Friday 2013 (Fri)
<b>Total</b>	<b>44</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>50</b>	<b>52</b>	<b>51</b>	<b>15</b>	<b>365</b>	<b>15 Exceptions</b>

**Monthly Summary**

Month	Revenue Hours				Revenue Kilometers				
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2012	400.00		20.00		420.00	0.00			0.00
May, 2012	456.00		20.00		476.00	0.00			0.00
June, 2012	436.00		20.00		456.00	0.00			0.00
July, 2012	436.00		20.00		456.00	0.00			0.00
August, 2012	456.00		20.00		476.00	0.00			0.00
September, 2012	400.00		20.00		420.00	0.00			0.00
October, 2012	456.00		20.00		476.00	0.00			0.00
November, 2012	432.00		20.00		452.00	0.00			0.00
December, 2012	400.00		20.00		420.00	0.00			0.00
January, 2013	456.00		20.00		476.00	0.00			0.00
February, 2013	396.00		20.00		416.00	0.00			0.00
March, 2013	420.00		20.00		440.00	0.00			0.00
<b>Total</b>	<b>5,144.00</b>	<b>0.00</b>	<b>240.00</b>	<b>0.00</b>	<b>5,384.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Schedule C

## Alberni - Clayoquot Custom Transit

Official AOA  
2012/2013

<b>TRANSIT REVENUE</b>	
Farebox Cash	\$37,109
<b>TOTAL REVENUE</b>	<b>\$37,109</b>
<b>EXPENDITURES</b>	
Fixed Costs	\$134,307
Variable Hourly Costs - Scheduled Service	\$156,839
Variable Fuel Costs - Scheduled Service	\$32,130
Variable Tire Costs - Scheduled Service	\$748
Fleet Maintenance	\$32,668
Major Repairs Contingency	\$4,500
Accident Repairs	\$1,030
Taxi Supplement	\$3,000
ICBC Insurance	\$3,707
Fleet Insurance	\$1,259
Information Systems	\$9,300
H.S.T.	\$6,586
<b>TOTAL DIRECT OPERATING COSTS</b>	<b>\$386,073</b>
Training (Education & Seminars)	\$746
Marketing	\$1,061
Municipal Administration	\$7,679
BCT Management Services	\$29,306
<b>TOTAL OPERATING COSTS</b>	<b>\$424,865</b>
Lease Fees - Vehicles (Local Share)	\$40,810
Lease Fees - Equipment (Local Share)	\$200
Lease Fees - PTIP (Local Share)	-\$26,585
<b>TOTAL LEASE FEES - LOCAL SHARE</b>	<b>\$14,424</b>
<b>TOTAL COSTS</b>	<b>\$439,289</b>
<b>COST SHARING</b>	
Municipal Share of Costs	\$155,947
Less: Total Revenue	\$37,109
Less: Municipal Administration	\$7,679
Net Municipal Share of Costs	\$111,158
Authority Share of Costs*	\$283,342
<b>STATISTICS</b>	
Scheduled Revenue Hours	5,384.00
Total Passengers	18,191
Custom/Para Passengers - Vans	17,845
Custom/Para Passengers - Taxi Supplement	346

\*Does not include Authority share of Lease Fees

**Schedule "D" - Payment Schedule**

**Alberni - Clayoquot Custom Transit  
2012/2013 AOA BUDGET**

**1) Payment Schedule**

The Authority agrees to pay the Operating Company a monthly payment on the following basis:

**a) for Specified Service in Schedule "B":**

- i) \$11,192.23 for Fixed Monthly Payment; plus
- ii) \$29.13 per Revenue Hour; plus
- iii) Variable distance costs for fuel and tires as billed, with satisfactory supporting documentation.

**b) for Deleted Fixed Costs as outlined in Section 6 (2), an amount equal to 1/365 of the Fixed Monthly Costs amount contained in Schedule "C" shall be deducted for each day or part day.**

**c) for Added Service or Deleted Service within the regular hours of system operation specified in Schedule "B":**

- i) \$29.13 per Revenue Hour; with allowance for wage premium payments (up to 1.5 times the regular Revenue Hour payment), if applicable, when service is added beyond the regular hours of operation.

**d) for Maintenance:**

- i) Vehicle maintenance subcontracted by the Operating Company shall be paid at cost in accordance with the budget specified in Schedule "C", with satisfactory supporting documentation (invoices).

**c) Prior to conducting a Special Group Trip, the Operating Company must apply for and receive from BC Transit, a pre-approval to conduct the trip, the cost recovery rates to be charged and the method of payment.**

Information contained in Schedule "C" - Budget and Schedule "D" - Payment Schedule is subject to the Freedom of Information and Protection of Privacy Act. Contact with BC Transit prior to releasing information in these Schedules to individuals or companies other than those who are party to the Agreement.

**Schedule "E" – Tariff-Fares****Fares:**

All fares are for one-way trips.

**Effective May 1, 2009**

	Within City & beyond to a 6km radius	Within 6-13km radius from City limits	Within 13-20km radius from City limits	Beyond 20km from City limits
Passenger	\$2.00	\$2.75	\$3.25	\$4.50
Companion	\$2.00	\$2.75	\$3.25	\$4.50
Attendants	Free	Free	Free	Free

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** April 4, 2012  
**Subject:** Board Remuneration additional information

At the March 28<sup>th</sup> Board meeting the attached Request for Decision and related bylaw were presented for the Board's consideration. At that meeting the Directors requested staff to investigate and report back on options for reductions to the monthly remuneration for Directors absent from Board meetings.

The following options are presented for your consideration:

1. That the minutes of the Board meetings be used to determine attendance at the Board meetings and that after the first missed Board meeting that the following amounts be deducted for every additional absence from a Board meeting:
  - a. Alberni Valley Directors \$ 65.00
  - b. West Coast Directors \$145.00

This option would require some additional staff time but would be fairly easy to administer. This option was discussed with and is recommended by Chairperson Wong.

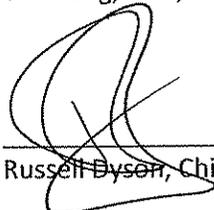
2. Another option would be to remove both Board meetings from the remuneration and then submit claims for each meeting attended. This option would be more time consuming to administer from a staff perspective than the first option.

Staff looks for Board direction on this matter and will bring back a bylaw amendment for first reading at the April 25, 2012 Board meeting based on the Directors recommendations.

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

  
Teri Fong, CGA, Manager of Finance

Approved by: \_\_\_\_\_

  
Russell Byson, Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Meeting Date:** March 28, 2012  
**Subject:** Board Remuneration, Expenses and Benefits Amendment

---

**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors give four readings to the bylaw cited as "Board Remuneration, Expenses and Benefits Bylaw Amendment No. A1066-1, 2012".

**Desired Outcome:**

To amend the bylaw to include remuneration for a second Board meeting each month.

**Summary:**

As a result of the Regional District moving to two Board meetings per month the Remuneration, Expenses and Benefits Bylaw needs to be amended in include in the remuneration an amount for this second meeting. The amount that was previously paid as an indemnity for the Committee of the Whole meetings, being \$65 for Alberni Valley Directors and \$145 for West Coast Directors, has been included in this new remuneration amount. This amendment was recommended by the Directors at the February 22<sup>nd</sup> Board meeting.

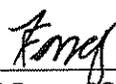
**Time Requirements – Staff & Elected Officials:**

There will be minimal staff time required to update the directors remuneration but it is anticipated that less time will be involved in staff processing Directors indemnity claims in the future as a result of this amendment.

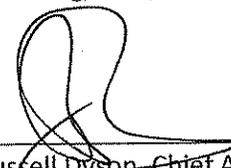
**Financial:**

There is no financial implication to this bylaw amendment.

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

  
Teri Fong, CGA, Manager of Finance

Approved by: \_\_\_\_\_

  
Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

**Bylaw A1066-1**

**A Bylaw to Amend the Board  
Remuneration, Expenses & Benefits**

---

**WHEREAS** the Regional District may provide for remuneration, expenses and benefits for directors under provisions of the Local Government Act;

**AND WHEREAS** the Regional District Board wishes to amend the Board Remuneration, Expense and Benefits Bylaw to include a second Board meeting each month;

**NOW THEREFORE** the Regional District Board of the Regional District of Alberni-Clayoquot in open meeting assembled, enacts as follows:

1. Bylaw A1066 cited as, "Board Remuneration, Expenses and Benefits Bylaw No. A1066, 2008" is hereby amended by replacing Schedule "A" with Schedule "A", attached to and forming part of this Bylaw.
2. This Bylaw may be cited as "**Board Remuneration, Expenses and Benefits Bylaw Amendment No. A1066-1, 2012**".

Read a first time this                      day of                      ,                      2012.

Read a second time this                      day of                      ,                      2012.

Read a third time this                      day of                      ,                      2012.

ADOPTED this                      day of                      ,                      2012.

---

Russell Dyson,  
Chief Administrative Officer

---

Glenn Wong,  
Chairperson

**Schedule "A"**

	<i>Effective April 1, 2012</i>
Director's remuneration -- includes 23 Board meetings per year	\$5,736 per year
Director's remuneration for attendance at additional Board meetings	\$160 per meeting
Electoral Areas -- additional amount	\$2,531 per year
Chairperson -- additional amount	\$6,328 per year
West Coast Directors (Electoral Areas A & C, Districts of Tofino & Ucluelet) -- additional amount	\$2,084 per year
Committee meeting where travel to the meeting is less than 60km or where the committee meeting is held in conjunction with a Board meeting	\$65 per meeting
Committee meeting where travel to the meeting is 60km or greater	\$145 for first meeting in a day \$65 for each additional meetings in a day
Attendance at conferences, conventions, or other meetings	\$160 per day
Alternate Director -- attendance at Board meetings where travel to the meeting is less than 60km	\$160 per meeting
Alternate Director -- attendance at Board meeting where travel to the meeting is 60km or greater	\$180 per meeting



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** April 11, 2012

**Subject:** Regional Fire Services Coordinator – Contact Extension

---

### Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors extend the Regional Fire Services Coordinator contract with Mr. Dan Holder to provide fire coordinator services to the Bamfield, Sproat Lake, Beaver Creek and Port Alberni Fire Departments for another six month term commencing April 1, 2012 in the amount of \$25,000.00.

### Desired Outcome:

To extend the part-time Regional Fire Services Coordinator contract with Mr. Dan Holder for an additional six month term in order to continue providing fire protection services to the Bamfield, Sproat Lake and Beaver Creek Volunteer Fire Departments and the City of Port Alberni Fire Department.

### Background:

In October, 2011 the Alberni-Clayoquot Regional District retained Mr. Dan Holder on a part-time six month contract basis to provide fire protection services to the Bamfield, Sproat Lake, Beaver Creek and City of Port Alberni Fire Departments. Services provided to date include: developing new bylaws, coordinating procedures and ensuring compliance with Work Safe standards.

The Fire Departments are pleased with Mr. Holder's work to date and wish to retain his services for an additional six month term.

### Time Requirements – Staff & Elected Officials:

Some staff time required to work with the consultant including assistance in amending fire department bylaws.

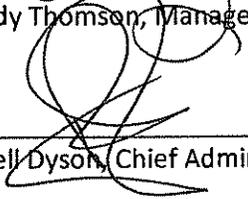
### Financial:

\$25,000.00 budgeted in 2012. Funds coming out of the Bamfield, Beaver Creek and Sproat Lake Volunteer Fire Department budgets and a contribution will be provided by the City of Port Alberni.

**Request for Decision - Regional Fire Services Coordinator**

---

Submitted by:   
Wendy Thomson, Manager of Administrative Services

Approved by:   
Russell Dyson, Chief Administrative Officer

P:\Wendy's Files\RFD\2012\RFD Fire Services Coordinator Extension.docx



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** April 11, 2012

**Subject:** Protocol Agreement – VIHA/ACRD

---

### Recommendation:

**That the Alberni-Clayoquot Regional District Board of Directors enter into the Alberni-Clayoquot Health Network (ACHN) Protocol Agreement with the Vancouver Island Health Authority.**

### Desired Outcome:

To enter into a protocol agreement with the Vancouver Island Health Authority (VIHA) enabling the Alberni-Clayoquot Regional District (ACRD) and VIHA to collaborate in the development of the Alberni-Clayoquot Health Network (ACHN).

### Background:

The ACRD received one time funding in the amount of \$505,000.00 from VIHA to assist to with formation and operation of the Alberni-Clayoquot Health Network over the next two years. This includes the hiring of a full time consultant to assist the Network.

The purpose of the ACHN is to improve the health status of the Alberni-Clayoquot Communities population and to support local governments in community planning as it relates to the determinants of health.

The purpose of this Protocol Agreement is for the ACHN, strongly supported by the Administration Committee (members representing the Partners), to develop a more formal structure and maximize collaboration and collective decision making between the Partners. The protocol agreement also defines the role of the ACRD, VIHA, ACHN and ACHN Administration Committee.

### Time Requirements – Staff & Elected Officials:

Some staff time required to work with the ACHN Administrative Committee to conduct the RFP process to hire a contractor. The ACRD will provide in-house (part-time) secretarial support to the Network.

Elected Officials time will be required to sit on the Administration Committee which meets approximately once every two months and to Chair Network meetings to be held two to four times per year.

**Request for Decision - Alberni-Clayoquot Health Network Protocol Agreement**

---

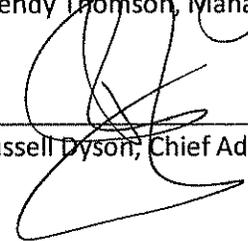
**Financial:**

The ACHN is funded through the \$505,000.00 grant from VIHA. The ACHN Administration Committee will prepare a budget for consideration and approval by the ACRD Board.

**Policy or Legislation:**

ACRD's Policies apply to the ACHN including the procedures and purchasing policy.

Submitted by:   
Wendy Thomson, Manager of Administrative Services

Approved by:   
Russell Dyson, Chief Administrative Officer

# ALBERNI – CLAYOQUOT HEALTH NETWORK (ACHN) PROTOCOL AGREEMENT

BETWEEN

Alberni-Clayoquot Regional District (ACRD)

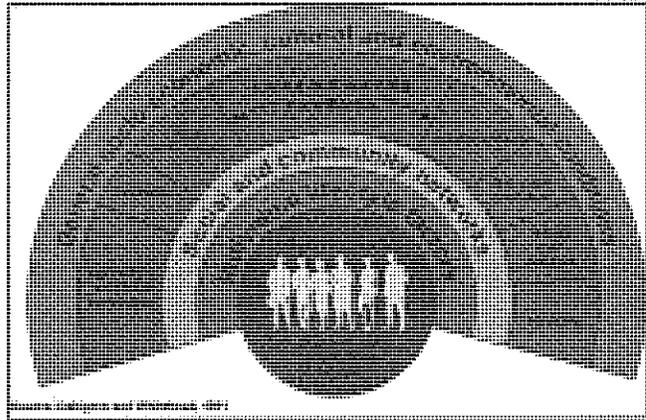
AND

Vancouver Island Health Authority (VIHA)

## PURPOSE

This Protocol Agreement enables the above Partners to collaborate in the development of the Alberni-Clayoquot Health Network (ACHN). The purpose of the ACHN is to:

- I. Improve the health status of the Alberni Clayoquot Communities population.
- II. Support local governments in community planning as it relates to the determinants of health.



The function of the ACHN is to provide a local community engagement mechanism for dialogue and action on health and well-being. It is expected that, through this Agreement, the ACHN will:

1. Improve health planning in the ACRD area,
2. Foster reciprocal accountability,
3. Contribute to the sustainability of our health care system, and
4. Model collaborative and inclusive decision making.

The Partners recognize that the Network will focus on improving the health and well-being of individuals and communities guided by five essential strategic concepts:

- **Community involvement** that moves from people being passive recipients of services to empowered participants and leaders through public engagement processes.
- **Inter-sectoral partnerships** that cross boundaries whether between government department or ministries (whole of government); across multiple sectors such as through the creation of broad

coalitions or through vertical integration such as linking local, provincial and federal governments.

- **Political commitment**, ideally that lasts longer than a single term and that fosters community engagement and capacity building.
- **Healthy public policy** where government action in non-health sectors, such as transportation or housing policy, is designed to have (as one benefit) the improvement of the health of the population.
- **Asset-based community development** as an approach that empowers both individuals and communities by focusing on community strengths and capitalizing on individual skills and assets. This approach is empowering rather than disempowering and treats individuals and communities as having intrinsic merit and ability rather than being problem-focused.

The purpose of this Protocol Agreement is for the ACHN, strongly supported by the Administration Committee (members representing the Partners), to develop a more formal structure and maximise collaboration and collective decision making between the Partners. The parties of this Protocol Agreement believe that:

- i) the goal of collaboration is not collaboration but greater results;
- ii) collaborating across multiple communities is required to better understanding local assets, issues, and barriers
- iii) providing an opportunity for dialogue will assist in identifying local solutions to address barriers.
- iv) providing the financial and other supports needed we will be successful in contributing to the improved health of Alberni Clayoquot residents.

This Agreement Protocol serves merely as an expression of the agreement between the partners and does not create legal obligation between the parties. The provision of funding and services contemplated by this Protocol Agreement are subject to the discussion and execution of definitive agreements between the Alberni-Clayoquot Regional District and the Vancouver Island Health Authority.

This Agreement Protocol recognizes the stated goals of VIHA, in partnership with local First Nations, to improve access and remove barriers to service for Aboriginal people; and increase the capacity of Aboriginal communities and VIHA itself to provide appropriate, effective, and culturally safe health care services.

#### **PART 1 – GENERAL IMPLEMENTATION**

The ACHN Administration Committee is a committee that is comprised of representatives from diverse groups and organizations that may include the Patient Voices Network, First Nations/Métis, non-profit organizations, ACRHD, VIHA, School District, Community Policing, Alberni-Clayoquot Regional District, Physicians, and Health Professionals etc. The ACHN Administration Committee works to create three things: a large, broad-based network of individuals and organizations; and a forum to promote individual and community understanding of local health services and population health and well-being; and action

oriented standing and ad hoc committees to accomplish the goals and objectives of the Health Network as determined by the membership.

The ACHN Administration Committee adopts the ACHN Vision, Mission, Guiding Principles and Values. The Committee reports to the larger ACHN membership at regular scheduled meetings.

Operating procedures and decision making of the ACHN Administrative Committee includes:

- Regular meetings will be held at a minimum of every 2 months.
- Meeting space will be provided by the Alberni-Clayoquot Regional District or VIHA.
- Agreement as much as possible.
- In Agreement decision making a motion, a second, and as required discussion will take place before calls for a response on the motion.
- In Agreement decision making, a position of "I can live with that" can contribute to Agreement.
- If decisions are complex or there is significant disagreement then the decision making will be according to Robert's Rules of Order.

The functions of the ACHN Administration Committee include, making recommendations to the ACRD hiring contractor(s), financial reporting, developing communications and public documents including agendas, minutes and postings on the website. The Committee members will continually identify and implement quality improvement processes to assess whether the committee structure best meets its goals. There may be other ways to better address these functions and the Parties will examine additional or different ways to support innovative collaboration.

## **PART 2 – RESPONSIBILITIES OF THE PARTNERS TO THE ACHN**

### **2.1 Alberni-Clayoquot Regional District will:**

1. Provide annual infrastructure to deliver on purpose of one-time grant of \$505,000.00
2. Protect current funding arrangements for the ACHN.
3. Provide oversight and contract adjudication as appropriate.
4. Support ACHN recommendations regarding health service enhancements, service changes and health infrastructure requirements.
5. Provide planning data.
6. Administration tasks of providing rooms for meetings, photo copying, etc.
7. Review and approve all invoices for expenditures of the ACHN.
8. Facilitate and chair ACHN Administration Committee meetings when required.

### **2.2 Vancouver Island Health Authority will:**

1. Provide one-time grant funding of \$505,000.00
2. Protect current funding arrangements for the ACHN.

3. Provide expert advice regarding communications, public participation, community development, collaboration, population health, public health, health promotion/clinical prevention, Primary Health Care, Patients as Partners (Patient Voices Network, Patient Journey Mapping, Patient and Public Engagement).
4. Provide population health data, health services data within the geographic boundary of Alberni Clayoquot Communities.
5. Ensure health services are suited to meet the needs of the geographic area.
6. Facilitate opportunities for knowledge transfer with other Community Health Networks, research and/or quality improvement opportunities.
7. Oversight and contract adjudication as appropriate.
8. Facilitate and chair ACHN Administration Committee meetings when required.

### **PART 3 – ROLE AND FUNCTION OF THE ACHN**

#### **3.1 Leadership**

The ACHN will be responsible to communities and partners and will work toward developing effective collaborative partnerships between the Communities of the Alberni-Clayoquot Region and member organisations. The ACHN Partners and member organizations will have a shared responsibility for leadership strategic direction, and quality improvement processes.

#### **3.2 General Functions**

##### **(a) The Alberni Clayoquot Health Network will:**

1. Strive to keep all ACHN members informed and involved
2. Set the strategic direction of the Network
3. Facilitate dialogue amongst various partners and Alberni-Clayoquot Communities
4. Leverage existing community partnerships to foster the sustainability of initiatives that positively impact the social determinants of health in the ACRD.
5. Encourage multi-sectoral collaboration and partnerships.
6. Support primary health care reform and integration initiatives in the ACRD.
7. Develop recommendations regarding health service enhancements, service changes and health infrastructure requirements.
8. Ensure that the ACHN does not duplicate the work of service providers or other funders in the Alberni Clayoquot Region.
9. Facilitate health-focused community engagement and development activities.

##### **(b) The ACHN Administration Committee will provide the ACHN with:**

1. Leadership to ensure the sustainability of the ACHN.
2. Operational plans consistent with ACHN objectives.
3. Identify and review health-related issues.
4. Plan and organize ACHN initiatives.

**(c) The ACHN will provide the public in the communities with:**

1. Forums for participation and engagement in Alberni-Clayoquot health status and health care planning issues.
2. Regular communications regarding the ongoing work of the ACHN and progress reports.
3. Education regarding and promotion of healthy public policy.
4. An asset-based community development focus.

## **Partner Signatories**

**Alberni-Clayoquot Regional District (ACRD)**

---

**Vancouver Island Health Authority**

---





## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Janice Hill, Environmental Services Assistant

**Meeting Date:** April 11, 2012

**Subject:** VIHA Homelessness Grant

---

### Recommendation:

That the ACRD Board of Directors request that the Alberni Valley Stakeholders Initiative to End Homelessness make recommendations for consideration by the ACRD Board of Directors on the use of the \$300,000.00 grant recently received by the ACRD from VIHA, to address homelessness in the region.

### Desired Outcome:

That the ACRD successfully distributes these funds addressing the issues of our homeless populations.

### Summary:

The ACRD received a grant for \$300,000.00 from VIHA on March 28, 2012. This grant is a one-time grant which must be used for community homelessness initiatives in our region. There are no formal restrictions or qualifications upon its use other than that it be used to benefit homeless persons either directly or indirectly through the building of community capacity.

In 2011, the ACRD received a similar one-time grant for \$285,000.00 from VIHA. The ACRD Board of Directors requested the Alberni Valley Stakeholders Initiative to End Homelessness make a recommendation on uses for these funds. The ACRD Board approved the recommendations made by the Stakeholder Group for the disbursement of these funds. The funds were distributed as follows:

- \$85,000 to the Alberni Valley Community Fund (this will be designated by the Foundations for Grants for Homelessness Projects – which will add to the \$75,000 already specified in the fund).
- \$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, pillows and night table sets for 12 units; and a business plan.
- \$47,419 to the Port Alberni Friendship Centre for the Tenant Advocacy Project.
- \$16,600 to the West Coast Women's Resources Society for the Homelessness Outreach Enhancement Project.

Attached are reports from the recipients with an update on how the funds have been used to date. Staff recommend following a similar process as last year for disbursement of the \$300,000.00 grant.

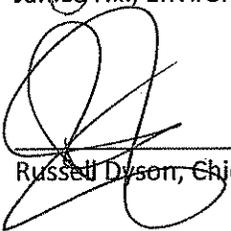
**Time Requirements – Staff & Elected Officials:**

Minimal staff time will be required to provide VIHA with a report showing how the grant was distributed.

**Financial:**

N/A

Submitted by:  \_\_\_\_\_  
Janice Hill, Environmental Services Assistant

Approved by:  \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

**Port Alberni Shelter Society**  
**Pre-Design Services and Schematic Design for new Port Alberni Shelter**  
**Interim Project Report**  
to  
**Alberni-Clayoquot Regional District**  
**March 31, 2012**

In September 2011, the Port Alberni Shelter Society received a grant of \$95,900 from ACRD in support of their plans to develop a new replacement shelter facility to provide enhanced housing and support services to community residents who are homeless or at risk of homelessness.

The project proposal had the following measurable outcomes:

- Contract a design and engineering firm to conduct the testing and design work
- Engage project partners in planning meetings to confirm commitments and building requirements
- Conduct geotechnical and stage 1 environmental studies on proposed building site
- Prepare site plans, floor plans and typical unit plans for two or three building options that meet the requirements and standards of all project partners
- Obtain Order of Magnitude estimates for each building option

The project proposal was based on an understanding that VIHA would be a major partner in the project as they currently provide regular services to clients at the shelter and would be able to provide enhanced services in a facility that was built to suit that purpose. Our first priority therefore was to obtain approval from VIHA to build the new shelter on property owned by VIHA across the road from the existing shelter. That approval process has taken much more time than expected but so far has moved ahead positively. After internal review, at the end of November 2011 the VIHA board of directors gave approval for the strategic use of the property for this purpose, subject to a renewal of approval by the recently elected Port Alberni municipal council and a public notice of intention. We have obtained that approval from council and are waiting now for the notice of intention to be completed before we can access the property to continue with this project.

In the meantime, the Shelter Society has advertised and selected a design and engineering firm and sub-contractors to carry out this work as soon as final approval for the property is given by VIHA. In addition, the Shelter Society has obtained a matching grant from the federal government to hire a consultant to work as a liaison between the Shelter, the architect, the project sub-contractors, other project partners and the broad community to guide the design phase of this process through to its completion as soon as VIHA provides access to the property. In the event that such access is not forthcoming for any reason, the consultant will assist the Shelter to obtain an alternative location to proceed with the construction of a new facility.

Assuming that approval from VIHA is obtained within the month of April, we anticipate that this design phase of the project will be completed by the end of September 2012 at which time a full final report will be provided to ACRD.

### Financial Report

Received from ACRD	\$95,900.00
Interest earned to March 31, 2012	<u>\$560.85</u>
Total grant funds available	\$96,460.85
Spent for advertising	\$702.59
Spent for ???	<u>\$158.40</u>
Total spent to March 31, 2012	\$860.99
Balance remaining at March 31, 2012	<u>\$95,599.86</u>

Report submitted by:

**Port Alberni Shelter Society**  
Wesley Hewitt (Shelter Administrator)  
Phone: 250.723.6511  
Cell: 250.731.6767  
Fax: 250.724.6544  
Email: [pashe|ter@shaw.ca](mailto:pashe|ter@shaw.ca)

**Phoenix House**  
**Roofing, Bed Replacement and Business Plan**  
**Interim Project Report**  
**to**  
**Alberni-Clayoquot Regional District**  
**March 31, 2012**

In September 2011, Phoenix House received a grant of \$40,000 from ACRD to facilitate the operation of their rooming house targeted to provide housing for low income single residents who have difficulty obtaining or maintaining permanent housing in the community.

The project had three components with distinct measureable outcomes:

- Receive quotes and hire a contractor to replace roof.
- Receive quotes and purchase new beds that include bug-proof, waterproof mattresses that are mould and bacteria resistant.
- Contract a consultant to develop a business plan for sustainable operation of Phoenix House

To date the project has achieved most of the objectives with a few elements remaining:

- The roof has been replaced with a new sealed membrane and flashing with an expected life of 25-30 years.
- Replacing roof allowed for the installation of cameras and ventilation to the building.
- Each room has been equipped with new sturdy wooden captain's beds with under-bed storage, bug-proof/waterproof mattresses that are mould and bacteria resistant, as well as pillows and nightstands.
- A consultant has been contracted and is engaged in developing a business plan for the sustainable operation of Phoenix House.
  - o The consultant has worked with the owners to analyse current operations and outline various scenarios that could result in increased revenues and/or lower costs. The various scenarios are currently being explored to consider the feasibility and strengths and weaknesses of each option.
  - o The consultant has also assisted with applying for interim operational grants that will provide improved services for tenants and alleviate the financial strain on the owners pending longer-term changes. One of these grants has been approved and from April 2, 2012 for one year, providing the residents of Phoenix House with a daily nutritious meal, as an additional service.
  - o The business plan process has been drawn out longer than the original time-frame in order to include assistance with the implementation of some of the initial business plan recommendations. The consultant is currently working with the owners and residents to implement a cost-recovery plan for enhanced services such as cable, phone, internet and personal hygiene supplies that are currently being provided by the owners.
  - o The business plans received a significant setback when BC Housing announced the new terms for the Residential Rehabilitation Assistance

Program (now renamed Home Adaptation for Independence – HAFI). The previous program had a significant component of support for landlords who renovated or developed new housing units and Phoenix House was counting on that program to renovate an adjacent property that is currently sitting empty. The consultant is exploring other options that may be available to replace this.

- It is expected that the business plan will be completed and a final report with some comments on initial changes to Phoenix House will be available by the end of August 2012

#### Financial Report

Received from ACRD	\$40,000.00
Interest earned to March 31, 2012	<u>9.26</u>
Total grant funds available	\$40,009.26
Spent for roof replacement	\$18,857.75
Ventilation and Cameras	3,480.00
Beds, mattresses, pillows, nightstands	7,620.00
Spent for consultancy	<u>4,043.07</u>
Total spent to March 31, 2012	\$34,000.82
Balance remaining at March 31, 2012	<u>\$ 6,008.44</u>

Report submitted by:

Wayne Salter and Sarina Jansson  
3626 5th Avenue, Port Alberni  
(250) 586-5166

Homelessness Outreach Coordinator  
 Janice Wong  
 500 Matterson Drive  
 Ucluelet, BC, V0R3A0  
 Tel. 250-725-8988  
 hoc@wccrs.ca

**Mid-term Activity and Financial Report**

<b>Project Name</b>	Homelessness Outreach Enhancement Project (HOEP)
<b>Report compiled by</b>	Janice Wong
<b>Reporting period</b>	Mid-term activity and financial report, December 2011 – April 2012
<b>Section One: Summary</b>	
<p>Later work on the project has involved focusing on client support and identifying barriers and gaps in service. The HOC has made efforts to take part in additional training available to strengthen her role as an advocate for clients. HOC has continued to network and built relationships with service providers in the Westcoast and Central Vancouver Island region to share ideas and see what actions have been taken by other communities to address homelessness. The coordinator continues to gather statistics and track rental availability in the area, and is collaborating with Adrienne Mason, on creating survey questions for a portion of the Measuring Community Health Project. The coordinator feels that although outreach capacity has been enhanced in the region, there are certain limitations to what can be achieved with only 12 hours per week of project time.</p>	
<b>Section Two: Activities and Progress</b>	
<p>The Homeless Outreach Coordinator, Janice Wong, had continued to strengthen her role by seeking additional training to provide better support and service to clients.</p> <ul style="list-style-type: none"> <li>• HOC is involved in the Community Volunteer Income Tax Program and has attended CVITP Training on Feb. 27<sup>th</sup>. Knowledge had been gained on completing tax returns for clients for a better understanding of their tax situations and therefore their financial situations.</li> <li>• HOC has arranged in collaboration with Community Outreach, for Patty Edwards to come up from Port Alberni to present a workshop on Persons with Disabilities Designation, to educate service providers and the general public on eligibility and application processes. Date set for the workshop is April. 16<sup>th</sup>, with the possibility of Patty returning to the West Coast in later months to present on additional topics, such as Residential Tenancy and Welfare.</li> </ul> <p>In order make visible the program and provide supports, the Outreach Coordinator continues to:</p> <ul style="list-style-type: none"> <li>• attend weekly Community Soup Pots in Tofino at the Community Hall, to provide outreach.</li> </ul>	

- attend the weekly Food Bank operation in Ucluelet to provide outreach.
- attend weekly Soup Pots in Ucluelet at the Community Centre to provide outreach.
- gather and distribute donated items from individuals and resorts to weekly events mentioned above as well as direct to the homeless communities in Tofino and Transition House Shelter in Ucluelet. Donated items include clothing, linens, blankets, household items, toiletry and food items.

HOC has researched the viability of starting a Rent Bank on the West Coast to aid in keeping low income individuals in housing by providing loans towards rental and hydro arrears. However, the HOEP does not have enough funds to support a Rent Bank so the decision was made that available client support funds would be used towards purchasing CO-OP Coupons to be used as rent supplements for clients. This form of support mirrors the efforts of The Canadian Mental Health Association – Outreach Rent Supplement Program, headed by Mark Cairney and Laurie Allan. A portion of client support funds will also be used towards additional transport for clients, as it is evident that one of the major barriers for clients on the West Coast is the inability to access services and resources due to a lack of transport and/or funds for transport. Previously, the bulk of client support funds had been used towards providing transport and purchasing basic items for clients, such as raingear and toiletry items.

HOC has been an advocate for clients in ordeals involving residential tenancy and employment standards. The HOC provides additional assistance in the form of crisis intervention, emotional support, and filling out forms and applications for financial assistance with clients. Currently, HOC has been focusing efforts on tracking rental availability in the area via listings in The Westerly Newspaper. Connections and relationships are being built with landlords, motel and hostel owners in the area. The goal is to be more aware of units and space available to rent for referral to clients in need of housings options.

Networking and collaborating with other service providers in the region is being made on an ongoing basis.

- HOC attends Alberni Valley Community Stakeholders Initiative to End Homelessness Meetings in Port Alberni. First meeting attended was on Feb. 9<sup>th</sup> and efforts to attend future meetings will be made according to travel budget. While in Port Alberni, HOC has made visits to shelters and low income housing in the area to gain insight into options available for clients.
- HOC has been liasing with CMHA Homelessness Outreach Worker, Mark Cairney, to share ideas, identify barriers and fill gaps in services.

- HOC has been working with Adrienne Mason, Research Coordinator of the Clayoquot Biosphere Trust, on building a survey for the Measuring Community Health Project. This would be a comprehensive survey that would be distributed through out the West Coast Communities on a regular basis to help monitor different indicators of health. HOC is working with Adrienne in developing questions for the Housing portion of the survey. Adrienne will also be coordinating a Skype Meeting with HOC and consultant, Myron Jespersen, in the beginning of April to gain insight into his methods of tracking homelessness in Port Alberni.
- On Mar. 22<sup>nd</sup>, HOC attended a Homelessness in Oceanside Meeting to network and gain insight into how Parksville and Qualicum Beach have addressed homelessness in their communities. HOC was able to see many similarities between how homelessness is taking shape in the two regions and was able to bring back useful information and survey methods for the West Coast.
- In late February, HOC was appointed to the District of Ucluelet Affordable Housing Committee. The first meeting for the UAHC is scheduled for April 23<sup>rd</sup>, and HOC intends to share information from the HOEP to influence how affordable housing will take shape in the community.
- HOC has been attending monthly Coalition Meetings on the West Coast to further relationships and share project updates as needed.

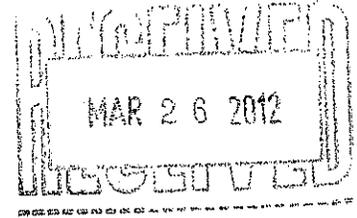
Finally, a small portion of time has been spent on technical writing. HOC has made efforts to apply for more funding for the project. In late January, HOC submitted a Grant-In-Aid Application to the Alberni-Clayoquot Regional District, requesting \$5000 towards sustaining the project. The outcome of the application has yet to be determined. On Mar. 21<sup>st</sup>, a Financial Report for the HOEP was submitted to Janice Hill, Environmental Services Assistant, as requested by the ACRD.

In statistics gathered, HOC is in contact with individuals who are homeless or at risk every week, averaging between three to seven individuals per week.

Financial Report				
ITEM	AMOUNT	RATIONAL	IN KIND	GRANT
Wages	\$21 120	Contract: 10 hours/week \$20/hour  Contract addition of 8 hours/month @\$20/hour	<i>Community Outreach Coordinator approx.  10 hours/week @ \$20/hour = \$9600</i>	\$12 000  Spent to date:  \$4851
Travel	\$1772	90kms/week @ \$0.44 based on current Outreach travel	<i>Carpooling with Community Outreach when applicable</i>	\$1292  Spent to date:  \$949.56
Office Equipment	\$3521.56	\$40/month for internet air card to assist in remote intakes	<i>Community Outreach Laptop, Office space, phone and office resources  \$3041.66</i>	\$480  Spent to date:  \$200
Client Support Fund	\$1168	Fund supported through policy and best practice to support client resources	<i>Community Outreach Current programming  Canadian Mental Health Supports</i>	\$1168  Spent to date:  \$245.9
10% Admin	\$1660	Requested by WCRS for contracts includes financial reports, audit, admin assistance	<i>Advertising, reception, photocopy</i>	\$1660  Spent:  \$1660
TOTAL	\$29 241.56			\$16600  Remaining Funds:  \$8,693.54



**The Alberni Valley  
Community Foundation**



20<sup>th</sup> March 2012

Regional District of Alberni Clayoquot  
3008 5<sup>th</sup> Avenue  
Port Alberni, B.C.  
V9Y 2E3

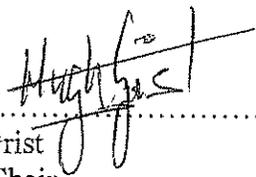
Attn.: Janice Hill

Dear Ms. Hill,

Further to our recent conversation, the "Homelessness Issues" Fund held within the Foundation generated income for the first time in this granting period. The amount generated was \$2,786.25 (please remember the revenue accrues annually) and an advertisement was placed in the regional newspapers requesting applications. Two applications were received, however after consulting with the "Alberni Valley Stakeholders Initiative to End Homelessness" they were rejected and a decision was made to carryover the funding until next year. The "Stakeholders" are to draw up specific guidelines prior to next years grants applications

The Fund currently has a balance of \$156,484.02 which will continue to earn income in perpetuity.

Yours sincerely,

  
.....  
Hugh Grist  
Board Chair

Cc: Alberni Valley Stakeholders Initiative to End Homelessness

*Creating Lasting Benefits for Our Community*



## Summarized Activity to Date

Started in September 2011, the Port Alberni Friendship Center's **Tenant Advocacy Project**, is an exciting new boost to our agency's offered programs and services. Funded by the Alberni Clayoquot Regional District with support from the Alberni Stakeholders Initiative to End Homelessness, the proposed initiative has been focusing specifically on issues and capacity that effect tenants who may be at risk of homelessness. In the first few months of program implementation there has been extensive service implementation including a significant increase in the amount of support we can offer in the many different areas of maintaining tenancy agreements. Clients have been able to access the **Tenant Advocacy Project** through the phone, email, and fax, and we have also been able to extend service delivery to the outer West Coast.

The **Tenant Advocacy Project** has assisted clients in many different areas from housing matter to disputes, to producing weekly Rental Advertisements, and to handing out Tenant Resources & Advisory Centre (TRAC) resources. We have also delivered a Residential Tenancy Workshop facilitated by TRAC. We feel the capacity in our clients to build on their knowledge and experience is increasing. At this point so early in service delivery, some are able to self advocate for themselves. After the Residential Tenancy workshop the participants reported that the public legal education is a great forum to build their own knowledge base. There has been a great impact and diversity of client participants who are seeking assistance. Although tenancy agreements can become frustrating, through our ongoing education via resources and the **Advocate**, our clients are exhibiting a lower risk of homelessness.

The total number of contacts made with new clients and continuing clients for reporting period up to November 30, 2011 is 129 total.

P. A. FRIENDSHIP CENTER						
Income Statement						
8 Periods Ended 11/30/2011						
Dept 26 - AVSIEH Tenant Advocacy Project						
	Current	Current	Over/Under	Y-T-D	Annual	Over/Under
	Month	Budget	Budget	Actual	Budget	Budget
<b>Revenue:</b>						
Revenue VIHA Homelessness	0.00	3,734.00	3,734.00	27,407.00	27,407.00	0.00
<b>Total Revenue</b>	<b>0.00</b>	<b>3,734.00</b>	<b>3,734.00</b>	<b>27,407.00</b>	<b>27,407.00</b>	<b>0.00</b>
<b>Expenses:</b>						
Vacation Pay	50.04	100.80	50.76	145.44	756.00	610.56
Wages	1,251.00	2,520.00	1,269.00	3,636.00	18,900.00	15,264.00
CPP Expense	57.74	129.73	71.99	160.53	972.28	811.75
EI Expense	32.42	65.34	32.92	94.23	470.55	376.32
WCB Expense	6.64	13.37	6.73	19.29	103.92	84.63
Administration Fees	352.75	352.75	0.00	705.50	2,469.25	1,763.75
Advertising	0.00	20.00	20.00	49.02	275.00	225.98
Office Supplies	50.00	50.00	0.00	100.00	350.00	250.00
Photocopying	32.00	32.00	0.00	64.00	160.00	96.00
Meeting Costs Food	45.70	100.00	54.30	45.70	700.00	654.30
Meeting Costs Supplies	181.84	100.00	(81.84)	181.84	500.00	318.16
Communications Telephone	50.00	50.00	0.00	100.00	350.00	250.00
Local Travel	351.92	200.00	(151.92)	351.92	1,400.00	1,048.08
<b>Total Expenses</b>	<b>2,462.05</b>	<b>3,733.99</b>	<b>1,271.94</b>	<b>5,653.47</b>	<b>27,407.00</b>	<b>21,753.53</b>
<b>Surplus (Deficit)</b>	<b>(2,462.05)</b>	<b>0.01</b>	<b>2,462.06</b>	<b>21,753.53</b>	<b>0.00</b>	<b>(21,753.53)</b>



## REQUEST FOR DECISION

**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:** April 4, 2012

**Subject:** Bamfield Volunteer Fire Department – Proposed Fire Boat Dock

---

### Recommendation:

That the Board of Directors instructs staff to:

- i) Apply to the Ministry of Transportation and Infrastructure for a permit to construct the dock at the west end of Nuthatch Road and open the remainder of Nuthatch Road to Bamfield Inlet; and
- ii) Apply to the Ministry of Forests, Lands, and Natural Resource Operations for a foreshore tenure on Bamfield Inlet and the base of Nuthatch Road.

### Desired Outcome:

The Bamfield Volunteer Fire Department has requested the ACRD apply for a fireboat dock at the Base of Nuthatch Road (see attached letter). This will require approval from the Ministry of Transportation and Infrastructure and the Ministry of Forests, Lands, and Natural Resource Operations.

### Background:

Nuthatch Road is located in close proximity to the Bamfield Fire Hall and is centrally located for water access to the Bamfield fire protection service area. There are two existing right of ways from Nuthatch Road across Bamfield Inlet for the waterlines that service West Bamfield. The proposed access and dock would need to be constructed so as not to interfere with the existing water lines.

There are tenures adjacent to the foreshore fronting Nuthatch Road (see attached Map). The maximum width of the tenure for the fire boat dock is 66 feet (20 metres).

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

Staff time is involved in applying for the required permits and approvals as well as overseeing the construction.

**Financial:**

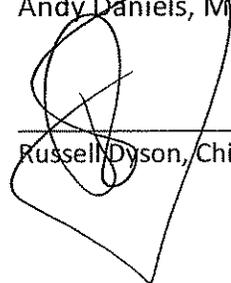
The costs would be paid from the Bamfield Fire Department Budget.

**Policy or Legislation:**

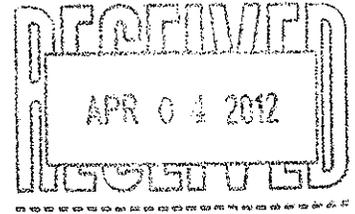
This project is part of the administration of the Bamfield Fire Department and the ACRD has the authority to apply for and hold tenures.

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

Reviewed by:   
Andy Daniels, Manger of Environmental Services

Approved by:   
Russell Dyson, Chief Administrative Officer

26 March, 2012  
Bamfield



TO: Mark Kelly, Dan Holder, Russell Dyson, Mike Irg, Eric Geall

FROM: Max Salamon

RE: Securing Effective Moorage and Parking for the BVFD Members

In keeping with the process of improving the effectiveness and efficiency the BVFD wishes to move its' fireboat and moorage to a location more central and conducive to BVFD operations. The only site available which addresses the BVFD's needs is the western terminus of Nuthatch Road on the Bamfield inlet. I have been tasked by the Fire Chief to pursue this objective.

In preliminary talks with Mike Irg I have been led to believe that the ACRD will be the applicant for the aquisition of the road allowance and foreshore on the behalf of the BVFD. I ask that ACRD resources and guidance be made available to the BVFD to expedite this process. Please advise me as soon as possible as to BVFD participation in the process. I can be contacted by phone at 250 728 3317

The reasons for the move are:

- To reduce response times to callouts.
- To provide a central location for better fireboat coverage.
- To place the fireboat in a location closer to the main marine threats in the community.
- There is no public moorage in East Bamfield.
- The majority of BVFD members reside on West side.
- To provide a muster point closer to the firehall for marine emergencies and callouts.
- To provide moorage and parking for Westside BVFD and BCEP personnel.
- To provide a public access point closer to emergency facilities.
- Fresh water and fish cleaning tables at the HFN (east) dock will ensure a lack of moorage and parking congestion for BVFD members who historically used the East Government dock for callouts.

The BVFD expects to share this space with the BCEP (Bamfield Community Emergency program) and the BCHA (Bamfield Community Hall Association). The BVFD currently has docks and a boatshed to relocate and the BCHA has a ramp and docks. This objective is within the budgets currently available to these participants.

M. W. Salamon  
Deputy Chief, BVFD



39 R.W.

7158

Waterline

L. 76

Sand

R2

27  
212

A208  
212

W4

C6

A211

W5

L110

PLAN

C4  
15

DP 2005

49089

1 229  
PLAN

2 325  
PLAN

20011

331

NUTTHATCH

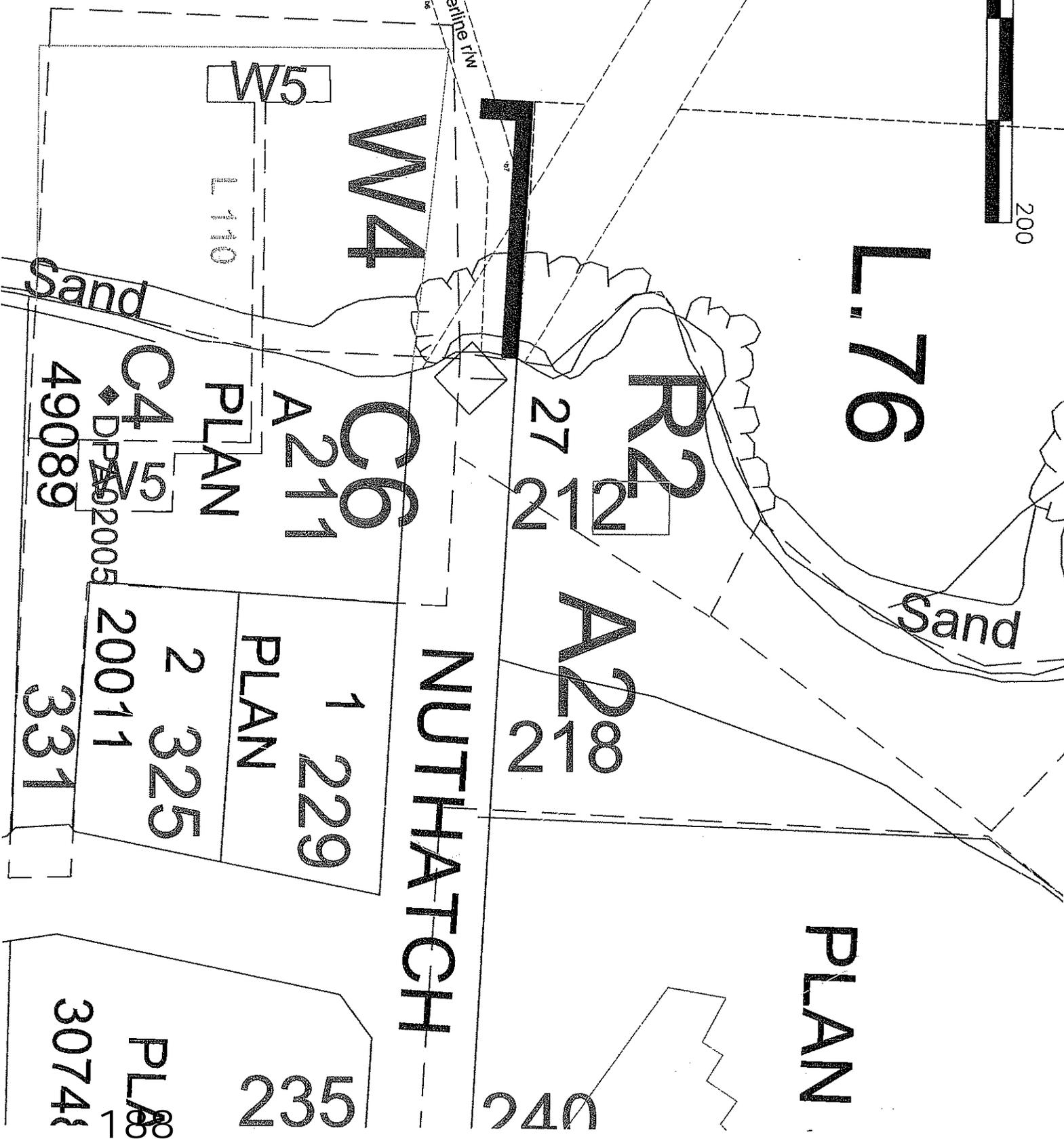
PLAN

235

240

PLAN

3074





## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** April 11, 2012

**Subject:** Bylaw A1074, Long Beach Airport Advisory Committee

---

**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors give four readings to Bylaw A1074 cited as Long Beach Airport Advisory Committee, 2012.

**Desired Outcome:**

To create a Committee to review, report and advise the Alberni-Clayoquot Regional District Board of Directors on matters concerning the long term development of the Long Beach Airport.

**Background:**

The West Coast Committee wishes to create the Committee to facilitate participation from local government, business and community interests within Electoral Area "C" (Long Beach), District of Tofino, District of Ucluelet and First Nations on matters associated with the development of the Long Beach Airport.

At the March 7, 2012 West Coast Committee meeting, Directors approved the terms of reference (attached) for the proposed Long Beach Airport Advisory Committee. The attached Bylaw will establish the Long Beach Advisory Committee and is submitted for consideration by the ACRD Board of Directors.

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

Staff time will be required to support this Committee. Elected Officials and staff time will also be required to participate on the Committee.

**Financial:**

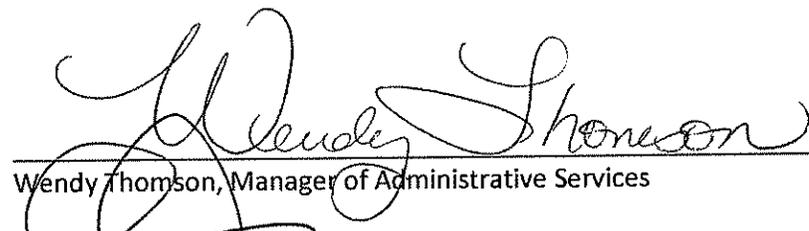
Financial implications will be minimal in 2012. Funds to come from the Long Beach Airport Budget.

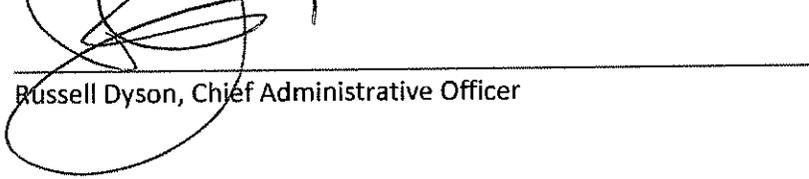
**Policy or Legislation:**

Local Government Act – Delegating duties to a Select Committee & the ACRD Procedures Policy applies.

**Request for Decision – Long Beach Airport Advisory Committee**

---

Submitted by:   
Wendy Thomson, Manager of Administrative Services

Approved by:   
Russell Dyson, Chief Administrative Officer



## **Alberni-Clayoquot Regional District**

### **Terms of Reference Long Beach Airport Advisory Committee**

#### **Introduction**

The Alberni-Clayoquot Regional District has formed the Long Beach Airport Advisory Committee to facilitate participation from local government, business and community interests within Electoral Area "C" (Long Beach), District of Tofino and District of Ucluelet on matters associated with the development of the Long Beach Airport.

The Airport Advisory Committee is a Select Committee of the Board of Directors.

#### **Objective**

The Airport Advisory Committee reviews, reports and advises the Board of Directors on matters concerning the long term development of the Long Beach Airport.

#### **Scope of Work**

To achieve this objective, the Airport Advisory Committee will undertake the following activities:

- a. Promote the Long Beach Airport
- b. Encourage the development of improved air services to the region
- c. Review and make recommendations on selected matters as requested by the Board of Directors
- d. Provide community input to airport management on airport activities
- e. Assist Regional District staff with operational issues impacting the Long Beach Airport and airport lands
- f. Advise on matters relating to the airport service such as development planning, operations, maintenance and safety.

#### **Membership**

In order to provide representation from all areas served by the airport, as well as business and community interests, the membership of the Committee is as follows:

- a. One West Coast Director appointed by the Board
- b. One member nominated from the Tla-o-qui-aht First Nation

- c. One member nominated from Parks Canada
- d. One member nominated from the District of Ucluelet
- e. One member nominated from the District of Tofino
- f. One member nominated from the Yuułu?if?ath
- g. One member nominated from the Tofino Chamber of Commerce
- h. One member nominated from the Ucluelet Chamber of Commerce
- i. One member at-large nominated by the West Coast Directors representing the business community

Ex-Officio Non-Voting Members - The Regional District CAO or his/her designate and the Airport Manager.

### **Appointment and Term**

Members shall be appointed by the Board of Directors for a three year term, to run concurrent with the Directors' term.

Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

Committee members may stand for re-appointment at the conclusion of their term.

Members of the Committee shall serve without remuneration.

In the event of a vacancy occurring during the regular term of office, the vacancy may be filled for the remainder of the term by an alternate approved by the Board of Directors.

### **Chair**

The Airport Advisory Committee shall, at its first inaugural meeting annually, elect a Chairperson from amongst its members.

### **Meeting Procedures**

The meetings of the Airport Committee shall be called by the Regional District CAO, Airport Manager or the Committee Chairperson, and shall be held quarterly on the day and time agreed to by the Airport Committee members.

The Chair of the Committee may call a special meeting of the Committee.

A majority of the Committee members shall represent a quorum, one of whom must be a Director of the Regional District Board.

Meetings of the Airport Committee shall be conducted and held in accordance with the Regional District's procedures bylaw.

The Regional District Environmental Services Department will provide support to the Committee including preparing agendas, recording the minutes of all meetings and ensuring Committee agendas, minutes, etc. are forwarded electronically for circulation to all members.

### **Reporting to the Board**

Recommendations of the Committee must be adopted by the Committee by motion prior to presentation to the Regional District Board.

The Committee will provide a status report to the Board annually.

The Regional District Directors on the Committee will report to the Board on the activities of the Airport Advisory Committee.

On behalf of the Airport Advisory Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the Board.





Alberni-Clayoquot Regional District

**Bylaw A1074**

**A BYLAW TO ESTABLISH A STANDING COMMITTEE KNOWN AS  
THE LONG BEACH AIRPORT ADVISORY COMMITTEE**

---

WHEREAS the Alberni-Clayoquot Regional District has been granted the authority to operate the Long Beach Airport service.

AND WHEREAS the Board of Directors wishes to appoint a standing committee known as the Long Beach Airport Advisory Committee to advise on matters relating to the service, including but not limited to development planning, operations, maintenance and safety.

AND WHEREAS the *Local Government Act* permits the Board of Directors to delegate administrative duties to a standing committee and to set terms, conditions and restrictions on its activities;

NOW THEREFORE the Board of Directors of the Alberni-Clayoquot Regional District enacts as follows:

**1. TITLE**

This Bylaw may be cited as "**Long Beach Airport Advisory Committee Bylaw No. A1074, 2012.**"

**2. INTERPRETATION**

**ACRD** means the Alberni-Clayoquot Regional District.

**Airport** means the Long Beach Airport.

**Board** means the Alberni-Clayoquot Regional District Board of Directors.

**Director** means a Director of the Alberni-Clayoquot Regional District Board of Directors.

**Committee** means the Long Beach Airport Advisory Committee.

**Member** means representative appointed by the ACRD Board to the Long Beach Airport Advisory Committee.

### 3. ESTABLISHMENT OF COMMITTEE & MEMBERSHIP

- a. The Committee shall be comprised of the following Members:
  - i. One (1) West Coast Director appointed by the Board;
  - ii. One (1) Member nominated from the Tla-o-qui-aht First Nation;
  - iii. One (1) Member nominated from Parks Canada;
  - iv. One (1) Member nominated from the District of Tofino;
  - v. One (1) Member nominated from the District of Ucluelet;
  - vi. One (1) Member nominated from the Yuułuʔiłʔatḥ;
  - vii. One (1) Member nominated from the Tofino Chamber of Commerce;
  - viii. One (1) Member nominated from the Ucluelet Chamber of Commerce;
  - ix. One (1) Member at-large nominated by the West Coast Directors representing the business community on the West Coast.
- b. Two (2) ex-officio non-voting Members being the ACRD CAO or his/her designate and the Airport Manager.

### 4. APPOINTMENT AND TERM

- a. Members shall be appointed by the Board for a three year term, to run concurrent with the term of ACRD Directors.
- b. The Board may, at any time, remove any Member of the Committee and any Member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.
- c. The Board may dissolve the Committee and rescind this Bylaw, following written notice being provided to all Members.
- d. Members of the Committee may stand for re-appointment by the Board at the conclusion of their term.
- e. Members of the Committee shall serve without remuneration.

### 5. MEETING PROCEDURES

- a. The Committee shall, at its first inaugural meeting annually, elect a chairperson from amongst its Members.
- b. Meetings of the Committee shall be called by the ACRD CAO, Airport Manager or the Committee chairperson, and shall be held quarterly on the day, time and

location agreed to by the Committee Members.

- c. The Chair of the Committee may call a special meeting of the Committee.
- d. A majority of the Committee Members shall represent a quorum, one of whom must be a Director of the Board.
- e. Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedures Bylaw.
- f. The ACRD Environmental Services Department will provide support to the Committee including preparing agendas, recording the minutes of all meetings and ensuring Committee agendas, minutes etc. are circulated electronically to all Members.

## **6. ACTIVITIES/DUTIES OF THE COMMITTEE**

- a. The Committee will undertake the following activities:
  - i. Promote the Long Beach Airport;
  - ii. Encourage the development of improved air services to the region;
  - iii. Review and make recommendations on selected matters as requested by the Board;
  - iv. Provide community input to Airport Management on Airport activities;
  - v. Assist ACRD staff with operational issues impacting the Airport; and,
  - vi. Advise on matters relating to the Airport service such as development planning, operations, maintenance and safety.

## **7. REPORTING TO THE BOARD OF DIRECTORS**

- a. The ACRD Directors on the Committee will report to the Board on the activities of the Committee.
- b. The Committee will provide a written status report to the Board annually.
- c. Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the Board.
- d. On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, correspondence and preparing reports to the Board.



**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of April 4, 2012**

No.	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Feb. 9/11 WC	Meet with John Aldag, Acting Superintendent, PRNP to discuss water supply and outstanding lease issues at Long Beach Airport	Russell	Lease agreement being drafted
2.	Sept. 14/11 COW	Directors approved proceeding with the evaluation of the Board Room at an expense of \$3,600.00 plus taxes – Proceed with evaluation	Russell	Budget approved staff meeting with designer in April
3.	Nov. 23/11 BD	Staff proceed with assisting the CCID in examining the potential impacts of converting to a local service area of the ACRD and apply for provincial funding (\$5,000) to conduct a conversion analysis	Russell	Application submitted – waiting on funding from the Ministry – Staff have assisted CCID with public information
4.	Jan. 11/12 COW	Add RD History to website (Incorporated date 1967) consult with AV Museum on content	Wendy/Lori	May 2012
5.	Jan. 25 <sup>th</sup> BD	Invite Island Timberlands to make a presentation to the ACRD Board regarding logging plans – McLaughlin Ridge	Wendy	April 25 <sup>th</sup> Board Meeting
6.	Feb. 1 <sup>st</sup> EA Directors	Investigate and make recommendation to the Board to amending the Vancouver Island Regional Library Service bylaw to change the apportionment structure to 50% based on population and 50% land and improvements	Wendy	Investigating – Report to April 25 <sup>th</sup> Electoral Area Directors Meeting
7.	Feb. 1 <sup>st</sup> EA Directors	Investigate and identify issues regarding licensing fees for businesses in the electoral areas	Russell	April 2012
8.	Feb. 6 <sup>th</sup> WC Comm	Contact ICET requesting a 1 year extension on the funding application for navigational aids at the Long Beach Airport	Russell	ICET requests further information on Transport Canada requirements
9.	Feb. 6 <sup>th</sup> WC Com	Prepare a bylaw for consideration by the West Coast Committee and ACRD Board to form a Long Beach Airport Advisory body	Wendy	West Coast Committee endorsed – Bylaw for consideration at April 11 <sup>th</sup> Board Meeting

No.	Date	Action Item	Assigned to	Target Date/Update
10.	Feb. 6 <sup>th</sup> WC Comm	Proceed with developing a plan to identify and implement efficient, cost effective corrective actions to the high risk hazards of the water landing strip at the LB Airport before bringing forward options for future use – Advise Atleo & Tofino Air	Russell	90 Days
11.	Feb. 8 <sup>th</sup> RHD	Invite Brendan Mather, VIHA to make a presentation to the ACRHD on their review of Local Health Area 70	Wendy	Presentation to Board – April 11, 2012
12.	Feb. 22 <sup>nd</sup> BD	Pursue discussions with the City of PA, District of Tofino, District of Ucluelet, School Dist. No. 70 and NIC regarding the future of library services in the Region	Russell	May 2012
13.	March 7 <sup>th</sup> WC Comm	Forward the report from GW Solutions on the Long Beach Airport Hydrogeological Assessment and Options for Future Development to the Tla-o-qui-aht FN and PRNP advising that at this time the Regional District will not be conducting any further ground water work at the Airport	Russell	April
14.	March 7 <sup>th</sup> WC Comm	Send a reminder letter to the Long Beach Golf Course regarding their "Society" status	Wendy	Done – Society registration received
15.	March 28 <sup>th</sup> BD	The new ACRD Procedures Bylaw was adopted going to 2 Board meetings per month – Prepare bylaw for signatures, update website & amend agenda/minutes procedures	Wendy	Done
16.	March 28 <sup>th</sup> BD	Arrange a Fisheries Committee Meeting for May 2012	Wendy	Arranging
<b>Finance Department</b>				
17.	Nov. 23/11 BD	Investigate Bill 8 (as outlined in the UBCM report) & possibility of withdrawing from the BC Transit Service	Teri	Investigating
18.	Jan. 11/12 COW	Investigate other fuel providers for RD Fleet	Teri	Budget Process

No.	Date	Action Item	Assigned to	Target Date/Update
19.	March 28 <sup>th</sup> BD	Provide Directors with options for the Board - Remuneration, Expenses and Benefits Bylaw to deal with reductions to remuneration for missed Board meetings	Teri	April 11 <sup>th</sup> Board Meeting
20.	March 28 <sup>th</sup> BD	The Board adopted the 2012 - 2016 Financial Plan with the following amendments: \$1,000 GIA from Bamfield for the AV Chamber of Commerce, Sproat Lake Community Parks increased Tax Requisition and Operating Costs by \$16,330 - Prepare bylaw for signatures and forward Financial Plan to appropriate agencies	Teri	Done
21.	March 28 <sup>th</sup> BD	Forward letters to all 2012 Grant-in-Aid Applicants advising of the outcome of their application	Teri	In Progress
22.	March 28 <sup>th</sup> Spec. Hosp.	The Hospital District Board adopted the 2012 Budget Bylaw with the amended amount for the Mobile MRI - Prepare bylaw for signatures and forward to appropriate agencies	Teri	Done
<b>Environmental Services Department</b>				
23.	June 6/08	Bamfield Liquid Waste Management Infrastructure Planning Grant	Andy/ Janice	Consultant secured - grant approved and work proceeding
24.	Sept. 16/09 AV	Work with City of PA Staff on Bell Road/Stuart Ave. Water and continue investigating infrastructure grants	Andy/ Janice	Grant approved
25.	Oct. 1/09	East Bamfield Waste Transfer Site Re-use shed at Waste Transfer Site	Rob	Bids being secured
26.	Apr. 6/10	West Bamfield Harbour Authority Dock Improvements (ICET)	Andy/ Janice	Work to be completed in 2012 - In Progress
27.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
28.	May 13/10	Mapping of Bamfield Water System, Infrastructure Planning Grant	Mike/ Lori	Mapping of Meters and new infrastructure complete
29.	Sept. 8/10 WC	Investigate options for implementing passenger and airport improvement fees at the Long Beach Airport	Andy	Investigate with the Long Beach Airport Authority (when formed)

No.	Date	Action Item	Assigned to	Target Date/Update
30.	Sept. 8/10 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
31.	Oct. 13/10 COW	Work with Tofino Air on details of their request for a new lease at the Long Beach Airport	Andy	April 2012
32.	Apr. 27/11 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/ Rob/Andy	April 2012
33.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy	Meeting April 2012
34.	Feb. 8 <sup>th</sup> COW	Forward a letter to MP James Lunney requesting his assistance in lobby Pacific Rim National Park to relocate the sign at the Long Beach Airport	Andy	Done
35.	March 14 <sup>th</sup> COW	Investigate and report back to the Board on the Vancouver Island Spine Trail's request for a joint ICET Application for proposed Vancouver Island Spine Trail (include input from First Nations)	Mike	Investigating
36.	March 14 <sup>th</sup> COW	The Board passed a resolution to nominate the Sprout Lake Marine Patrol Program for an award through UBCM Excellence Program – Prepare and submit nomination documents	Janice	August 2012
37.	March 28 <sup>th</sup> BD	The Board approved entering into the following contracts at Salmon Beach: External/Internal Road Grading to Deer Bay Contracting, Road Brushing to Coastal Bridge & Construction Ltd., Equipment and Material Supply to Deer Bay Contracting, Ucluelet Solid Waste Hauling to Rent-it Centre – Prepare documents for signatures	Andy/ Janice	Done
38.	March 28 <sup>th</sup> BD	The Board passed a recommendation to apply through the Gas Tax General Strategic Priority Fund for the Beaver Creek Water Booster Pump Station – Proceed with application	Janice	Proceeding with application

No.	Date	Action Item	Assigned to	Target Date/Update
39.	March 28 <sup>th</sup> BD	The Board approved entering into a lease at the Alberni Valley Airport with Allen Paul for a 3 year term at a rate of \$1,419.18 plus HST per year – prepare document for signatures	Janice	Done
<b>Planning Department</b>				
40.	June 1/09	East Bamfield Parking Plan	Mike	Part of OCP review in 2012
41.	June 1/09	Bamfield OCP Review	Mike	Working with VIU – Public Open House held January 28, 2012
42.	May 13/10 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
43.	n/a	Airport Zone Bylaw – AV Airport/Long Beach Airport	Mike	In progress
44.	n/a	Alberni Valley OCP Review	Mike	In progress
45.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	Working with Agricultural Development Committee
46.	Aug. 10/11 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	Working with Community Hall Association
47.	Feb. 1 <sup>st</sup> EA Directors	Conduct a review of Building Permit Fees	Mike	April 2012
48.	March 14 <sup>th</sup> COW	Review the ACRD's procedures, timelines & bylaws for dealing with bylaw infractions and investigate possible changes for consideration by the Board	Mike/ Alex	Investigating

Issued: April 4, 2012





# Coastal Community Network

The voice of British Columbia's coastal communities

*DRAFT - TONY BENNETT*

## REPORT TO THE BOARD OF DIRECTORS

Date: March 28<sup>th</sup>, 2012  
To: Coastal Community Network Board of Directors and Members  
From: Patrick Marshall, Consulting Economic Developer  
Capital EDC Economic Development Company  
Subject: **Coastal Regional District Chairs and CAO Consultation**

---

### Recommendations:

- 1.1. That the Board engage in a transition which would have all Coastal Regional Districts appoint representatives to the Board of Directors in 2012, suspending new fees until they can be accommodated in the 2013 Budget process;
- 1.2. That the Board update the goals of the organization to reflect contemporary results oriented outcomes, on or before June 2012;
- 1.3. That the Board seek Letters of Expectation with the AVICC, NCLGA, LMGA, and UBCM associations and corresponding First Nation Summit as to how the Association will uphold the other Association mandates while allowing the Coastal Community Network to respond to those issues and opportunities that are specifically "Coast and Ocean Watershed" oriented, on or before June 2012.

### Discussion

The conversations held on March 27<sup>th</sup> 2012 with representatives of 9 of 14 Coastal Regional Districts assisted the Board in understanding what the remaining 12 Regional Districts need to make a commitment to participating both operationally and financially in the continued operation of the Network. The Board was also pleased to acknowledge the presence of Ms Iris Hesketh-Boles representing the AVICC.

Key conclusions from this consultation included;

- 2.1. That there is some interest in participating in the Network, both the mandate, outcomes and goals requiring clarification and refinement;
- 2.2. That a one-size fits all financial requirement from all Regional Districts will not work as there are smaller corporations that need consideration as they do not have the financial resources and there are perception issues regarding the importance of governing the Coastal Watershed;
- 2.3 There is some agreement that the Network could serve as a nimble and quick response group to emergence issues and opportunities that arise during the annual resolution cycle of the UBCM and Area Associations;



2.5 Collaboration across Area Associations and with Aboriginal Governments on Coastal and Ocean subject matter is considered an appropriate mandate for the organization.

2.6 The Regional District representatives require a check list of subjects so that they can communicate back to their respective Boards and Staff. Unfortunately, those that could see specific applications did not share them at this time and so volunteers will have to poll them prior to the next meeting.

2.7 The financial value of volunteer time, professional pro-bono time leveraged into this process needs to be accounted for so that Regional Districts and Aboriginal Governments can understand the values leveraged by collaboration. In 2011, Members of the Board and other volunteers donated:

- more than 24 hours per meeting
- a consultants rate of \$150 per hour
- \$3,600 per person;
- with more than 9 processes;
- an average of five meetings per year;
- two people per meeting;
- an average travel and accommodation cost of \$1,500 per meeting;
- 90 meeting events a year by \$5,100 per event;
- ~\$45,900.00 leveraged by a 2011 revenue contributed by local and aboriginal governments of \$14,891.31;
- This excludes time contributed by professionals in support of the organization in deferred billing of more than \$50,000;
- or a ratio of 3:1.

2.8 The Governance approach should be converted to Results Governance [Carver] so that the Board can refine the mandate and results can be reported on a 90 day basis;

2.9 The financial contributions indicated should be set at \$10,000 and \$5,000 per Regional entity, with the ability to accommodate challenged organizations and Associate fees should be adjusted as well. The Network should invoice for 2012 based on existing structures and give notices for changes at the AGM planned for September in association with UBM.

2.10 That the AVICC, NCLGA, LMGA, UBCM and First nations Summit be provided a full seat at the Board of Directors table on the same basis as Regional Districts and Tribal Associations, and that the articles of incorporation be revised to reflect this.

The Board has been given the opportunity to present as part of the AVICC AGM, but none of the other Associations. The Co-Chairs will have to write to the other Executives concerning this. However, none of the other Associations will respond without an indication that a majority of Regional Districts support this action.

Therefore, this report along with a follow up letter to each Regional District and Tribal Organization, attached to a financial estimate and plan for 2012, should be delivered as soon as possible. A resolution of support such as the following should be requested:



“That the Board of Directors supports the request of the Coastal Community Network for scheduled time within the AGM programs of the UBCM and the First Nations Summit to report out on the progress of the Network, Invest appointed Members of the Board and elect the appropriate Executive of the Association and conduct its Annual General Meeting.”

And;

“That the Board of Directors will appoint Member to serve on the Board of Directors of the Coastal Community Network, effective immediately, so that the Network can commence communicating through the appointee.”

And”

“That the Board of Directors supports and recognizes the Coastal Community Network representing the Regional District interest in Coastal and Ocean processes as a correspondent on the basis that the Network, and everyone that it works with it, recognizes that final decision making is the prerogative of the Regional District Board of Directors.”

At the completion of the 2012 UBCM AGM, The Coastal Community Network will provide an overview of which UBCM resolutions it is monitoring and which ones it can incorporate in its annual operating plan. This will ensure continuity between organizations.

### **Conclusion**

The Coastal Community Network recognizes the mandate of the Union of BC Municipalities and the integrity of its Area Associations, the AVICC, NCLGA and LMGA.

The Coastal Community Network also acknowledges the United Nations Resolution on the Rights of Indigenous Peoples as an international human rights instrument adopted by the UN General Assembly on 13 September 2007. The Declaration affirms the inherent or pre-existing collective human rights of Indigenous peoples, as well as the individual human rights of Indigenous women, men and children.

Respectfully Submitted  
Coastal Community Network

Patrick Nelson Marshall  
Consulting Economic Developer  
Capital EDC Economic Development Company  
Office: +1 250 595-8676 | Toll Free: +1 877 595-8676  
patrick.marshall@capitaledc.com  
[www.coastbc.org](http://www.coastbc.org)

C:\Data Home Office\2 Coastal Community\Coastal Community Network Regional District Consultation March 2012.docx



## Attachment 1 – Membership Roster as at December 2011

### Sustaining Organizations

[**Bold Face** – Members Regular – Associate Members, have paid annual fees, Members cents per capita and associates \$250.00]

#### **Alberni Clayoquot Regional District**

Bowen Island Municipality

#### **Central Coast Regional District**

City of Campbell River

City of Nanaimo

City of Port Alberni

City of Prince Rupert

City of Richmond

District of Delta

District of Kitimat

District of Sechelt

District of Ucluelet

Dzawada'enuxw Nation

#### **Kitimat-Stikine Regional District**

#### **Corresponding Organizations and Individuals**

[The rest of local and aboriginal governments and individuals copied on most actions no fees at this time]

Ahousaht Nation

Bo'keCen Pauquachin Nation

Capital R.D.

Chemainus Nation

City of Colwood

City of Courtenay

City of Duncan

City of Langford

City of Parksville

City of Powell River

City of Terrace

City of Victoria

City of White Rock

Comox Valley R.D.

Council of Haida Nations

Cowichan Valley R.D.

Da'naxda'xw Awaetlala Nation

District of Central Saanich

District of Highlands

District of Lantzville

District of Metchosin

District of North Cowichan

District of North Saanich

District of Oak Bay

District of Port Edward

District of Saanich

District of Sayward

District of Sooke

District of Squamish

District of Stewart

District of Tofino

Ditidaht Nation

Ehattesaht Nation

Esquimalt Nation

First Nation Summit

Gingolx Village Nisga'a

Gitga'at Nation

Gitlaxt'aamix Village Nisga'a

Gitwinksihlkw Village Nisga'a

Gitxaala Nation

Gwa'sala Nakwaxda'xw Nation

Gwawaenuk Tribe

Haisla Nation

Halalt Nation

Heiltsuk Nation

Hesquiaht Nation

Hul'qumi'num Treaty Group

Hupacasath Nation

Huu'ay'aht Nation

Huu'ay'aht Treaty Office

Ka:'yu:'K't'h' Che: K'tles7et'h' Nation

Kaska Dena Council

Katzie Nation

Kitselas Nation

Kitsumkalem Nation

Klahoose Nation

K'omox Nation

Kwakwintl District Council

Kwakwintl Nation

Kwa'Wa'Aineuk Nation

Kwia'ka Nation

Kwicksutaineuk

Ah'kwaw'ah'mish Nation

Kwikwetlam Nation

Lyackson Mustimuhw Nation

#### **Mt. Waddington Regional District**

#### **Nuu-chah-nulth Tribal Council**

Nuxalk Nation

#### **Skeena Queen Charlotte Regional District**

Tseshaht First Nation

Toquaht Nation

Town of Port McNeill

Township of Esquimalt

Village of Gold River

Village of Sayward

Wei'Wai'Kum Nation.

Laich'kwil'tach (Hamatla) Treaty Society

Lake Cowichan Nation

Lax Kw'alaams Nation

Laxgaltsap Village Nisga'a

Malahat Nation

Malahat Treaty Office

Mamaleleqala Qwe'Qwa'Sot'Em Nation

Metlakatla Nation

Mowachaht Muchalaht Nation

Musgamagw Tsawataineuk

Tribal Council

Musquem Nation

Namgis Nation

Nanaimo R.D.

Naut'sa Mawt Tribal Council

Nisga'a Nation

Nuchatlaht Nation

Opetchesahlt Nation

Oweekenomuikinuxv Nation

Pacheedaht Nation

Penelakut Tribe

Powell River R.D.

Qualicum Nation

Quatsino Nation

Quw'utsun Nation

Scia'new Nation



Shíshálh Nation  
Sliammon Nation  
Snaw'now'as Nation  
Snaw'now'as Treaty Group  
Snuneymuxw Nation  
Songhees Nation  
Squamish-Lillooet R.D.  
Strathcona R.D.  
Stz'uminus Nation  
Sunshine Coast R.D.  
Te'mexw Treaty Association  
Tlatla'sikwala Nation  
Tloquiaht Nation  
Tlowitsis Mumtagila Nation  
Town of Comox  
Town of Gibsons  
Town of Ladysmith  
Town of Lake Cowichan  
Town of Qualicum Beach  
Town of Sidney  
Town of View Royal  
Tsatlip Nation  
Tsawout Nation  
Tseshah Nation

Tseycum Nation  
T'souke Nation  
Uchucklesaht Nation  
Uchuelet Nation  
University of Vancouver Island  
Village of Alert Bay  
Village of Cumberland  
Village of Lions Bay  
Village of Masset  
Village of Port Alice  
Village of Port Clements  
Village of Queen Charlotte  
Village of Tahsis  
Village of Zeballos  
We Wai Kai Nation  
Whe'la'la'u Area Council  
Winalagalis Treaty Group  
Xwemalhkwa Nation

**Corresponding Coastal  
Parliamentarian**

Honourable Gerry St. Germain,  
Senator

Honourable John Duncan, M.P.  
Vancouver Island North  
Honourable Larry Campbell,  
Senator  
Honourable Nancy Greene  
Raine, Senator  
Honourable Pat Carney, Senator  
[Ret'd]  
Honourable Richard Neufeld,  
Senator  
Honourable Yonah Martin,  
Senator  
Honourable, Mobina Jaffer,  
Senator  
Mr. Dan Smith, Executive, First  
Nations Summit  
Mr. Gary Coons, MLA North  
Coast  
Mr. Ron Cantelon, MLA and BC  
Liberal Caucus Chair  
Mr. Shane Simpson, MLA and  
BC NDP Caucus Chair  
Mr. Wayne McGrath, President,  
BC Conservative Party



### **Attachment 3 - Purposes of the Coastal Community Network Articles of Incorporation**

#### **The Constitution states that the Coastal Community Network Association is:**

- (a) To be committed to the sustainable economic and social well-being of coastal communities.
- (b) To enhance the long-term viability of coastal communities through optimal involvement in building integrated and sustainable economies.
- (c) To empower coastal communities to assume greater levels of responsibility and self-reliance through the use of resources and the environment.
- (d) To provide strong advocacy on behalf of coastal communities to ensure accountability in policy development.
- (e) To facilitate communication and relations among coastal communities and to build alliances with other groups which share our goals.
- (f) To pursue the above purposes without prejudice to the land claims of First Nations.

#### **Part 2 -- Membership**

3. The members of the society are the applicants for incorporation of the society, and those persons who subsequently become members, in accordance with these bylaws and, in either case, have not ceased to be members.
4. Membership in the society is restricted to
  - (a) any British Columbia Regional District that borders on tidal waters, and
  - (b) any aboriginal Tribal Council of which the traditional territory of at least one member aboriginal government borders on tidal waters in British Columbia.
5. Any eligible Regional District or Tribal Council may apply to the directors for membership in the society and on acceptance by the directors is a member.

#### **Part 3 -- Associates**

11. Any incorporated municipality or electoral area within a British Columbia Regional District that borders on tidal waters or any aboriginal government the traditional territory of which borders on tidal waters in British Columbia may apply to the directors to become an associate community of the society and on acceptance by the directors and payment of any fee set by the directors is an associate community.
12. Any corporation or other non-governmental organization may apply to the directors to become an associate organization of the society and on acceptance by the directors and payment of any fee set by the directors is an associate organization.
13. Any individual may apply to the directors to become an associate individual of the society and on acceptance by the directors and payment of any fee set by the directors is an associate individual.



## Coastal Community Network Balance Sheet at 31|12|2011

### ASSET

#### Current Assets

Coast Capital Chequing	9,316.70
Accounts Receivable	0.00
Allowance for Doubtful Accounts	0.00
Purchase Prepayments	0.00
Prepaid Expenses	0.00
<b>Total Current Assets</b>	<b>9,316.70</b>

#### Capital Assets

Office Furniture & Equipment	0.00
Accum. Amort. -Furn. & Equip.	0.00
<b>Total Capital Assets</b>	<b>0.00</b>

**TOTAL ASSET** 9,316.70

### LIABILITY

#### Current Liabilities

Accounts Payable	0.00
Visa Payable	0.00
HST Charged on Sales	0.00
HST Paid on Purchases	-369.76
HST Owing (Refund)	-369.76
Prepaid Sales/Deposits	0.00
<b>Total Current Liabilities</b>	<b>-369.76</b>

#### Long Term Liabilities

Bank Loans	0.00
<b>Total Long Term Liabilities</b>	<b>0.00</b>

**TOTAL LIABILITY** -369.76

### EQUITY

#### Owners Equity

Owners Contribution	0.00
Owners Withdrawals	0.00
Retained Earnings - Previous Year	0.00
Current Earnings	9,686.46
<b>Total Owners Equity</b>	<b>9,686.46</b>

**TOTAL EQUITY** 9,686.46

**LIABILITIES AND EQUITY** 9,316.70

Generated On: 28/03/2012



## Coastal Community Network Income Statement 01/01/2011 to 31/12/2011

<b>REVENUE</b>	
<b>Revenue</b>	
Provincial Contribution Agreements	0.00
Federal Contribution Agreements	0.00
Patron Contribution Agreements	0.00
Memberships	14,891.31
Reimbursable Expense Revenue	0.00
Event Revenue	0.00
Contract Revenue	0.00
<b>Total Revenue</b>	<u>14,891.31</u>
<b>Other Revenue</b>	
Interest Revenue	0.00
<b>Total Other Revenue</b>	<u>0.00</u>
<b>TOTAL REVENUE</b>	<u>14,891.31</u>
<b>EXPENSE</b>	
<b>General &amp; Administrative Expenses</b>	
Accounting & Legal	137.50
Advertising & Promotions	0.00
Bad Debts	0.00
Business Fees & Licenses	0.00
Amortization Expense	0.00
Insurance	0.00
Interest & Bank Charges	0.00
Event & Conference Expenses	538.72
Management Fees	0.00
Meals & Entertainment	153.65
Membership Dues	0.00
Office Supplies	1,236.62
Repair & Maintenance	0.00
Telephone/Fax/Cellular	0.00
Travel	2,788.36
Vehicle Expenses	0.00
Website Expense	350.00
<b>Total General &amp; Admin. Expenses</b>	<u>5,204.85</u>
<b>TOTAL EXPENSE</b>	<u>5,204.85</u>
<b>NET INCOME</b>	<u>9,686.46</u>