



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

FRIDAY, DECEMBER 7, 2012 1:30 pm

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

### REVISED AGENDA

PAGE #

1. **CALL TO ORDER**

- a. **Opening Ceremony - Board Room Renovation – Russell Dyson, CAO**
- b. **Introduction of Councillors the City of Port Alberni appointed to the ACRD Board of Directors - Mayor John Douglas**

2. **ELECTIONS**

- a. **Election of Chairperson**  
Nominations from the floor for Chairperson of the Alberni-Clayoquot Regional District.
- b. **Election of Vice-Chairperson**  
Nominations from the floor for Vice-Chairperson of the Alberni-Clayoquot Regional District.

3. **APPROVAL OF AGENDA**

*(motion to approve, including late items)*

4. **DECLARATIONS**

*(conflict of interest or gifts)*

5. **ADOPTION OF MINUTES**

- a. **Highway Connector Committee Meeting – November 15, 2012** **7-25**

*THAT the minutes of the Highway Connector Committee meeting held on November 15, 2012 be adopted.*

- b. **Board of Directors Meeting – November 28, 2012** **26-33**

*THAT the minutes of the Board of Directors meeting held on November 28, 2012 be adopted.*

6. **PETITIONS, DELEGATIONS & PRESENTATIONS**

**7. CORRESPONDENCE FOR ACTION**

- a. **APPOINTMENT REQUEST** **34**  
Vancouver Island Regional Library, November 22, 2012 Appointment to the 2013 Vancouver Island Regional Library Board

*THAT the Board of Directors appoints a Director to the Vancouver Island Regional Library Board for 2013.*

- b. **REQUEST FOR INFORMATION** **35-40**  
Vancouver Island Regional Library, November 23, 2012, requesting any information that may be pertinent to VIRL in their planning process.

*(Board Direction Requested)*

**8. CORRESPONDENCE FOR INFORMATION**

- a. **CITY OF FORT ST. JOHN**  
Community Mail Box Installation Fees **41**  
Persons with Disabilities Benefit **42**

*THAT the Board of Directors receives the correspondence for information.*

**9. REQUEST FOR DECISIONS & BYLAWS**

- a. **ADMINISTRATIVE MEMO** **43-75**  
Finance Warrant 523

*THAT the Board of Directors approves Finance Warrant Number 523 in the amount of \$1,155,244.84 dated November 30, 2012.*

- b. **REQUEST FOR DECISION** **76-96**  
Bylaw R1023, Fire Department Operational Criteria Bylaw

*THAT Bylaw R1023, Fire Department Operational Criteria Bylaw be read a first time.*

*THAT Bylaw R1023, Fire Department Operational Criteria Bylaw be read a second time.*

*THAT Bylaw R1023, Fire Department Operational Criteria Bylaw be read a third time.*

*THAT Bylaw R1023, Fire Department Operational Criteria Bylaw be adopted.*

- c. **REQUEST FOR DECISION** **97-104**  
West Coast Multiplex Referendum – Declaration of Official Election



- h. **MEMORANDUM**  
BC Ferries Feedback Form

**122-125**

*THAT the Alberni-Clayoquot Regional District Board of Directors endorse the BC Ferries feedback form and forward it for the consideration at BC Ferries.*

- i. **REQUEST FOR DECISION**

Beaver Creek Improvement District Final Audit **126**  
Highlights Presentation of Draft May 31, 2012 Financial Statements **127-129**  
Beaver Creek Improvement District Financial Statements ending May 31, 2012 **130-152**

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Beaver Creek Improvement District final financial statements for the period ending May 31, 2012.*

- j. **REQUEST FOR DECISION**

2013 Board of Directors Schedule **153-157**  
**EXTRA**

*THAT the Alberni-Clayoquot Regional District Board of Directors approves the 2013 Regular Board of Directors meeting schedule for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District as presented.*

## 10. **PLANNING MATTERS**

### 10.1 **ELECTORAL AREA DIRECTORS ONLY**

- a. **RC10001, CANADIAN SKYLINE HOTELS LTD, BLOCK B OF DISTRICT LOT 483, CLAYOQUOT DISTRICT** **158-178**  
Rezoning Application – Report and Bylaws P1303 and P1304

*THAT the Board of Directors receive the staff report and recommend proceeding with first reading of Bylaws P1303 and P1304 subject to the applicant demonstrating that the proposed development will have no negative impact on the Lost Shoe Creek Aquifer and compliance with all technical referral agency requirements.*

*THAT Bylaw P1303, South Long Beach Official Community Plan Amendment Bylaw, be read a first time.*

*THAT Bylaw P1304, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

*THAT the public hearing for Bylaws P1303 and P1304 be delegated to the Director for Electoral Area "C" Long Beach, the Alternate Director, or the*



*Area "F" Cherry Creek, the Alternate Director, or the Chairperson of the Regional Board.*

**10.2 ALL DIRECTORS**

- a. **SURVEYED GPS CADASTRAL TIE PROJECT** **210-211**  
Memorandum

*THAT the Board of Directors receive the staff memorandum.*

**11. REPORTS**

**11.1 STAFF REPORTS**

- a. Staff Action Items Report – December 3, 2012 **212-216**  
b. Planning and Development Report – December 1, 2012 **217-218**  
c. Environmental Services Report – December 3, 2012 **219-223**  
d. Finance Department Report – December 3, 2012 **224**

*THAT the Board of Directors receives the Staff Reports.*

**11.2 COMMITTEE REPORTS**

- a. **Beaver Creek Water Advisory Committee Meeting – December 3, 2012**  
**– J. McNabb (Verbal)**

*THAT the Board of Directors receives this verbal report.*

**12. UNFINISHED BUSINESS**

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

**14. QUESTION PERIOD**

**15. ADJOURN**

**Next Board of Directors Meeting: Wednesday, January 9, 2013, 1:30 pm**



# Alberni-Clayoquot Regional District

## MINUTES OF THE HIGHWAY CONNECTOR COMMITTEE MEETING HELD ON THURSDAY, NOVEMBER 15, 2012

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

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### MEMBERS

Cindy Solda, Chairperson, Alberni-Clayoquot Regional District

### PRESENT:

Bill Irving, Mayor, District of Ucluelet

Mike Kokura, Director, Alberni-Clayoquot Regional District

Gary Haggard, Member at Large

Randy Orr, Island Timberlands

Neil Malbon, Alberni Valley Chamber of Commerce

Bob Kanngiesser, Member at Large

Darren Deluca, Port Alberni Port Authority

Bob Cole, Alberni Valley Chamber of Commerce

### OTHERS

Rob Cole, Councillor, City of Port Alberni

### PRESENT:

Jack McLeman, Councillor, City of Port Alberni

Ron Crema, Port Alberni Port Authority

Dianne St. Jacques, Port Alberni Port Authority

Ken Watson, City Manager, City of Port Alberni

Guy Cicon, Engineer, City of Port Alberni

### REGRETS:

Pat Deakin, Economic Development Officer, City of Port Alberni

Gillian Trumper, Port Alberni Port Authority

Mike Newton, R.F. Binnie & Associates

### STAFF PRESENT:

Wendy Thomson, Manager of Administrative Services

### 1. CALL TO ORDER

The Chairperson called the meeting to order at 2:00 pm

### 2. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Mr. Darren Deluca, Director, Port Alberni Port Authority regarding overview of Port Alberni Port Authority's Transportation Committee.**

*MOVED: B. Kanngiesser*

*SECONDED: B. Cole*

*THAT Mr. Deluca, Port Alberni Port Authority (PAPA) be invited to address the Alberni-Clayoquot Regional District Highway Connector Committee.*

**CARRIED**

Mr. Deluca conducted a power point presentation (attached) on the Alberni Valley Transportation Committee developed by the PAPA. The PAPA identified the need for improved road access to Port terminals to achieve it's mandate and address potential concerns of citizens about Port operation. Due to the shared economic, regional and cross-jurisdictional issues related to transportation, a cross-section of governments and agencies were invited to work with the Port on improving road infrastructure. The purpose of the Committee is to support and advocate for improved highway and road access to Port Alberni, and the Port's deep sea shipping terminals. Mr. Deluca provided an overview of the 3 new links in the proposed road network connecting Port terminals to Highway 19. He discussed the 3 options and key findings for the Highway 19 connector.

Mr. Deluca provided a brief overview of the proposed Ring Road bypass route to divert heavier truck traffic off Redford Street and Anderson Avenue by establishing a road corridor from Coombs Country Candy Store to Ship Creek Road. The ACRD has retained R. F. Binne & Associates to examine routes including costs estimates, design issues, benefits and challenges. The report should be completed by the end of January. Mr. Deluca answered questions from the Committee.

G. Cicon, Engineer, City of Port Alberni reported that the City has commissioned Stantec Engineering to conduct a detailed review of a segment of Harbour Road. He discussed the challenges including required negotiations with private land owners.

The Committee discussed the three proposed Highway 19 connector options and the issues faced with each. There was discussion regarding the need to go to the Province with one request, not several different options for a highway connector. The ring road is a short term project and connectivity to the Island Highway is a long term project. The Committee agreed the one ask to the Province should be a connector highway. An economic impact study of a new highway connector is required outlining the benefits to the entire region, including First Nations communities. There was discussion regarding funding options to develop an economic impact study.

The Committee discussed the need for coordination between the ACRD Highway Connector Committee and the PAPA Transportation Committee.

The Committee discussed the next steps moving forward and which Committee should take the lead role. Both organizations have capacity issues. It was agreed that both Committee's have a role and need to keep going.

### **3. CORRESPONDENCE FOR ACTION/INFORMATION**

- a. **October 11, 2012, Port Alberni Port Authority News Release regarding Connector Highway Studies.**

*MOVED: M. Kokura*  
*SECONDED: B. Cole*

*THAT this correspondence be received.*

**CARRIED**

#### **4. REPORTS**

**a. Ring Road – Highway 4 to Ship Creek Road Proposal from R.F. Binnie & Associates**

*MOVED: B. Cole*  
*SECONDED: M. Kokura*

*THAT the Highway Connector Committee receives the Ring Road – Highway 4 to Ship Creek Road Proposal from R. F. Binnie & Associates.*

**CARRIED**

#### **5. OTHER BUSINESS**

- a. The Committee discussed the role and structure of the ACRD's Highway Connector Committee and the PAPA's Transportation Committee. The ACRD Highway Connector Committee hasn't met in a couple of years. The Terms of Reference and representation on the Committee needs to be updated by the ACRD Board.

#### **6. NEW BUSINESS**

- a. B. Irving recommended talking to the Ministry of Transportation regarding conducting an economic impact study and what is required. He suggested visiting the Ministry's website to find out what the requirements are in order for the Ministry to conduct the study.

#### **7. ADJOURN**

*MOVED: D. Deluca*  
*SECONDED: B. Cole*

*THAT this meeting be adjourned at 3:50 pm.*

**CARRIED**

Certified Correct:

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Cindy Solda,  
Chairperson

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Wendy Thomson,  
Manager of Administrative Services

# Alberni Valley Transportation Committee



Progress Report

November 15, 2012

# History of the Committee

- The Port Alberni Port Authority identified the need for improved road access to Port terminals to achieve it's mandate and address potential concerns of citizens about Port operations
- Due to the shared economic, regional and cross-jurisdictional issues related to transportation, a cross-section of governments and agencies were invited to work with the Port on improving road infrastructure
- The committee's purpose is to support and advocate for improved highway and road access to Port Alberni, and the Port's deep sea shipping terminals

# Committee Members

- Darren DeLuca – Port Alberni Port Authority (Chair)
- Gillian Trumper - Port Alberni Port Authority
- Dianne St. Jacques - Port Alberni Port Authority
- Glen Wong - Alberni Clayoquot Regional District
- Mike Kokura – Alberni Clayoquot Regional District
- Rob Cole – City of Port Alberni
- Jack McLennan – City of Port Alberni
- Bob Cole – Alberni Valley Chamber of Commerce
- Paula Petersen - Alberni Valley Chamber of Commerce
- Cindy Stern – Tseshaht First Nation (observer)
- Brenda Sayers – Hupacasath First Nation (observer)

# Proposed Road Network

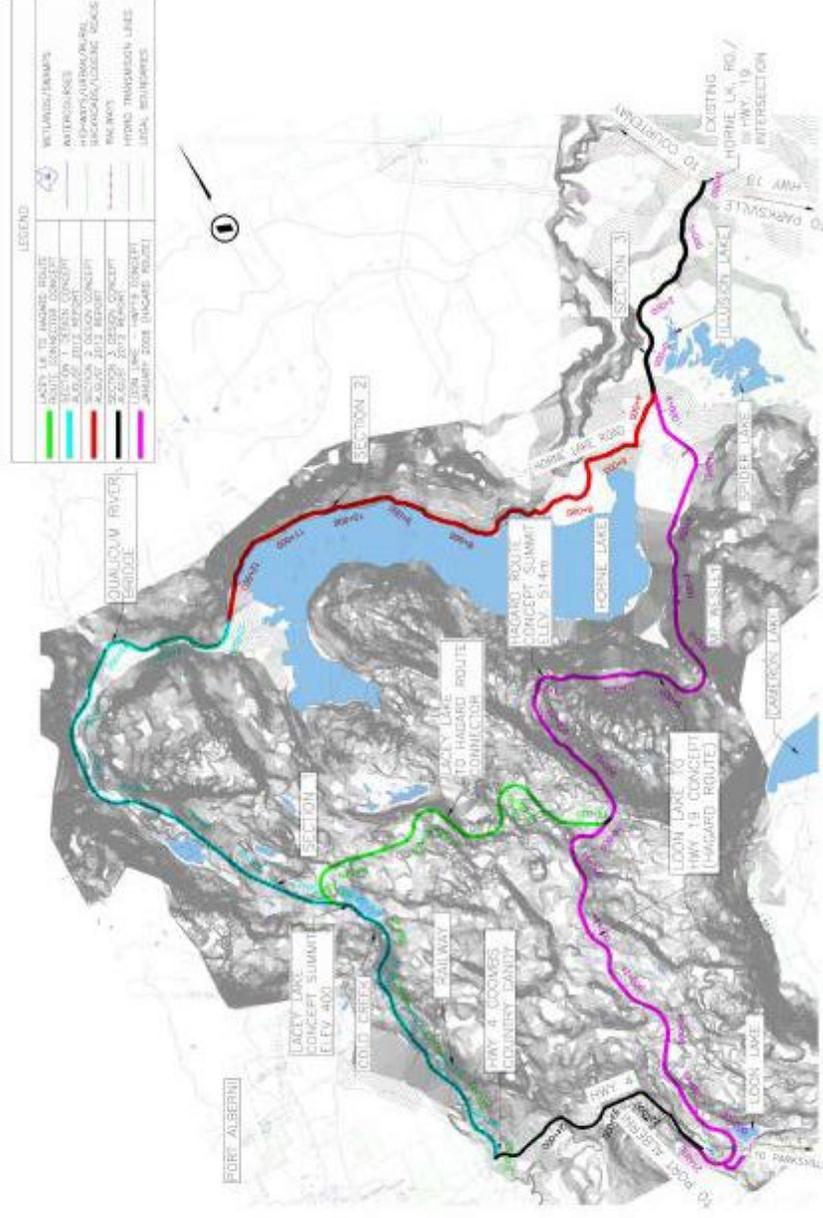
**There are 3 new links in the proposed road network connecting Port terminals to Highway 19**

- I. A new Port Alberni to Highway 19 connector highway (PAPA lead)
- II. A Highway 4 to Ship Creek Road via a bypass 'ring road' (ACRD lead)
- III. An industrial road connecting Ship Creek Road, Harbour Road and lower Redford Street (CPA lead)

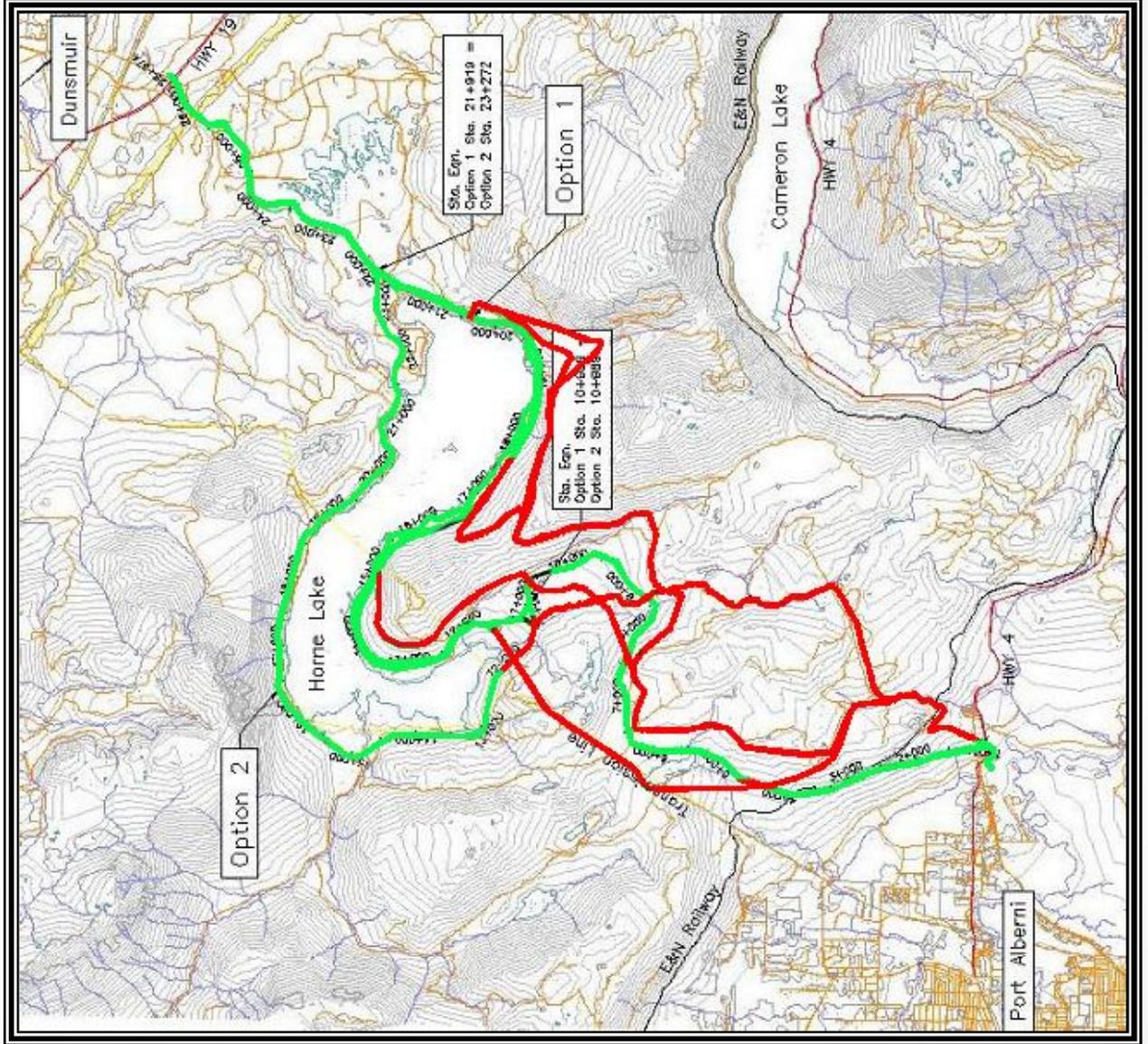
# 3 options for Highway 19 connector

14

- Option A – Candy Store to Highway 19 via north shore of Horne Lake
- Option B – Hybrid route connecting Horne Lake route to Haggard route via Lacey Lake
- Option C – Haggard route from Highway 4 summit



# Original MoTI options



# Port Alberni to Highway 19 via Horne Lake

16

## **Option A - An improved Horne Lake route traversing from the Candy Store via Lacey Lake and the north shore of Horne Lake**

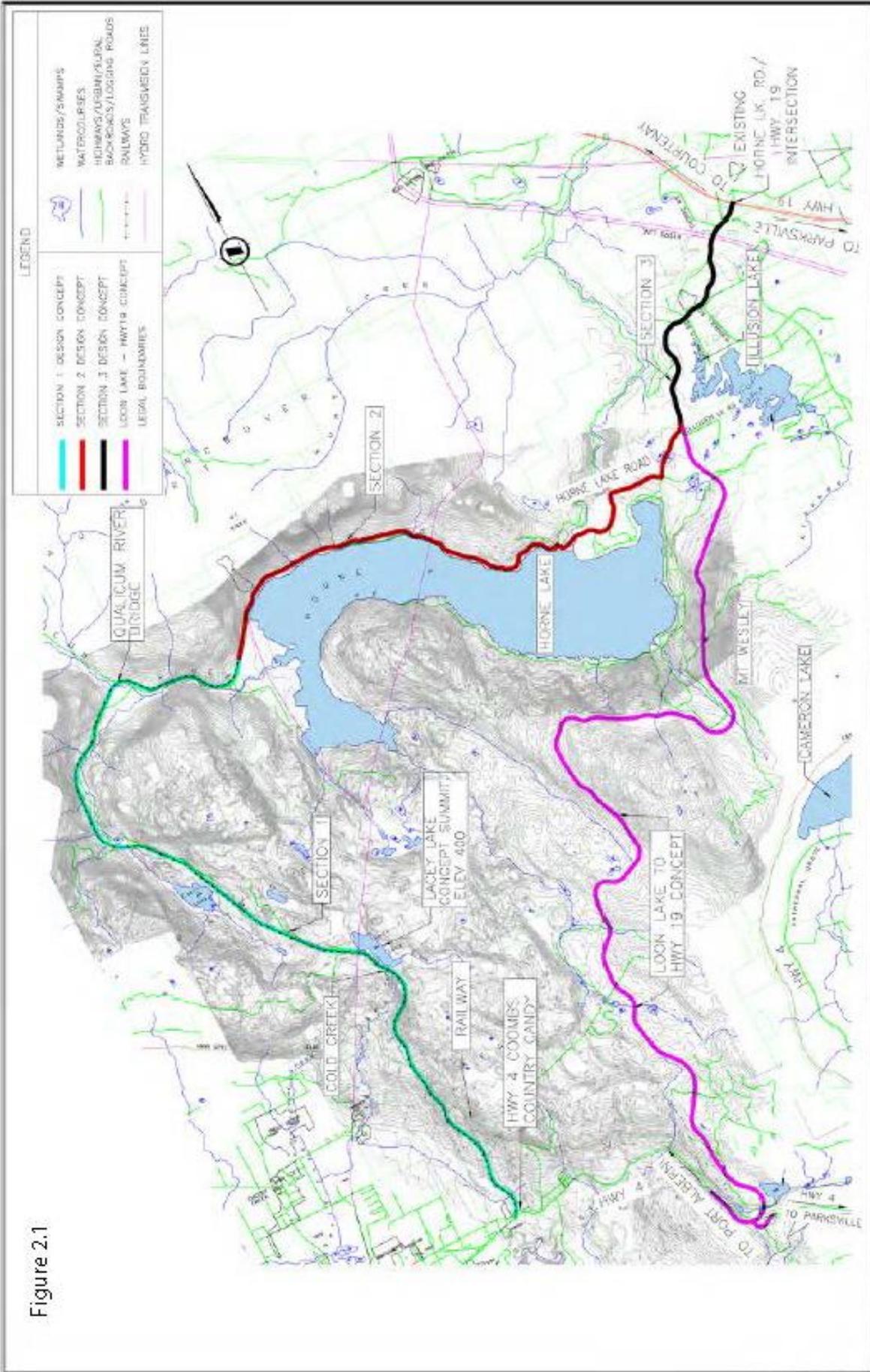
### **Key Findings**

- A route was identified that meets MoTI standards for 80km/hr highway
- A 27 km route with 21 minute travel time
- Estimated Cost     \$50 million

### Challenges

- The route goes very close to the Lacey Lake / Cherry Creek Watershed reservoir
- Negative impacts to the Horne Lake cabin owners on Horne Lake
- Potential geotech issues along north shore of Horne Lake

Figure 2.1



# Port Alberni to Highway 19 via

## Horne Lake/Haggard hybrid route

### **Option B - A hybrid route connecting the Horne Lake route to the Haggard route via a Lacey Lake coupler**

#### **Key Findings**

- Route identified that meets MoTI standards for 80km/hr highway
- A 25 km route with 19 minutes travel time
- Estimated cost     \$73 million

#### Challenges

- The route goes very close to Lacey Lake / Cherry Creek Watershed reservoir
- Highest cost option

# ACRD Haggard Connector

**Option C – the 2007 ACRD commissioned route from the Highway 4 summit to Highway 19.**

## **Key Findings**

- Route identified that meets MoTI standards for 80km/hr highway
- A 20 km route and 17 minute travel time from the summit
- Estimated Cost      \$65 million

## **Challenges**

- Elevation of 512 meters negatively effects winter driving conditions
- Significant amounts of private lands involved

# 2012 MoTI Urban Systems Report

## MoTI-commissioned report to identify preferred route and cost/benefit assessment

### Key Findings

- Current Highway 4 traffic count was 10,000 vehicles per day potentially growing to over 12,500
- Truck traffic was estimated to grow from 300 to potentially 650 trucks per day
- Report identified Haggard route as preferred route
- Diversion to Haggard route was estimated at 43%
- Report concluded that it would be 25 years until a new route was cost effective and that existing Highway 4 route was **'a safe and reliable corridor... capable of supporting general and commercial traffic growth that could arise from economic development activities in the region.'**

# The 'Ring Road'

**A proposed bypass route to divert heavy truck traffic off Redford Street and Anderson Avenue by establishing a road corridor from the Candy Store to Ship Creek Road**

## **Status**

- ACRD has retained Binnie to examine routes including cost estimates, design issues, benefits and challenges
- Report due January 31, 2013



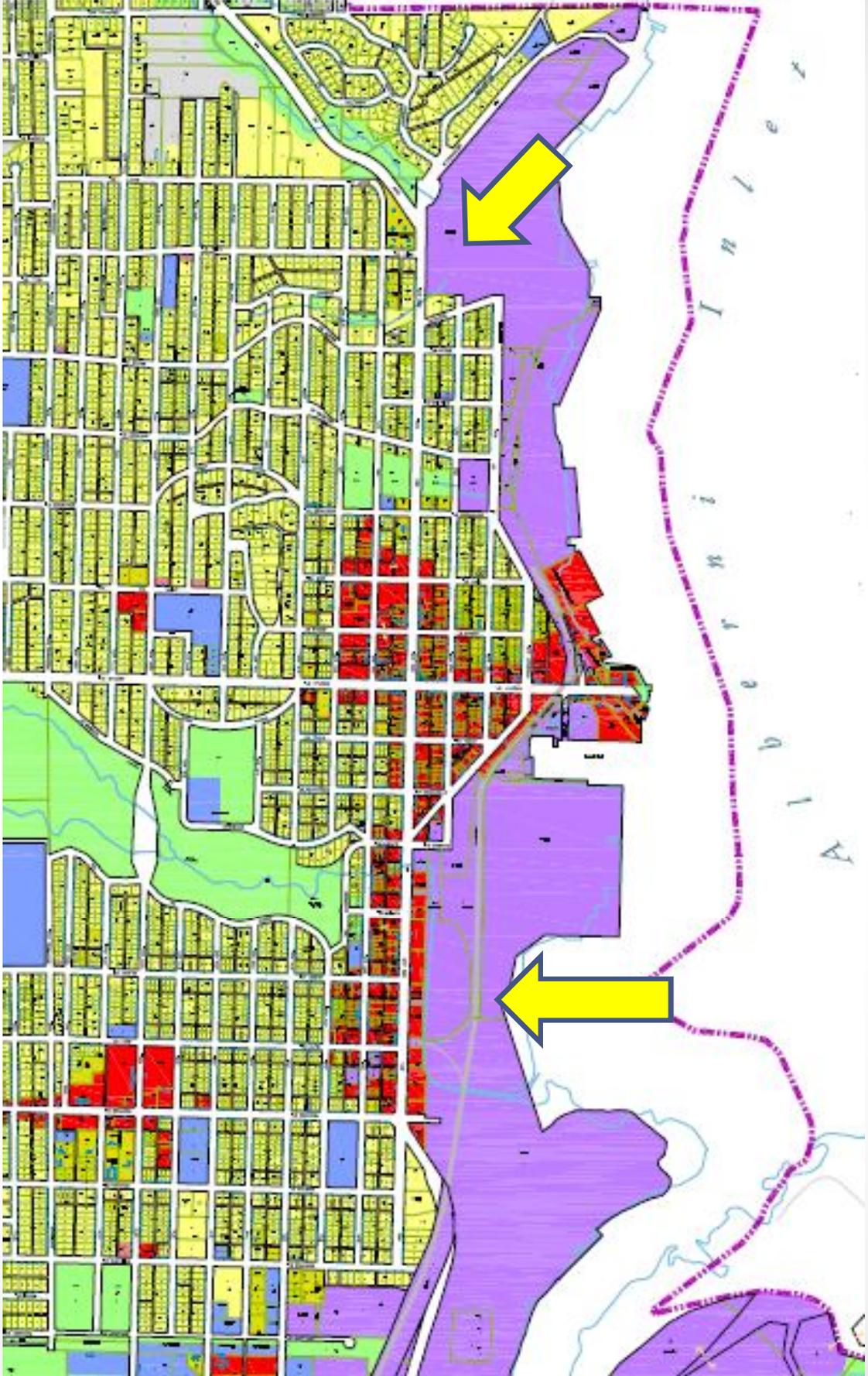
# Harbour Road Industrial Road

**A route from the base of Ship Creek Road transiting along the waterfront past the Port terminals to the bottom of Redford Street**

## **Status**

- City of Port Alberni engaged in engineering reports to assess project
- Negotiations required with Catalyst and APD mills for land acquisition

# Harbour Road



# Next Steps

- Complete Ring Road report and assess options
- Identify preferred option for connector route
- Identify funding to complete Preliminary Design Studies that further defines costs, design options, geotechnical, environmental and property constraints
- Lobby governments to include highway connector and ring road in budget for 5-yr capital plan



# Alberni-Clayoquot Regional District

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

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

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### **DIRECTORS PRESENT:**

Cindy Solda, Chairperson, City of Port Alberni  
Eric Geall, Director, Electoral Area "A" (Bamfield)  
Mike Kokura, Director, Electoral Area "B" (Beaufort)  
Tony Bennett, Director, Electoral Area "C" (Long Beach)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
John McNabb, Director, Electoral Area "E" (Beaver Creek)  
Lyle Price, Alternate Director, Electoral Area "F" (Cherry Creek)  
John Jack, Councillor, Huu-ay-aht First Nation  
Jack McLeman, Alternate Director, Councillor, City of Port Alberni  
Duncan McMaster, Councillor, District of Tofino  
Bill Irving, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?if?ath Government

### **STAFF PRESENT:**

Russell Dyson, Chief Administrative Officer  
Andy Daniel, Manager of Environmental Services  
Teri Fong, Manager of Finance  
Mike Irg, Manager of Planning and Development  
Wendy Thomson, Manager of Administrative Services

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

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

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

*MOVED: Director Price*

*SECONDED: Director Bennett*

*THAT the agenda be approved as circulated.*

**CARRIED**

### **3. DECLARATIONS**

Director Jack declared he received a gift certificate for \$25.00 and a notebook worth approximately \$25.00 in appreciation for a presentation he made to Capilano College recently.

#### **4. ADOPTION OF MINUTES**

##### **a. Board of Directors Meeting – November 14, 2012**

*MOVED: Director McLeman*

*SECONDED: Director Kokura*

*THAT the minutes of the Board of Directors Meeting held on November 14, 2012 be adopted.*

**CARRIED**

#### **PETITIONS, DELEGATIONS & PRESENTATIONS**

#### **6. CORRESPONDENCE FOR ACTION**

##### **a. Correspondence dated October 24, 2012 from the Federation of Canadian Municipalities regarding Renewal of Annual Membership.**

*MOVED: Director Kokura*

*SECONDED: Director Cote*

*THAT the Board of Directors approves in principle to renewing membership in the Federation of Canadian Municipalities for 2013-2014 in the amount of \$4,690.49 and refer for consideration during budget discussion.*

**CARRIED**

#### **7. CORRESPONDENCE FOR INFORMATION**

- a.** Vancouver Island Health Authority regarding Yuułu?if?atḥ Lands at the Junction of Highway 4 and the Tofino-Ucluelet Highway
- b.** Honourable Keith Ashfield, Minister, Fisheries and Oceans Canada regarding Fisheries and Oceans Canada's Salmonid Enhancement Program (SEP)
- c.** Pitch-In British Columbia regarding Pitch-In Canada Week
- d.** Private Managed Forest Land Council regarding 2011/2012 Annual Report
- e.** Island Corridor Foundation regarding copy of correspondence from Glenn Migneault sent to City of Port Alberni and correspondence from Jim Sturgill
- f.** BC Ferries regarding B.C. Coastal Ferries Consultation and Engagement Fall 2012 and B.C. Coastal Ferries Appendix: Route-Specific Information
- g.** Union of British Columbia Municipalities regarding Local Government Contract Management Committee Meeting
- h.** Ministry of Community, Sport and Cultural Development regarding Message of Condolence on the Passing of Chairperson Glenn Wong

MOVED: Director Irving  
SECONDED: Director McNabb

*THAT the Board of Directors receives a – h correspondence for information.*

**CARRIED**

MOVED: Director McLeman  
SECONDED: Director Bennett

*THAT Director McNabb and Director McLeman be appointed to meet with Regional District Staff to review the B.C. Coastal Ferries Consultation and Engagement Feedback Form and provide a response for the Board's consideration at the December 7, 2012 meeting.*

**CARRIED**

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

### **a. Request for Decision regarding AV Drag Racing Association Lease – AV Airport**

MOVED: Director Irving  
SECONDED: Director McNabb

*THAT the Alberni-Clayoquot Board of Directors agree to enter into a 3 year lease at the Alberni Valley Airport with the Alberni Valley Drag Racing Association for Lots 9 and 16 for the purpose of storing equipment for the Alberni Valley Drag Race event.*

**CARRIED**

### **b. Request for Decision regarding Apportionment of Maa-nulth Treaty Mandatory Services**

MOVED: Director Irving  
SECONDED: Director Kokura

*THAT the Board of Directors accept net taxable values as the apportionment method for Yuułu?i?ath Government and Huu-ay-aht First Nation with regards to General Government Services and Regional Hospital District.*

**CARRIED**

**c. Administrative Memo regarding Beaver Creek Improvement District Audit**

MOVED: Director McNabb  
SECONDED: Director Price

*THAT the Board of Directors receives this memorandum.*

**CARRIED**

**d. Request for Decision regarding 2012/2013 Contribution to the Coastal Community Network**

MOVED: Director Bennett  
SECONDED: Director Geall

*THAT the Alberni-Clayoquot Regional District Board of Directors approves payment of the 2012 Membership Invoice from the Coastal Community Network in the amount of \$4,731.30 and forward the 2013 Membership request for consideration during 2013 budget deliberations.*

**CARRIED**

**9. PLANNING MATTERS**

**a. RF12006, VERHAEGHE, 205 FRANKLIN RIVER ROAD**

i. Rezoning Application – Report & Bylaw P1301

MOVED: Director Price  
SECONDED: Director McNabb

*THAT the Board of Directors receives the staff report and recommend proceeding with first reading.*

**CARRIED**

MOVED: Director Price  
SECONDED: Director McNabb

*THAT Bylaw P1301, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

**CARRIED**

MOVED: Director Price  
SECONDED: Director Bennett

*THAT the public hearing for Bylaw P1301 be delegated to the Director for Electoral Area "F", the Alternate Director, or the Chairperson of the Regional District.*

**CARRIED**

## 10. **REPORTS**

### 10.1 **STAFF REPORTS**

- a. Staff Action Items Report – November 21, 2012
- b. Financial Statements – October 31, 2012
- c. Building Inspector's Report –October 2012
- d. Meeting Schedule – December 2012

*MOVED: Director Irving*

*SECONDED: Director McNabb*

*THAT staff be instructed to deal with Item 4 of the Staff Action List, pursue discussions with various agencies regarding the Vancouver Island Regional Library service before the end of February 2013.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director McLeman*

*THAT the Board of Directors receives the Staff Reports a-d.*

**CARRIED**

### 10.2 **COMMITTEE REPORTS**

- a. **Highway Connector Committee Meeting – November 15, 2012  
– C. Solda (Verbal)**

The Chairperson reported on the ACRD Highway Connector Committee meeting held on November 15, 2012. The Port Alberni Port Authority (PAPA) conducted a presentation on the PAPA Transportation Committee. There was discussion regarding which Committee should take the lead in lobbying for a new highway connector. The PAPA discussed 3 transportation links being investigated; ring road, harbor road and highway connector. The Committee agreed that the main request to the Province should be the highway connector. Director Irving added that with the elections coming up, the Committee needs to lobby hard for the highway connector.

*MOVED: Director McNabb*

*SECONDED: Director Irving*

*THAT the Board of Directors receives this verbal report.*

**CARRIED**

## 10.4 MEMBER REPORTS

### a. Port Alberni Detachment Monthly Report – October Highlights (written)

*MOVED: Director Bennett*

*SECONDED: Director McNabb*

THAT S/Sgt Richards be invited to address the Board.

**CARRIED**

S/Sgt Richards answered questions from Directors on policing issues in the region and the October RCMP Report.

### b. 9-1-1 Corporation – J. Douglas – No Report

### c. Vancouver Island Regional Library - P. Cote

Director Cote reported she has documentation from the VIRLB that she will be bringing forward shortly for consideration during 2013 budget deliberations.

### d. Central West Coast Forest Society – T. Bennett – No Report

### e. Emergency Planning – P. Cote/M. Kokura/C. Solda

Director Cote reported on November 22<sup>nd</sup> meeting. There was discussion regarding one call program and the recent earthquake. The next meeting is scheduled for January 24, 2013.

### f. Alberni Valley Chamber of Commerce – C. Solda

The Chair provided an update - There is an online auction. They had a problem with their water. They received a huge water bill. They challenged their invoice. CC is going to rescind this. Amidst of hiring for a new CEO. Visit website for upcoming events.

### g. Coastal Communities Network – T. Bennett

Director Bennett reported that he has two written reports from the CCN that he will put in Directors pick-up boxes.

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

### i. Island Coastal Economic Trust – C. Solda

The Chairperson reported that ICET will be donating to the Glenn Wong Memorial Scholarship Fund. ICET will be streamlining their special events funding program making it easier to apply for special event funding. Director Irving added that the ICET program is winding down. Communities are writing the Provincial government urging them to maintain the ICET program.

### j. Air Quality Council, Port Alberni – J. McNabb – No Report

### k. West Coast Aquatic Board – T. Bennett – No Report

### l. Clayoquot Biosphere Trust – No Report

- m. **Association of Vancouver Island & Coastal Communities – C. Solda – No Report**
- n. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- o. **Other Reports**

*MOVED: Director Irving*  
*SECONDED: Director Bennett*

*THAT the Regional District Board forward a letter the Provincial Government supporting the ICET and requesting they continue to maintain the program.*

**CARRIED**

Director Bennett reported on his attendance at the Provincial Government announcement regarding the Tla-o-qui-aht First Nation on November 16<sup>th</sup> in Victoria on behalf of the Chairperson and the Regional District. The Tla-o-qui-aht First Nation has an incremental agreement in place with the Province.

Director Bennett reported on the results of the West Coast Multiplex Referendum: 679 YES and 395 NO. He thanked staff for their work on the referendum.

*MOVED: Director Kokura*  
*SECONDED: Director Irving*

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

**CARRIED**

## **11. UNFINISHED BUSINESS**

## **12. LATE BUSINESS**

*MOVED: Director Geall*  
*SECONDED: Director Irving*

*THAT the following be allowed for discussion as a late item: status of BC Assessment and inequities with assessments.*

**CARRIED**

Director Geall discussed concerns with assessments in the Bamfield area.

## **13. QUESTION PERIOD**

**14 IN-CAMERA**

*MOVED: Director Bennett*  
*SECONDED: Director McLeman*

*THAT the meeting be closed to the public to discuss matters relating to:*  
*i. labour or other employee relations;*  
*ii. litigation or potential litigation affecting the Regional District.*

**CARRIED**

The meeting was closed to the public at 3:05 pm.

The meeting was re-opened to the public at 3:47 pm.

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

**16. ADJOURN**

*MOVED: Director Bennett*  
*SECONDED: Director Beall*

*THAT this meeting be adjourned at 3:47 pm.*

**CARRIED**

Certified Correct:

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Cindy Solda,  
Chairperson

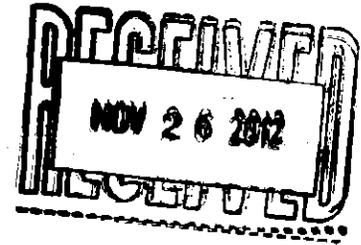
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Russell Dyson,  
Chief Administrative Officer



November 23, 2012

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



Dear Chair Solda,

**Re: Appointment to the 2013 Vancouver Island Regional Library Board**

With the new year not too far off, it is time to consider your representation at the Board of Trustees of Vancouver Island Regional Library – the fourth largest library system in British Columbia that serves more than 410,000 residents on Vancouver Island, Haida Gwaii, and Bella Coola on the central coast. Vancouver Island Regional Library enhances lives through universal access to knowledge, lifelong learning, and literacy in the communities we serve.

As per the *British Columbia Library Act*, "each municipality and/or regional district that is party to the regional library district must, by resolution, appoint a representative and an alternate representative each December at the first meeting of the municipal council or regional district board. A member of the library board holds office for a term of one year, January 1 - December 31, 2013, or for the remainder of the year for which the appointment is made. A member is eligible for reappointment, but no member may serve for more than eight consecutive years. Reappointment of sitting members is encouraged in the interest of continuity..."

Provincial legislation requires certified resolutions to be submitted to Vancouver Island Regional Library by December 15, 2012. I enclose 2013 appointment forms for a Board member and alternate member to ensure we have accurate contact information.

VIRL Board of Trustees requires its members to complete a *Statement of Financial Disclosure* and, to that end, I enclose forms to be completed by your member and alternate member representatives. A copy of the form completed for municipal purposes is also acceptable.

Please complete the enclosed forms and return, along with a copy of the certified resolution, by December 15, 2012 to Heather Mink Zuvich: fax 250.758.2482 or email [hminkzuvich@virl.bc.ca](mailto:hminkzuvich@virl.bc.ca).

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

Sincerely,

Rosemary Bonanno, BA, MLS  
Executive Director

Cc: Russell Dyson, CAO

Strong Libraries • Strong Communities





<b>Title:</b>	Facilities
<b>Approved:</b>	June 2011
<b>Revised:</b>	September 2012

The purpose of this policy is to ensure facilities meet the mission of the Vancouver Island Regional Library (VIRL) Board by maintaining and further developing an integrated network of service points, underpinned by designated resource hub libraries offering and supporting the delivery of in-depth information and readers' advisory services system-wide. Together, these approaches are designed to be responsive to the needs and expectations of VIRL customers. Facilities are designed to best meet the community needs. Ideally, library facilities are flexible, functional, attractive and adaptable.

**Development of a Permanent Service Delivery Location**

It is the responsibility of the associated political jurisdiction to make a request in writing to the Board to consider the development of a permanent service delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board. If the Board approves the request, it is the associated political jurisdiction's responsibility to conduct a public consultation process.

**Service Model**

To maximize efficiencies and effectiveness VIRL offers a multi-tiered service delivery model. Requests for contracting library services from VIRL will be between the political jurisdiction and the Board of the Vancouver Island Regional Library. Discussions will be undertaken with individual or local interest groups.

**Books-by-Mail**

Books-by-Mail is an individualized serviced offered to communities of less than 799 people. All requests are handled at the nearest resource hub. The associated political jurisdiction can make a request in writing to the Board to consider the development of a permanent delivery location. A population threshold of 4,600 is expected to be met in 20 years' time in order for a branch to be considered by the Board.

**Core Library**

The Core Library is located in a concentrated area of expressed need. The physical size of the Core Library is a target of 2,750 square feet serving a population up to and including 4,600. The service is valued as a focal point of the community identity, a community meeting place and a destination for all. It may be co-located. It provides convenient access to the resources of the entire library system.

Core children's services (including programming) and services to targeted groups such as teens or seniors may be stressed. The collection may contain up to 15,000 popular items. Electronic information resources provide access to a broad range of reference and support materials. Access to the Internet will be provided in relation to the population served.

### **Community Library**

The Community Library is a local community focal point and is a gathering place and an intentional destination. It may be co-located. The Community Library is up to 18,000 square feet. The building should support the growth of the community for 20 years. These libraries focus their services on recreational and informational needs, providing access to a full range of print and non-print items. Their collections, based upon demand, support browsing and general information. The base core collection is further developed to support a broader range and scope of information. The Community Library delivers information and reader's advisory services, programming for all targeted groups, outreach, reading lounge, designated study space and multipurpose meeting space are all part of their mandate. Access to the Internet will be provided in relation to the population served.

### **Resource (Hub) Library**

The Resource (Hub) Library underpins the delivery of information and readers' advisory services throughout the Board's service area. Further to that it provides community needs to the local area. It may be co-located. The Resource Library exceeds 18,000 square feet based on population. The building should support the growth of the community for 20 years. Its extensive collections serve the recreational and informational needs through a mix of circulation and electronic materials. Local or special collections may also be developed and housed in hub libraries. The resource hub library has an important role in supporting the print and nonprint infrastructure of the library system through the development and provision of specialized in-depth collections and staff expertise. It provides the full range of services for children and adults, programming, outreach, distribution centre for the hub, and multipurpose meeting space are all part of its mandate.

### **eLibrary**

It is the vision of the Vancouver Island Regional Library to become a provincial leader in the integration of technology into library services. Electronic resources and technological access to information and services will not result in the demise of the library as a destination. Rather, technology will be expanded and used to enhance customer access to library services, whether from within library branches or from home, place of work, or other locations within the community.

Using new tools customers and staff will access information resources more effectively and communicate in new and innovative ways. Services offered electronically will be tailored to the individual needs of customers, recognizing the diversity of the community, social and economic barriers faced by all its members.

## Standards

Standards may be defined as a degree or level of requirement, excellence or attainment that serve as a point of reference. They are a framework for planning and achieving best practices and excellence in the management and provision of library service. At the same time, standards provide a baseline measure for the development of facilities.

VIRL will:

- Establish and maintain libraries according to the service delivery model.
- Locate facilities as best possible utilizing site selection criteria.
- Use a recognized source (PCensus or Stats Canada) to access population and demographic information on which to base needs for new or expanded facilities.
- Implement a minimum target size of 2,750 sq ft or 0.6 sq ft per capita.
- Recognize the difference between urban and rural delivery by:
  - Grandfathering existing sites in their present geographic location until such time as population increases warrant replacement, and that grandfathered branches be maintained with a focus on WCB and health & safety issues subject to funding provided by the additional maintenance levy above, and that priority maintenance be given to the rural branches as identified in the CFMP report.
  - Base rural priorities on a weighted basis (10% population 30% date of most recent move/work, 30% compliance with minimum requirements, 30% physical condition) as outlined in this report.
  - Consider one or more rural branches and one urban branch per year be considered by the Board for expansion or replacement when requested by the local jurisdiction.
- An additional levy of 1.25% per year for facilities over a 10 year period, and an additional levy of 1% per year for maintenance over a 10 year period, is required to implement this policy.
- Implement as opportunities arise the preferred ownership model.
  1. VIRL ownership
  2. Public sector ownership
  3. Private sector ownership

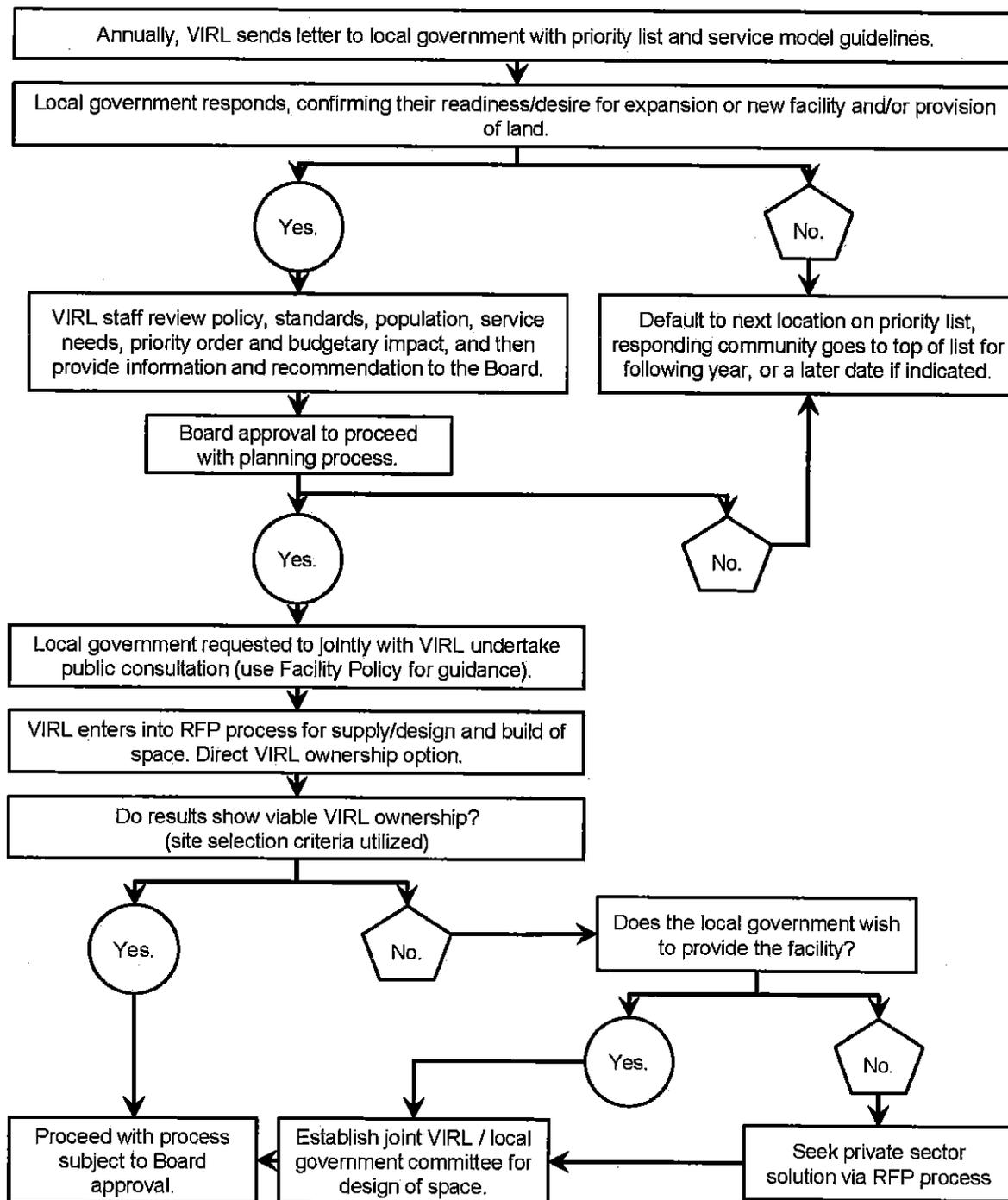
## Prototype Library Program / Minimum 2,750 Square Feet

	Total Area (SF)	Description / Standard
Collection Space	1,000	15,000 books @ 15bk/sf
Circulation Desk	150	
Public Access Catalogues	40	
User Seating	240	8 seats x 30sf
Children's Area	300	12% of area
Teen Area	100	4% of area
Public Access Computer Space	100	4 users
Work / Storage Room	250	11% of library area
Washrooms	80	1 male 1 female
Circulation	490	19% of net area
<b>Total</b>	<b>2,750</b>	

## Site Selection

		Site 1	Site 2	Site 3	Site 4	Site 5
<b>Physical Site</b>						
1	Site accommodates facility which meets area standard for catchment area					
2	Central to catchment area					
3	Site is in future growth area					
4	High visibility within community					
5	Close to commercial node / activity					
6	Close to other community facilities					
7	Site restrictions (ie flood plane or restrictive covenants)					
8	Library use permitted by existing zoning					
<b>Site Access</b>						
9	Accessible by public transit					
10	Vehicle parking is maximum permitted by zoning					
11	Bicycle parking is provided (as per zoning if applicable)					
12	Access for service and delivery vehicles					
<b>Building</b>						
13	Meets minimum area requirement (for branch size)					
14	Meets building code standards					
15	Barrier free access					
15	Access to telephone, Internet, cable, communication infrastructure					
17	Overall premise / building is in good condition					
18	Available for long term period (20 years)					
19	Affordable					
20	Separate entrance					
<b>Total (maximum score = 100)</b>						

## Facility Decision Process



November 20, 2012  
File No. 0530-20

Canada Post  
2701 Riverside Dr.  
Suite N1200  
Ottawa, ON K1A 0B1

City of Fort St. John  
10631-100th Street  
Fort St. John, BC  
Canada V1J 3Z5

(250) 787-8150 City Hall  
(250) 787-8181 Facsimile

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

Attn: Jacques Côté, President, Physical Delivery

Dear Mr. Côté:

**Reference: Community Mail Box Installation Fees**

At its Regular Council meeting of November 13, 2012, Fort St. John City Council reviewed your letter dated October 18, 2012 giving notice of Canada Post's intention to implement a \$200.00 installation fee to developers Community Mail Boxes in new developments.

Fort St. John City Council would like to voice our concern with charging developers \$200.00 per address for Community Mail Box installations. Although the City appreciates Canada Post's current financial situation, this fee appears to be excessive. Furthermore, Council would like to express concern that the letter was sent to inform rather than receive comments from communities.

We would welcome a delegation to Council to explain the recent changes to the routes and the delivery times.

The City of Fort St John appreciates the years of service from Canada Post therefore rather than electronic form this letter was sent through standard mail.

Thank you for your consideration in this matter.

Sincerely,



Lori Ackerman  
Mayor

cc: UBCM Municipalities

November 20, 2012  
File No. 0530-20

The Honourable Christy Clark  
Premier of British Columbia  
P.O. Box 9041, Stn Prov Govt  
Victoria, BC V8V 1X4

City of Fort St. John  
10631-100th Street  
Fort St. John, BC  
Canada V1J 3Z5

(250) 787-8150 City Hall  
(250) 787-8181 Facsimile

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

Dear Premier Clark:

**Re: Persons with Disabilities Benefit (PWD)**

At its Regular Council meeting of November 13, 2012, Fort St. John City Council reviewed correspondence received from the City of Port Alberni endorsing the efforts of the Disability Without Poverty Network's request to the Provincial to increase the Persons with Disabilities (PWD) benefit.

As per Council Resolution 441/12, the City of Fort St. John joins the City of Port Alberni in requesting that the provincial government increase the persons with disabilities benefit from \$900.00 to \$1,200.00 a month, and that the rate be indexed to match cost of living increases.

Those who depend on the PWD benefit are living below the poverty line and also face added challenges associated with their disabilities. The increase in benefits to these individuals will alleviate some of the financial stress and in turn, enhance the quality of their lives.

Thank you for consideration in this matter.

Yours truly,



Lori Ackerman  
Mayor

cc: UBCM Municipalities



## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Teri Fong, CGA, Manager of Finance  
**DATE:** December 3, 2012  
**RE:** Finance Warrant No.523

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### **Recommendation:**

That the Board of Directors approves Finance Warrant Number 523 in the amount of \$1,155,244.84 dated November 30, 2012.

### **Chief Administrative Officer Comments:**

Concur

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## 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

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Submitted by: Teri Fong, CGA, Manager of Finance

ALBERNI CLAYOQUOT REGIONAL DISTRICT  
**Cheque Register - Detail - Supp.**



**AP5100** **Page : 1**  
**Date :** Dec 03, 2012 **Time :** 10:02 am  
**Bank :** 1 To 3  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0001 To 9193  
**Trans. Date :** 01-Nov-2012 To 30-Nov-2012  
**Cheque Date :** 01-Nov-2012 To 30-Nov-2012  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description					
<b>0019</b>	<b>0946982 BC LTD (DBA - ACE FLAGGING)</b>						
333070	01-Nov-2012	Issued	162	C		2018.80	
102-1500	01-4-2500-000	PAYABLES - TRADE			431.20		
Invoice Description --> BCWS - MERSEY ROAD CONNECTION							
102-1511	01-4-2500-000	PAYABLES - TRADE			1587.60		
Invoice Description --> BCWS - FIRETRUCK - GRANDVIEW ROAD							
<b>Total :</b>					2018.80	0.00	2018.80
<b>Supplier Total :</b>					2018.80	0.00	2018.80
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>						
33189	22-Nov-2012	Issued	178	C		311.23	
4354 0503507 1	01-4-2500-000	PAYABLES - TRADE			311.23		
Invoice Description --> BCWS - PUMPER TRUCK ENGINEERING - CAPITAL							
<b>Total :</b>					311.23	0.00	311.23
<b>Supplier Total :</b>					311.23	0.00	311.23
<b>0131</b>	<b>AGS BUSINESS SYSTEMS INC.</b>						
33191	22-Nov-2012	Issued	178	C		12009.48	
716090	01-4-2500-000	PAYABLES - TRADE			12009.48		
Invoice Description --> ACRD OFFICE - NEW RICOH MP 6002SP DIGITAL COPIER - CAPITAL							
<b>Total :</b>					12009.48	0.00	12009.48
<b>Supplier Total :</b>					12009.48	0.00	12009.48
<b>0170</b>	<b>AINES &amp; TYLER ELECTRIC</b>						
33154	15-Nov-2012	Issued	174	C		7974.60	
12-000854	01-4-2500-000	PAYABLES - TRADE			7974.60		
Invoice Description --> OFFICE RENOVATIONS - BOARD ROOM ELECTRICAL - PROGRESS #2							
<b>Total :</b>					7974.60	0.00	7974.60
<b>Supplier Total :</b>					7974.60	0.00	7974.60
<b>0056</b>	<b>AIRGAS CANADA INC.</b>						
33103	09-Nov-2012	Issued	169	C		12.00	
130531	01-4-2500-000	PAYABLES - TRADE			12.00		
Invoice Description --> BCVFD - GAS SUPPLIES							
<b>Total :</b>					12.00	0.00	12.00
<b>Supplier Total :</b>					12.00	0.00	12.00
<b>0163</b>	<b>ALBERNI CHRYSLER LTD</b>						
33071	01-Nov-2012	Issued	162	C		1047.23	
56118	01-4-2500-000	PAYABLES - TRADE			1047.23		
Invoice Description --> DODGE DAKOTA - WATER PUMP & COOLANT SYSTEM, OIL LUBE FILTER							

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



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 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
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 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>				1047.23	0.00	1047.23
<b>Supplier Total :</b>				1047.23	0.00	1047.23

**0060 ALBERNI COMMUNICATIONS & ELECTRONICS**

33104	09-Nov-2012		Issued	169	C	633.98	
12621	01-4-2500-000	PAYABLES - TRADE			31.72		
Invoice Description --> BCVFD - MINITOR BATTERY							
12692	01-4-2500-000	PAYABLES - TRADE			602.26		
Invoice Description --> BCWS - REMOVE AIRIAL AND RADIO FROM BCID OFFICE AND INSTALL ACRD OFFICE							
<b>Total :</b>					633.98	0.00	633.98
<b>Supplier Total :</b>					633.98	0.00	633.98

**0021 ALBERNI DISTRICT CO-OP ASSOCIATION**

33101	09-Nov-2012		Issued	169	C	1170.71	
OCT31/12	01-4-2500-000	PAYABLES - TRADE			380.10		
Invoice Description --> BCVFD - OCTOBER 2012 FUEL COSTS							
BCWS - OCT31/12	01-4-2500-000	PAYABLES - TRADE			790.61		
Invoice Description --> BCWS - OCTOBER 2012 FUEL COSTS							
<b>Total :</b>					1170.71	0.00	1170.71
<b>Supplier Total :</b>					1170.71	0.00	1170.71

**0038 ALBERNI ENGINEERING**

33190	22-Nov-2012		Issued	178	C	350.00	
29554	01-4-2500-000	PAYABLES - TRADE			350.00		
Invoice Description --> BCWS - PUMPER TRUCK ENGINEERING - CAPITAL							
<b>Total :</b>					350.00	0.00	350.00
<b>Supplier Total :</b>					350.00	0.00	350.00

**0032 ALBERNI LANDSCAPING**

33102	09-Nov-2012		Issued	169	C	1881.60	
005232	01-4-2500-000	PAYABLES - TRADE			1881.60		
Invoice Description --> AVRA - LANDSCAPING							
<b>Total :</b>					1881.60	0.00	1881.60
<b>Supplier Total :</b>					1881.60	0.00	1881.60

**0290 ALBERNI PAVING & CONTRACTING LTD.**

33073	01-Nov-2012		Issued	162	C	2177.10	
OCT2012	01-4-2500-000	PAYABLES - TRADE			2177.10		
Invoice Description --> BCWS - MERSEY ROAD PAVING							
<b>Total :</b>					2177.10	0.00	2177.10

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



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**Supplier :** 0001 To 9193  
**Trans. Date :** 01-Nov-2012 To 30-Nov-2012  
**Cheque Date :** 01-Nov-2012 To 30-Nov-2012  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				2177.10	0.00	2177.10

**0455 ALBERNI VALLEY REFRIGERATION LTD.**

33157	15-Nov-2012		Issued	174	C	520.80	
20126256	01-4-2500-000	PAYABLES - TRADE			106.40		
Invoice Description -->		ACRD HVAC - BOARD ROOM HEATING ISSUE					
20126216	01-4-2500-000	PAYABLES - TRADE			414.40		
Invoice Description -->		HVAC QUARTERLY MAINTENANCE CONTRACT					
<b>Total :</b>					520.80	0.00	520.80
33193	22-Nov-2012		Issued	178	C	196.00	
2012266	01-4-2500-000	PAYABLES - TRADE			196.00		
Invoice Description -->		BCVFD - TWO DOOR COOLER					
<b>Total :</b>					196.00	0.00	196.00
<b>Supplier Total :</b>					716.80	0.00	716.80

**0270 ANDREW SHERET LTD.**

33072	01-Nov-2012		Issued	162	C	5075.03	
03-093778	01-4-2500-000	PAYABLES - TRADE			233.14		
Invoice Description -->		BCWS SUPPLIES					
03-093736	01-4-2500-000	PAYABLES - TRADE			428.27		
Invoice Description -->		BCWS SUPPLIES					
03-093806	01-4-2500-000	PAYABLES - TRADE			4413.62		
Invoice Description -->		BCWS SUPPLIES					
<b>Total :</b>					5075.03	0.00	5075.03
33106	09-Nov-2012		Issued	169	C	4675.96	
03-094853	01-4-2500-000	PAYABLES - TRADE			18.07		
Invoice Description -->		BCWS SUPPLIES					
03-094257	01-4-2500-000	PAYABLES - TRADE			525.06		
Invoice Description -->		BCWS SUPPLIES					
03-094841	01-4-2500-000	PAYABLES - TRADE			1538.54		
Invoice Description -->		BCWS SUPPLIES					
03-094869	01-4-2500-000	PAYABLES - TRADE			2594.29		
Invoice Description -->		BCWS SUPPLIES					
<b>Total :</b>					4675.96	0.00	4675.96
33155	15-Nov-2012		Issued	174	C	323.89	
03-095130	01-4-2500-000	PAYABLES - TRADE			323.89		
Invoice Description -->		BCWS SUPPLIES					
<b>Total :</b>					323.89	0.00	323.89
33192	22-Nov-2012		Issued	178	C	1349.56	
03-095992	01-4-2500-000	PAYABLES - TRADE			1349.56		
Invoice Description -->		BCWS SUPPLIES					

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



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 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>				1349.56	0.00	1349.56
<b>Supplier Total :</b>				11424.44	0.00	11424.44

<b>0394 ASSOCIATED FIRE SAFETY EQUIPMENT</b>						
33107	09-Nov-2012		Issued	169	C	775.04
10539	01-4-2500-000	PAYABLES - TRADE			775.04	
Invoice Description --> BCVFD - LIGHTWEIGHT RUBBER LINED ATTACK HOSE - 75' X 1.75"						
<b>Total :</b>				775.04	0.00	775.04
<b>Supplier Total :</b>				775.04	0.00	775.04

<b>0403 ASTTBC</b>						
33156	15-Nov-2012		Issued	174	C	328.24
1701487	01-4-2500-000	PAYABLES - TRADE			328.24	
Invoice Description --> JOHN THOMAS 2013 MEMBERSHIP FEES						
<b>Total :</b>				328.24	0.00	328.24
<b>Supplier Total :</b>				328.24	0.00	328.24

<b>0508 BAMFIELD BUILDERS SUPPLY</b>						
33194	22-Nov-2012		Issued	178	C	39.58
OCTINTEREST	01-4-2500-000	PAYABLES - TRADE			0.14	
Invoice Description --> BWS SUPPLIES						
161822	01-4-2500-000	PAYABLES - TRADE			6.51	
Invoice Description --> BWS SUPPLIES						
161796	01-4-2500-000	PAYABLES - TRADE			10.84	
Invoice Description --> BWS SUPPLIES						
161775	01-4-2500-000	PAYABLES - TRADE			22.09	
Invoice Description --> BWS SUPPLIES						
<b>Total :</b>				39.58	0.00	39.58
<b>Supplier Total :</b>				39.58	0.00	39.58

<b>1050 BAMFIELD VOLUNTEER FIRE DEPARTMENT</b>						
33218	22-Nov-2012		Issued	179	C	11130.24
HFN2012FIRE SERV	01-4-2500-000	PAYABLES - TRADE			11130.24	
Invoice Description --> ADJUSTMENT TO 2012 OPERATING GRANT - HFN PAYMENT						
<b>Total :</b>				11130.24	0.00	11130.24
<b>Supplier Total :</b>				11130.24	0.00	11130.24

<b>0556 BARKLEY SOUND MANAGEMENT</b>						
33158	15-Nov-2012		Issued	174	C	8575.95
495464	01-4-2500-000	PAYABLES - TRADE			919.63	
Invoice Description --> SB SEPTIC FIELD CLEANUP & TRUCK TO UCLUELET						

**ALBERNI-CLAYQUOOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



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**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
495463	01-4-2500-000	PAYABLES - TRADE		2056.32		
Invoice Description --> SB PUMP & HAUL AND GROUNDS MAINTENANCE						
2012-11	01-4-2500-000	PAYABLES - TRADE		5600.00		
Invoice Description --> SB MGMT & SECURITY OCTOBER 16 -NOVEMBER 15, 2012						
<b>Total :</b>				8575.95	0.00	8575.95
<b>Supplier Total :</b>				8575.95	0.00	8575.95

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>0528</b>	<b>BATES, GAYLE</b>					
33219	29-Nov-2012	Issued	182	C	110.24	
GBNOV29/12	01-4-2500-000	PAYABLES - TRADE		110.24		
Invoice Description --> AVLF - MILEAGE FOR RECYCLING TRAINER						
<b>Total :</b>				110.24	0.00	110.24
<b>Supplier Total :</b>				110.24	0.00	110.24

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>0660</b>	<b>BC HYDRO</b>					
33159	15-Nov-2012	Issued	174	C	8560.15	
400001985972	01-4-2500-000	PAYABLES - TRADE		8560.15		
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
<b>Total :</b>				8560.15	0.00	8560.15
<b>Supplier Total :</b>				8560.15	0.00	8560.15

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>0998</b>	<b>BC LIFE AND CASUALTY COMPANY</b>					
33077	01-Nov-2012	Issued	162	C	1571.95	
BCLIFENOV12	01-4-2500-000	PAYABLES - TRADE		1571.95		
Invoice Description --> GROUP INSURANCE NOVEMBER 2012						
<b>Total :</b>				1571.95	0.00	1571.95
33220	29-Nov-2012	Issued	182	C	1571.95	
BCLIFEDEC12	01-4-2500-000	PAYABLES - TRADE		1571.95		
Invoice Description --> GROUP INSURANCE DECEMBER 2012						
<b>Total :</b>				1571.95	0.00	1571.95
<b>Supplier Total :</b>				3143.90	0.00	3143.90

Supplier	Supplier Name	Status	Batch	Medium	Amount
<b>0740</b>	<b>BEAVER CREEK HOME CENTER</b>				
33109	09-Nov-2012	Issued	169	C	572.37
431670	01-4-2500-000	PAYABLES - TRADE		-10.07	
Invoice Description --> SL PARKS - COUGAR SMITH TENNIS COURTS					
431361	01-4-2500-000	PAYABLES - TRADE		30.21	
Invoice Description --> SL PARKS - COUGAR SMITH TENNIS COURTS					
417940	01-4-2500-000	PAYABLES - TRADE		44.12	
Invoice Description --> SL PARKS - COUGAR SMITH TENNIS COURTS					
418882	01-4-2500-000	PAYABLES - TRADE		61.14	

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**Supplier :** 0001 To 9193  
**Trans. Date :** 01-Nov-2012 To 30-Nov-2012  
**Cheque Date :** 01-Nov-2012 To 30-Nov-2012  
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**Batch No. :** All

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
	Invoice Description -->	SL PARKS - COUGAR SMITH TENNIS COURTS					
441356	01-4-2500-000	PAYABLES - TRADE	111.17				
	Invoice Description -->	BCWS - PUMPHOUSE TUBING					
417926	01-4-2500-000	PAYABLES - TRADE	335.80				
	Invoice Description -->	SL PARKS - COUGAR SMITH TENNIS COURTS					
<b>Total :</b>			<b>572.37</b>	<b>0.00</b>		<b>572.37</b>	
33160	15-Nov-2012			Issued	174	C	9.65
443668	01-4-2500-000	PAYABLES - TRADE	9.65				
	Invoice Description -->	BCWS SUPPLIES					
<b>Total :</b>			<b>9.65</b>	<b>0.00</b>		<b>9.65</b>	
<b>Supplier Total :</b>			<b>582.02</b>	<b>0.00</b>		<b>582.02</b>	

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
<b>0785</b>	<b>BERKS INTERTRUCK LTD.</b>						
33161	15-Nov-2012			Issued	174	C	1352.99
22207	01-4-2500-000	PAYABLES - TRADE	1352.99				
	Invoice Description -->	BCWS - PUMPER TRUCK REPAIR & MAINTENANCE					
<b>Total :</b>			<b>1352.99</b>	<b>0.00</b>		<b>1352.99</b>	
<b>Supplier Total :</b>			<b>1352.99</b>	<b>0.00</b>		<b>1352.99</b>	

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
<b>0791</b>	<b>BERRY &amp; VALE CONTRACTING LTD</b>						
33110	09-Nov-2012			Issued	169	C	120738.00
958	01-4-2500-000	PAYABLES - TRADE	36913.52				
	Invoice Description -->	WCLF SEPTEMBER CONTRACTOR, ADDITIONAL WORK \$862.50 & FREON REMOVAL \$96					
957	01-4-2500-000	PAYABLES - TRADE	83824.48				
	Invoice Description -->	AVLF OCT CONTRACTOR, FREON REMOVAL \$ 192 , ADDITIONAL WORK \$1219.74 & CAPITAL \$					
<b>Total :</b>			<b>120738.00</b>	<b>0.00</b>		<b>120738.00</b>	
<b>Supplier Total :</b>			<b>120738.00</b>	<b>0.00</b>		<b>120738.00</b>	

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
<b>0530</b>	<b>BEST WESTERN BARCLAY HOTEL</b>						
33108	09-Nov-2012			Issued	169	C	742.50
NOV5/12	01-4-2500-000	PAYABLES - TRADE	742.50				
	Invoice Description -->	AVHN - HOTEL ROOMS					
<b>Total :</b>			<b>742.50</b>	<b>0.00</b>		<b>742.50</b>	
<b>Supplier Total :</b>			<b>742.50</b>	<b>0.00</b>		<b>742.50</b>	

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
<b>0916</b>	<b>BOWMARK CONCRETE LTD.</b>						
33075	01-Nov-2012			Issued	162	C	247.80
10495	01-4-2500-000	PAYABLES - TRADE	247.80				
	Invoice Description -->	SL PARKS - COUGAR SMITH PARK - CONCRETE					
<b>Total :</b>			<b>247.80</b>	<b>0.00</b>		<b>247.80</b>	

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**Supplier :** 0001 To 9193  
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
<b>Supplier Total :</b>					247.80	0.00	247.80
-----							
<b>4575</b>	<b>BRENDA SAUVE (PETTY CASH)</b>						
33230	29-Nov-2012	Issued	182	C			112.72
PCNOV27/12	01-4-2500-000	PAYABLES - TRADE			112.72		
Invoice Description --> OFFICE \$31.36, AV RECYCLING \$36.96, POSTAGE \$10.41, PLANNING OFFICE\$25.42							
<b>Total :</b>					112.72	0.00	112.72
<b>Supplier Total :</b>					112.72	0.00	112.72
-----							
<b>0946</b>	<b>BRENTAG CANADA INC</b>						
33162	15-Nov-2012	Issued	174	C			894.53
40296330	01-4-2500-000	PAYABLES - TRADE			-1792.00		
Invoice Description --> BCWS SUPPLIES - CREDIT MEMO							
40243110	01-4-2500-000	PAYABLES - TRADE			-1422.40		
Invoice Description --> BCWS SUPPLIES - CREDIT MEMO							
40226775	01-4-2500-000	PAYABLES - TRADE			-1388.80		
Invoice Description --> BCWS SUPPLIES - CREDIT MEMO							
40286047	01-4-2500-000	PAYABLES - TRADE			2356.17		
Invoice Description --> BCWS SUPPLIES							
40308502	01-4-2500-000	PAYABLES - TRADE			3141.56		
Invoice Description --> BCWS SUPPLIES							
<b>Total :</b>					894.53	0.00	894.53
<b>Supplier Total :</b>					894.53	0.00	894.53
-----							
<b>0950</b>	<b>BRETT, KENNETH</b>						
33163	15-Nov-2012	Issued	174	C			1000.00
BRE157170	01-4-2500-000	PAYABLES - TRADE			1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION							
<b>Total :</b>					1000.00	0.00	1000.00
<b>Supplier Total :</b>					1000.00	0.00	1000.00
-----							
<b>0992</b>	<b>BUILDING OFFICIALS ASSOCIATION OF B.C.</b>						
33076	01-Nov-2012	Issued	162	C			448.00
BOA-2759	01-4-2500-000	PAYABLES - TRADE			448.00		
Invoice Description --> BOB ASTON MEMBERSHIP DUES 2012							
<b>Total :</b>					448.00	0.00	448.00
<b>Supplier Total :</b>					448.00	0.00	448.00
-----							
<b>1058</b>	<b>C. BOWNE ENTERPRISES</b>						
33196	22-Nov-2012	Issued	178	C			219.80
7995	01-4-2500-000	PAYABLES - TRADE			55.55		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES							

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**Supplier :** 0001 To 9193  
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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
8224	01-4-2500-000	PAYABLES - TRADE	55.55				
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES							
8201	01-4-2500-000	PAYABLES - TRADE	108.70				
Invoice Description --> AVRA JANITORIAL SUPPLIES							
<b>Total :</b>			219.80	0.00	219.80		
<b>Supplier Total :</b>			219.80	0.00	219.80		
<b>1110</b>	<b>CANADA POST</b>						
333111	09-Nov-2012			Issued	169	C	272.42
9502333484	01-4-2500-000	PAYABLES - TRADE	272.42				
Invoice Description --> SL & BC OCP MAILOUTS							
<b>Total :</b>			272.42	0.00	272.42		
<b>Supplier Total :</b>			272.42	0.00	272.42		
<b>1183</b>	<b>CANADIAN SKYLINE HOTELS LTD</b>						
333078	01-Nov-2012			Issued	162	C	2777.83
REF-RC10001	01-4-2500-000	PAYABLES - TRADE	2777.83				
Invoice Description --> RETURN OF PAYMENT							
<b>Total :</b>			2777.83	0.00	2777.83		
<b>Supplier Total :</b>			2777.83	0.00	2777.83		
<b>1270</b>	<b>CDW CANADA INC</b>						
333079	01-Nov-2012			Issued	162	C	1773.61
R872751	01-4-2500-000	PAYABLES - TRADE	32.58				
Invoice Description --> ACRD COMPUTER EXPENSES							
S167852	01-4-2500-000	PAYABLES - TRADE	40.61				
Invoice Description --> ACRD BOARD ROOM RENOVATIONS							
S110436	01-4-2500-000	PAYABLES - TRADE	125.85				
Invoice Description --> ACRD BOARD ROOM RENOVATIONS							
R944819	01-4-2500-000	PAYABLES - TRADE	183.79				
Invoice Description --> ACRD COMPUTER EXPENSES							
R819660	01-4-2500-000	PAYABLES - TRADE	416.77				
Invoice Description --> ACRD BOARD ROOM RENOVATIONS							
S282709	01-4-2500-000	PAYABLES - TRADE	974.01				
Invoice Description --> PLANNING - COMPUTER							
<b>Total :</b>			1773.61	0.00	1773.61		
33198	22-Nov-2012			Issued	178	C	560.26
9665721	01-4-2500-000	PAYABLES - TRADE	10.11				
Invoice Description --> ACRD COMPUTER - IPAD STYLUS							
T242482	01-4-2500-000	PAYABLES - TRADE	550.15				
Invoice Description --> ACRD COMPUTER IPAD & VIEWSCAPE							
<b>Total :</b>			560.26	0.00	560.26		

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**Supplier :** 0001 To 9193  
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
<b>Supplier Total :</b>					2333.87	0.00	2333.87
<hr/>							
<b>1281</b>	<b>CEI ARCHITECTURE PLANNING INTERIORS</b>						
33080	01-Nov-2012	Issued	162	C			5600.00
19256	01-4-2500-000	PAYABLES - TRADE			5600.00		
Invoice Description -->		WESTCOAST MULTIPLEX - ARCH SCHEMATIC DESIGN					
<b>Total :</b>					5600.00	0.00	5600.00
<b>Supplier Total :</b>					5600.00	0.00	5600.00
<hr/>							
<b>1316</b>	<b>CERTITECH IT SERVICES</b>						
33112	09-Nov-2012	Issued	169	C			6633.20
NOV6/12	01-4-2500-000	PAYABLES - TRADE			641.20		
Invoice Description -->		REIMBURSED - ACRD BOARD ROOM RENOS					
106	01-4-2500-000	PAYABLES - TRADE			5992.00		
Invoice Description -->		OCTOBER 2012 IT SUPPORT SERVICES					
<b>Total :</b>					6633.20	0.00	6633.20
<b>Supplier Total :</b>					6633.20	0.00	6633.20
<hr/>							
<b>1378</b>	<b>CIT</b>						
33115	09-Nov-2012	Issued	169	C			245.28
DEC12LEASE	01-4-2500-000	PAYABLES - TRADE			245.28		
Invoice Description -->		FORMER BCID PRINTER LEASE 780-0460648-001					
<b>Total :</b>					245.28	0.00	245.28
<b>Supplier Total :</b>					245.28	0.00	245.28
<hr/>							
<b>1342</b>	<b>CITY OF PORT ALBERNI</b>						
33081	01-Nov-2012	Issued	162	C			679.54
OCT10/12	01-4-2500-000	PAYABLES - TRADE			679.54		
Invoice Description -->		AVLF SEWER LECHATE					
<b>Total :</b>					679.54	0.00	679.54
<b>33113</b>	<b>09-Nov-2012</b>	<b>Issued</b>	<b>169</b>	<b>C</b>			<b>166.88</b>
NOV1/12	01-4-2500-000	PAYABLES - TRADE			166.88		
Invoice Description -->		AVHN - ROOM RENTAL					
<b>Total :</b>					166.88	0.00	166.88
<b>Supplier Total :</b>					846.42	0.00	846.42
<hr/>							
<b>1362</b>	<b>CLEARTECH INDUSTRIES INC.</b>						
33114	09-Nov-2012	Issued	169	C			485.82
512344 SJC	01-4-2500-000	PAYABLES - TRADE			485.82		
Invoice Description -->		BWS SUPPLIES - COLORIMETER					

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Bank : 1 To 3  
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 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>				485.82	0.00	485.82
<b>Supplier Total :</b>				485.82	0.00	485.82

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>1382</b>	<b>COAST CATERING COMPANY</b>					
33082	01-Nov-2012	Issued	162	C	423.36	
46	01-4-2500-000	PAYABLES - TRADE		423.36		
Invoice Description --> ACRD BOARD LUNCH \$270, AVLF RECYCLING PROGRAM \$108						
<b>Total :</b>				423.36	0.00	423.36
<b>Supplier Total :</b>				423.36	0.00	423.36

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>1416</b>	<b>COASTAL COMMUNITY NETWORK</b>					
33221	29-Nov-2012	Issued	182	C	4731.30	
CCN2012MEM	01-4-2500-000	PAYABLES - TRADE		4731.30		
Invoice Description --> 2012 MEMBERSHIP						
<b>Total :</b>				4731.30	0.00	4731.30
<b>Supplier Total :</b>				4731.30	0.00	4731.30

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>1434</b>	<b>COLUMBIA ICE</b>					
33117	09-Nov-2012	Issued	169	C	69.74	
031077/041923	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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>1650</b>	<b>CUPE - LOCAL 118</b>					
33118	09-Nov-2012	Issued	169	C	1206.35	
DUEOCT12	01-4-2500-000	PAYABLES - TRADE		1206.35		
Invoice Description --> OCTOBER 2012 DUES						
<b>Total :</b>				1206.35	0.00	1206.35
<b>Supplier Total :</b>				1206.35	0.00	1206.35

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>1661</b>	<b>DAGERT, TANIS</b>					
33164	15-Nov-2012	Issued	174	C	4776.67	
104	01-4-2500-000	PAYABLES - TRADE		4776.67		
Invoice Description --> HEALTH NETWORK COORDINATOR - OCTOBER 2012						
<b>Total :</b>				4776.67	0.00	4776.67
<b>Supplier Total :</b>				4776.67	0.00	4776.67

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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				
33165	15-Nov-2012		Issued	174	C	62511.12		
8415	01-4-2500-000	PAYABLES - TRADE				62511.12		
Invoice Description --> BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE - PPC #2								
<b>Total :</b>						62511.12	0.00	62511.12
<b>Supplier Total :</b>						62511.12	0.00	62511.12

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
1709	DEER BAY CONTRACTING							
33166	15-Nov-2012		Issued	174	C	8289.12		
2169	01-4-2500-000	PAYABLES - TRADE				730.24		
Invoice Description --> SALMON BEACH REC \$190, SECURITY \$270, SEWAGE \$192								
2164	01-4-2500-000	PAYABLES - TRADE				1093.12		
Invoice Description --> SALMON BEACH - RECREATION								
2168	01-4-2500-000	PAYABLES - TRADE				2450.00		
Invoice Description --> SALMON BEACH SEWAGE - CAPITAL								
2172	01-4-2500-000	PAYABLES - TRADE				4015.76		
Invoice Description --> SALMON BEACH - SEWAGE FIELD - CAPITAL								
<b>Total :</b>						8289.12	0.00	8289.12
<b>Supplier Total :</b>						8289.12	0.00	8289.12

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
4002	DIGITAL POSTAGE ON CALL							
33153	13-Nov-2012		Issued	171	C	2000.00		
NOV13/12	01-4-2500-000	PAYABLES - TRADE				2000.00		
Invoice Description --> POSTAGE ACCOUNT 8000202700								
<b>Total :</b>						2000.00	0.00	2000.00
<b>Supplier Total :</b>						2000.00	0.00	2000.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
1780	DOLANS CONCRETE LTD.							
33119	09-Nov-2012		Issued	169	C	185.92		
C34794	01-4-2500-000	PAYABLES - TRADE				185.92		
Invoice Description --> BCWS - PUMPER TRUCK INSTALL								
<b>Total :</b>						185.92	0.00	185.92
<b>Supplier Total :</b>						185.92	0.00	185.92

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
1845	DUMAS FREIGHT CO.							
33120	09-Nov-2012		Issued	169	C	58.63		
15347	01-4-2500-000	PAYABLES - TRADE				58.63		
Invoice Description --> BCWS - PUMPER TRUCK - BACKFLOW VALVE - SHIPPING								
<b>Total :</b>						58.63	0.00	58.63
<b>Supplier Total :</b>						58.63	0.00	58.63

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**Supplier :** 0001 To 9193  
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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description		Debit	Credit		
33167	15-Nov-2012	Issued	174	C		200.00	
DUP157171	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
<b>0940</b>	<b>DUVALL, E.</b>						
33152	09-Nov-2012	Issued	170	C		1725.00	
BRA125657090	01-4-2500-000	PAYABLES - TRADE		1725.00			
Invoice Description --> JANITORIAL EXP							
<b>Total :</b>					1725.00	0.00	1725.00
<b>Supplier Total :</b>					1725.00	0.00	1725.00
<b>1921</b>	<b>EDWARDS, DALE</b>						
33083	01-Nov-2012	Issued	162	C		320.00	
155331	01-4-2500-000	PAYABLES - TRADE		320.00			
Invoice Description --> MSWS - BROKEN WATER MAIN REPAIR LEE ST							
<b>Total :</b>					320.00	0.00	320.00
<b>Supplier Total :</b>					320.00	0.00	320.00
<b>1979</b>	<b>ERIK LARSEN DIESEL CO. LTD.</b>						
33121	09-Nov-2012	Issued	169	C		257.83	
710010	01-4-2500-000	PAYABLES - TRADE		257.83			
Invoice Description --> LBA EQUIPMENT REPAIRS - SWEEPER							
<b>Total :</b>					257.83	0.00	257.83
<b>Supplier Total :</b>					257.83	0.00	257.83
<b>2067</b>	<b>FORTISBC</b>						
33122	09-Nov-2012	Issued	169	C		57.92	
OCT24/12	01-4-2500-000	PAYABLES - TRADE		57.92			
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL							
<b>Total :</b>					57.92	0.00	57.92
<b>Supplier Total :</b>					57.92	0.00	57.92
<b>2073</b>	<b>FORTUNE, MARK</b>						
33223	29-Nov-2012	Issued	182	C		258.48	
MFNOV21/12	01-4-2500-000	PAYABLES - TRADE		258.48			
Invoice Description --> LBA - TRACTOR & TRUCK FUEL							
<b>Total :</b>					258.48	0.00	258.48

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
<b>Supplier Total :</b>					258.48	0.00	258.48
-----							
<b>2066</b>	<b>FOUR STAR WATERWORKS LTD</b>						
33085	01-Nov-2012	Issued	162	C			253.36
40191	01-4-2500-000	PAYABLES - TRADE			253.36		
Invoice Description --> MSWS SUPPLIES							
<b>Total :</b>					253.36	0.00	253.36
33169	15-Nov-2012	Issued	174	C			1458.24
40348	01-4-2500-000	PAYABLES - TRADE			1458.24		
Invoice Description --> BCWS - PUMPER TRUCK BACKFLOW ASSEMBY							
<b>Total :</b>					1458.24	0.00	1458.24
<b>Supplier Total :</b>					1711.60	0.00	1711.60
-----							
<b>4156</b>	<b>GENIVAR INC.</b>						
33097	01-Nov-2012	Issued	162	C			12283.97
16988	01-4-2500-000	PAYABLES - TRADE			12283.97		
Invoice Description --> LBA - ACAP PROJECTS							
<b>Total :</b>					12283.97	0.00	12283.97
33137	09-Nov-2012	Issued	169	C			1332.41
17120	01-4-2500-000	PAYABLES - TRADE			1332.41		
Invoice Description --> LBA OCT-DEC 2012 LANDING FEE SOFTWARE MAINTENANCE AGREEMENT							
<b>Total :</b>					1332.41	0.00	1332.41
<b>Supplier Total :</b>					13616.38	0.00	13616.38
-----							
<b>2240</b>	<b>GIBSON BROTHERS CONTRACTING LTD.</b>						
33199	22-Nov-2012	Issued	178	C			7042.21
PC#2-2813	01-4-2500-000	PAYABLES - TRADE			7042.21		
Invoice Description --> LBA ACCESS ROAD CULVERT							
<b>Total :</b>					7042.21	0.00	7042.21
<b>Supplier Total :</b>					7042.21	0.00	7042.21
-----							
<b>2300</b>	<b>GRAND &amp; TOY</b>						
33086	01-Nov-2012	Issued	162	C			302.00
E041870	01-4-2500-000	PAYABLES - TRADE			127.44		
Invoice Description --> AVHN - OFFICE SUPPLIES							
E063966	01-4-2500-000	PAYABLES - TRADE			174.56		
Invoice Description --> AVHN \$71.45, WC MULTIPLEX REF \$20.09, PLANNING \$64.32							
<b>Total :</b>					302.00	0.00	302.00
33123	09-Nov-2012	Issued	169	C			124.47
E077833	01-4-2500-000	PAYABLES - TRADE			30.64		

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			Amount
Invoice Description --> PLANNING - OFFICE SUPPLIES							
E093482	01-4-2500-000	PAYABLES - TRADE	93.83				
Invoice Description --> OFFICE SUPPLIES							
<b>Total :</b>			124.47	0.00			124.47
33200	22-Nov-2012		Issued	178	C		348.49
E140680	01-4-2500-000	PAYABLES - TRADE	8.20				
Invoice Description --> OFFICE SUPPLIES							
E112798	01-4-2500-000	PAYABLES - TRADE	18.33				
Invoice Description --> OFFICE SUPPLIES							
E126953	01-4-2500-000	PAYABLES - TRADE	94.90				
Invoice Description --> OFFICE SUPPLIES \$76.27, AVHN OFFICE SUPPLIES \$8.46							
E126952	01-4-2500-000	PAYABLES - TRADE	227.06				
Invoice Description --> ACRD OFFICE - WCB CORKBOARD							
<b>Total :</b>			348.49	0.00			348.49
<b>Supplier Total :</b>			774.96	0.00			774.96
-----							
<b>2353</b>	<b>GREEN PRO SOLUTIONS</b>						
33087	01-Nov-2012		Issued	162	C		2154.95
1834	01-4-2500-000	PAYABLES - TRADE	2154.95				
Invoice Description --> BCWS - DE-ICER/GREEN SOLUTIONS							
<b>Total :</b>			2154.95	0.00			2154.95
<b>Supplier Total :</b>			2154.95	0.00			2154.95
-----							
<b>2345</b>	<b>GUDBRANSON, ANNE</b>						
33224	29-Nov-2012		Issued	182	C		1189.28
WCMULTIREF2012	01-4-2500-000	PAYABLES - TRADE	1189.28				
Invoice Description --> WC MULTIPLEX REFERENDUM - POLL CLERK NOV 8, 14, 20 & 24							
<b>Total :</b>			1189.28	0.00			1189.28
<b>Supplier Total :</b>			1189.28	0.00			1189.28
-----							
<b>2330</b>	<b>GW SOLUTIONS</b>						
33172	15-Nov-2012		Issued	174	C		1902.10
GWS 11-13-6	01-4-2500-000	PAYABLES - TRADE	1902.10				
Invoice Description --> LBA HYDROGEOLOGY TESTING							
<b>Total :</b>			1902.10	0.00			1902.10
<b>Supplier Total :</b>			1902.10	0.00			1902.10
-----							
<b>2452</b>	<b>HEATHERBRAE BUILDERS CO. LTD.</b>						
33202	22-Nov-2012		Issued	178	C		3488.69
PC#1	01-4-2500-000	PAYABLES - TRADE	3488.69				
Invoice Description --> SLVFD - FIREHALL SEISMIC UPGRADE - PAYMENT CERTIFICATE #1							

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				3488.69	0.00	3488.69
<b>Supplier Total :</b>				3488.69	0.00	3488.69

<b>2459</b>	<b>HENDRICKS, KELSEY</b>					
33225	29-Nov-2012		Issued	182	C	1142.18
WCMULTIREF	01-4-2500-000	PAYABLES - TRADE			1142.18	
Invoice Description --> WC MULTIPLEX REFERENDUM - POLL CLERK NOV 8, 14, 20 & 24						
<b>Total :</b>				1142.18	0.00	1142.18
<b>Supplier Total :</b>				1142.18	0.00	1142.18

<b>2485</b>	<b>HOLDER, DAN</b>					
33124	09-Nov-2012		Issued	169	C	4689.44
NOV5/12	01-4-2500-000	PAYABLES - TRADE			4689.44	
Invoice Description --> FIRE SERVICE COORDINATOR CONTRATOR - OCTOBER 2012						
<b>Total :</b>				4689.44	0.00	4689.44
<b>Supplier Total :</b>				4689.44	0.00	4689.44

<b>2490</b>	<b>HOLLAND, KATHLEEN</b>					
33173	15-Nov-2012		Issued	174	C	500.00
KHMILOCT/12	01-4-2500-000	PAYABLES - TRADE			500.00	
Invoice Description --> SB MANAGER MILEAGE OCTOBER 2012						
<b>Total :</b>				500.00	0.00	500.00
<b>Supplier Total :</b>				500.00	0.00	500.00

<b>2491</b>	<b>HOLLAND KATHLEEN (PETTY CASH)</b>					
33174	15-Nov-2012		Issued	174	C	578.26
PCOCT31/12	01-4-2500-000	PAYABLES - TRADE			578.26	
Invoice Description --> SB SEWAGE \$416.77, RECREATION \$114.53, SECURITY \$15.06						
<b>Total :</b>				578.26	0.00	578.26
<b>Supplier Total :</b>				578.26	0.00	578.26

<b>2500</b>	<b>HOPKINS, BERNIE</b>					
33125	09-Nov-2012		Issued	169	C	64.84
12	01-4-2500-000	PAYABLES - TRADE			64.84	
Invoice Description --> ACRD OFFICE - VACUUM REPAIR						
<b>Total :</b>				64.84	0.00	64.84
<b>Supplier Total :</b>				64.84	0.00	64.84

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description	Debit	Credit					
33088	01-Nov-2012		Issued	162	C	224.00	224.00		
11511	01-4-2500-000	PAYABLES - TRADE				224.00			
Invoice Description --> BEAVER CREEK OCP MAILOUT									
<b>Total :</b>						224.00	0.00	224.00	
<b>Supplier Total :</b>							440.16	0.00	440.16
<b>2651</b>	<b>INSIGHT CANADA INC.</b>								
33175	15-Nov-2012		Issued	174	C	1088.98	1088.98		
2897969	01-4-2500-000	PAYABLES - TRADE				1088.98			
Invoice Description --> AVHN - LAPTOP									
<b>Total :</b>						1088.98	0.00	1088.98	
<b>Supplier Total :</b>							1088.98	0.00	1088.98
<b>2784</b>	<b>ISLAND LINE PRO</b>								
33089	01-Nov-2012		Issued	162	C	3080.00	3080.00		
12-2166	01-4-2500-000	PAYABLES - TRADE				3080.00			
Invoice Description --> AVLF - REPAINT DIRECTIONAL ARROWS AND LANE WAYS									
<b>Total :</b>						3080.00	0.00	3080.00	
<b>Supplier Total :</b>							3080.00	0.00	3080.00
<b>2785</b>	<b>JACK'S EXCEL TIRE CENTRE</b>								
33127	09-Nov-2012		Issued	169	C	2133.82	2133.82		
108681	01-4-2500-000	PAYABLES - TRADE				2133.82			
Invoice Description --> LBA - TRACTOR TIRE									
<b>Total :</b>						2133.82	0.00	2133.82	
<b>Supplier Total :</b>							2133.82	0.00	2133.82
<b>2787</b>	<b>JACKSON, ROBERT</b>								
33176	15-Nov-2012		Issued	174	C	60.00	60.00		
CSPNOV12	01-4-2500-000	PAYABLES - TRADE				60.00			
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE									
<b>Total :</b>						60.00	0.00	60.00	
<b>Supplier Total :</b>							60.00	0.00	60.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2827</b>	<b>JAL DESIGNS</b>					
33227	29-Nov-2012	Issued	182	C		435.68
40493006	01-4-2500-000	PAYABLES - TRADE		435.68		
Invoice Description --> OFFICE RENOVATIONS - BOARD ROOM - VINYLED TEXT & LOGO - CAPITAL						
<b>Total :</b>				435.68	0.00	435.68
<b>Supplier Total :</b>				435.68	0.00	435.68
<b>2796</b>	<b>JAY'S PLUMBING &amp; HEATING LTD.</b>					
33177	15-Nov-2012	Issued	174	C		600.85
5070	01-4-2500-000	PAYABLES - TRADE		600.85		
Invoice Description --> ACRD BOARD ROOM RENO - PLUMBING						
<b>Total :</b>				600.85	0.00	600.85
<b>Supplier Total :</b>				600.85	0.00	600.85
<b>3119</b>	<b>JIFFY LUBE #1044</b>					
33091	01-Nov-2012	Issued	162	C		60.02
16102	01-4-2500-000	PAYABLES - TRADE		60.02		
Invoice Description --> BCWS - TOYOTA OIL LUB & FILTER						
<b>Total :</b>				60.02	0.00	60.02
<b>Supplier Total :</b>				60.02	0.00	60.02
<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>					
33204	22-Nov-2012	Issued	178	C		6157.93
1245-004	01-4-2500-000	PAYABLES - TRADE		905.52		
Invoice Description --> BCWS - PUMPER TRUCK ENGINEERING - CAPITAL						
1204-010	01-4-2500-000	PAYABLES - TRADE		5252.41		
Invoice Description --> BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE						
<b>Total :</b>				6157.93	0.00	6157.93
<b>Supplier Total :</b>				6157.93	0.00	6157.93
<b>2852</b>	<b>KRUSH SMOOTHIES</b>					
33128	09-Nov-2012	Issued	169	C		120.28
797467	01-4-2500-000	PAYABLES - TRADE		120.28		
Invoice Description --> AVLF - MEETING						
<b>Total :</b>				120.28	0.00	120.28
<b>Supplier Total :</b>				120.28	0.00	120.28
<b>3026</b>	<b>L'HEUREUX, LAURIE</b>					
33205	22-Nov-2012	Issued	178	C		817.17
LLNOV16/12	01-4-2500-000	PAYABLES - TRADE		58.56		
Invoice Description --> AV EMERGENCY PLANNING - STORAGE BINS FOR EOC						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
LLNOV8/12	01-4-2500-000	PAYABLES - TRADE		758.61		
Invoice Description --> EMERGENCY PREPARDNESS CONFERENCE - TRAVEL						
<b>Total :</b>				817.17	0.00	817.17
<b>Supplier Total :</b>				817.17	0.00	817.17

<b>2892 L.A. MARINE LTD.</b>						
33130	09-Nov-2012		Issued	169	C	52.64
12759	01-4-2500-000	PAYABLES - TRADE			52.64	
Invoice Description --> SLMP - BOAT WINTERIZED						
<b>Total :</b>				52.64	0.00	52.64
33178	15-Nov-2012		Issued	174	C	115.58
12399	01-4-2500-000	PAYABLES - TRADE			26.02	
Invoice Description --> SLMP FUEL TANK FITTING						
12208	01-4-2500-000	PAYABLES - TRADE			89.56	
Invoice Description --> SLMP - FUEL TANK REPLACEMENT						
<b>Total :</b>				115.58	0.00	115.58
<b>Supplier Total :</b>				168.22	0.00	168.22

<b>2890 L.B. WOODCHOPPERS LTD.</b>						
33129	09-Nov-2012		Issued	169	C	139.88
157811	01-4-2500-000	PAYABLES - TRADE			139.88	
Invoice Description --> BCWS - PLATE COMPACTOR SERVICE & REPAIR						
<b>Total :</b>				139.88	0.00	139.88
<b>Supplier Total :</b>				139.88	0.00	139.88

<b>0200 LADY ROSE MARINE SERVICES</b>						
33105	09-Nov-2012		Issued	169	C	1000.16
LR0CT31/12	01-4-2500-000	PAYABLES - TRADE			1000.16	
Invoice Description --> BAMFIELD BINS \$870, POSTAGE \$23						
<b>Total :</b>				1000.16	0.00	1000.16
<b>Supplier Total :</b>				1000.16	0.00	1000.16

<b>3020 LAFARGE CANADA INC.</b>						
33090	01-Nov-2012		Issued	162	C	504794.57
PP3	01-4-2500-000	PAYABLES - TRADE			504794.57	
Invoice Description --> LBA RUNWAY 11-29 PAVEMENT REHAB PROGRESS PYMT #3						
<b>Total :</b>				504794.57	0.00	504794.57
<b>Supplier Total :</b>				504794.57	0.00	504794.57

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33131	09-Nov-2012	Issued	169	C		1698.24
13007	01-4-2500-000	PAYABLES - TRADE		1698.24		
Invoice Description --> RURAL OCP'S PROJECT						
<b>Total :</b>				1698.24	0.00	1698.24
<b>Supplier Total :</b>				1698.24	0.00	1698.24

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33092	01-Nov-2012	Issued	162	C		884.00
0206865	01-4-2500-000	PAYABLES - TRADE		884.00		
Invoice Description --> INSURANCE ARROWSMITH AMAEUR RADIO - EMERGENCY PLANNING						
<b>Total :</b>				884.00	0.00	884.00
<b>Supplier Total :</b>				884.00	0.00	884.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33133	09-Nov-2012	Issued	169	C		1829.18
746572	01-4-2500-000	PAYABLES - TRADE		787.58		
Invoice Description --> OCTOBER MILLSTREAM WATER CONTRACTOR						
746573	01-4-2500-000	PAYABLES - TRADE		1041.60		
Invoice Description --> OCTOBER LONG BEACH AIRPORT WATER CONTRACTOR						
<b>Total :</b>				1829.18	0.00	1829.18
<b>Supplier Total :</b>				1829.18	0.00	1829.18

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33093	01-Nov-2012	Issued	162	C		336.00
2276	01-4-2500-000	PAYABLES - TRADE		336.00		
Invoice Description --> BCWS - PUMPER TRUCK COMPOUND - GRANDVIEW ROAD						
<b>Total :</b>				336.00	0.00	336.00
33132	09-Nov-2012	Issued	169	C		5832.40
2279	01-4-2500-000	PAYABLES - TRADE		5832.40		
Invoice Description --> BCWS - PUMPER TRUCK COMPOUND - GRANDVIEW ROAD						
<b>Total :</b>				5832.40	0.00	5832.40
<b>Supplier Total :</b>				6168.40	0.00	6168.40

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33206	22-Nov-2012	Issued	178	C		9277.34
14028	01-4-2500-000	PAYABLES - TRADE		129.14		
Invoice Description --> LBA WATER SYSTEM EVALUATION						
14026	01-4-2500-000	PAYABLES - TRADE		584.64		
Invoice Description --> AVLF ANNUAL REPORTING						
14025	01-4-2500-000	PAYABLES - TRADE		1008.00		
Invoice Description --> MCCOY LAKE ROAD PUMPHOUSE						

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**Supplier :** 0001 To 9193  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
14024	01-4-2500-000	PAYABLES - TRADE		1037.40		
Invoice Description --> AVLF GENERAL CONSULTING						
14027	01-4-2500-000	PAYABLES - TRADE		1239.00		
Invoice Description --> WCLF ANNUAL REPORTING						
14029	01-4-2500-000	PAYABLES - TRADE		2181.70		
Invoice Description --> AVLF NORTH EAST EXPANSION						
14011	01-4-2500-000	PAYABLES - TRADE		3097.46		
Invoice Description --> SLVFD - HAROLD BISHOP FIREHALL SEISMIC UPGRADE						
<b>Total :</b>				9277.34	0.00	9277.34
<b>Supplier Total :</b>				9277.34	0.00	9277.34

3353	MEUNIER, NORMAN					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33134	09-Nov-2012	Issued	169	C		780.00
551074	01-4-2500-000	PAYABLES - TRADE		780.00		
Invoice Description --> BCWS CONSULTING						
<b>Total :</b>				780.00	0.00	780.00
<b>Supplier Total :</b>				780.00	0.00	780.00

3505	MFA LEASING					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
AUTO57172	28-Nov-2012	Issued	173	E		2724.23
BAMFIRE57172	01-4-2500-000	PAYABLES - TRADE		2724.23		
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						
<b>Total :</b>				2724.23	0.00	2724.23
AUTO57173	28-Nov-2012	Issued	173	E		1654.31
LBATRACT57173	01-4-2500-000	PAYABLES - TRADE		1654.31		
Invoice Description --> LBA TRACTOR LEASE						
<b>Total :</b>				1654.31	0.00	1654.31
<b>Supplier Total :</b>				4378.54	0.00	4378.54

3340	MINISTER OF FINANCE					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33094	01-Nov-2012	Issued	162	C		1732.00
MSPNOV12	01-4-2500-000	PAYABLES - TRADE		1732.00		
Invoice Description --> MSP PREMIUMS FOR NOVEMBER 2012						
<b>Total :</b>				1732.00	0.00	1732.00
<b>Supplier Total :</b>				1732.00	0.00	1732.00

3500	MUNICIPAL FINANCE AUTHORITY					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
EFT-22	01-Nov-2012	Issued	184	E		19.84
10/2012TEMP	01-4-2500-000	PAYABLES - TRADE		19.84		
Invoice Description --> TEMPORARY BORROWING INTEREST						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				19.84	0.00	19.84
<b>Supplier Total :</b>				19.84	0.00	19.84

<b>3490 MUNICIPAL PENSION PLAN</b>						
EFT-22	07-Nov-2012	Cleared	166	E	7457.00	
OCT28/12 - SUPER	01-4-2500-000	PAYABLES - TRADE		7457.00		
Invoice Description --> PP ENDING OCTOBER 28 - SUPERANNUATION						
<b>Total :</b>				7457.00	0.00	7457.00
EFT-23	26-Nov-2012	Issued	181	E	7421.23	
NOV11/12 - SUPER	01-4-2500-000	PAYABLES - TRADE		7421.23		
Invoice Description --> PP ENDING NOVEMBER 11 - SUPERANNUATION						
<b>Total :</b>				7421.23	0.00	7421.23
EFT-24	30-Nov-2012	Issued	181	E	7542.42	
NOV25/12 - SUPER	01-4-2500-000	PAYABLES - TRADE		7542.42		
Invoice Description --> PP ENDING NOVEMBER 25 - SUPERANNUATION						
<b>Total :</b>				7542.42	0.00	7542.42
<b>Supplier Total :</b>				22420.65	0.00	22420.65

<b>3600 NEOPOST</b>						
333179	15-Nov-2012	Issued	174	C	988.40	
1967584	01-4-2500-000	PAYABLES - TRADE		196.00		
Invoice Description --> CHANGE POSTAL RATE - DEC 1 2012 TO NOV 30 2013						
1970356	01-4-2500-000	PAYABLES - TRADE		200.44		
Invoice Description --> NEOPOST FOLDER/STUFFER - DECEMBER 2012						
1972310	01-4-2500-000	PAYABLES - TRADE		591.96		
Invoice Description --> POSTAGE METER RENTAL - JANUARY 6/13 TO JANUARY 5/2014						
<b>Total :</b>				988.40	0.00	988.40
<b>Supplier Total :</b>				988.40	0.00	988.40

<b>3651 NORTH ISLAND LABORATORIES</b>						
333135	09-Nov-2012	Issued	169	C	112.00	
83538	01-4-2500-000	PAYABLES - TRADE		112.00		
Invoice Description --> SALMON BEACH WATER TESTING - OCTOBER 2012						
<b>Total :</b>				112.00	0.00	112.00
333207	22-Nov-2012	Issued	178	C	5937.76	
83721	01-4-2500-000	PAYABLES - TRADE		28.00		
Invoice Description --> BCWS - WATER TESING - PUMPER TRUCK						
83515	01-4-2500-000	PAYABLES - TRADE		422.24		
Invoice Description --> BCWS - WATER TESTING						
82924	01-4-2500-000	PAYABLES - TRADE		2272.00		
Invoice Description --> WCLF WATER TESTING						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
83641	01-4-2500-000	PAYABLES - TRADE		3215.52		
Invoice Description --> AVLF WATER TESTING						
<b>Total :</b>				5937.76	0.00	5937.76
<b>Supplier Total :</b>				6049.76	0.00	6049.76

<b>2010 OUGHTRED COFFEE &amp; TEA LTD.</b>						
33084	01-Nov-2012		Issued	162	C	120.48
INV80379	01-4-2500-000	PAYABLES - TRADE			20.00	
Invoice Description --> OFFICE SUPPLIES						
64296	01-4-2500-000	PAYABLES - TRADE			100.48	
Invoice Description --> OFFICE SUPPLIES						
<b>Total :</b>				120.48	0.00	120.48
33168	15-Nov-2012		Issued	174	C	100.48
64297	01-4-2500-000	PAYABLES - TRADE			100.48	
Invoice Description --> OFFICE SUPPLIES						
<b>Total :</b>				100.48	0.00	100.48
33222	29-Nov-2012		Issued	182	C	100.48
64300	01-4-2500-000	PAYABLES - TRADE			100.48	
Invoice Description --> OFFICE SUPPLIES						
<b>Total :</b>				100.48	0.00	100.48
<b>Supplier Total :</b>				321.44	0.00	321.44

<b>3792 PACIFIC BLUE CROSS</b>						
33208	22-Nov-2012		Issued	178	C	4399.04
BCWS - PBCDEC12	01-4-2500-000	PAYABLES - TRADE			180.08	
Invoice Description --> BCWS - DECEMBER 2012 PREMIUMS						
PBCDEC12	01-4-2500-000	PAYABLES - TRADE			4218.96	
Invoice Description --> DECEMBER 2012 PREMIUMS						
<b>Total :</b>				4399.04	0.00	4399.04
<b>Supplier Total :</b>				4399.04	0.00	4399.04

<b>3865 PESCADORES</b>						
33096	01-Nov-2012		Issued	162	C	50.00
AVHN-OCT31/12	01-4-2500-000	PAYABLES - TRADE			50.00	
Invoice Description --> AVHN - GIFT CERTIFICATE						
<b>Total :</b>				50.00	0.00	50.00
<b>Supplier Total :</b>				50.00	0.00	50.00

<b>4010 PETRO CANADA</b>						
33136	09-Nov-2012		Issued	169	C	

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
PCOCT/12	01-4-2500-000	PAYABLES - TRADE		937.46		
Invoice Description --> FUEL RD VEHICLES \$723.01, BCWS PUMPER TRUCK \$178.30						
<b>Total :</b>				937.46	0.00	937.46
<b>Supplier Total :</b>				937.46	0.00	937.46

<b>3797 PITEAU ASSOCIATES</b>						
33095	01-Nov-2012	Issued	162	C		7140.00
16020	01-4-2500-000	PAYABLES - TRADE		617.40		
Invoice Description --> WCLF MONITORING PROGRAM - ANNUAL MONITORING PROGRAM						
16018	01-4-2500-000	PAYABLES - TRADE		6522.60		
Invoice Description --> AVLF MONITORING PROGRAM - ANNUAL MONITORING PROGRAM						
<b>Total :</b>				7140.00	0.00	7140.00
<b>Supplier Total :</b>				7140.00	0.00	7140.00

<b>4041 PITNEY BOWES</b>						
33228	29-Nov-2012	Issued	182	C		303.55
494866572355	01-4-2500-000	PAYABLES - TRADE		303.55		
Invoice Description --> BCWS - POSTAGE MACHINE LEASE						
<b>Total :</b>				303.55	0.00	303.55
<b>Supplier Total :</b>				303.55	0.00	303.55

<b>4115 PRICE'S ALARM SYSTEM LTD</b>						
33209	22-Nov-2012	Issued	178	C		767.76
1642014	01-4-2500-000	PAYABLES - TRADE		191.52		
Invoice Description --> ACRD OFFICE - ALARM SYSTEM REPAIRS						
1615499	01-4-2500-000	PAYABLES - TRADE		257.04		
Invoice Description --> ACRD OFFICE - BOARD ROOM RENOVATIONS						
1615498	01-4-2500-000	PAYABLES - TRADE		319.20		
Invoice Description --> ACRD OFFICE - ALARM SYSTEM REPAIRS						
<b>Total :</b>				767.76	0.00	767.76
<b>Supplier Total :</b>				767.76	0.00	767.76

<b>4187 QUALITY FOODS-PORT ALBERNI</b>						
33098	01-Nov-2012	Issued	162	C		68.14
61 706638	01-4-2500-000	PAYABLES - TRADE		68.14		
Invoice Description --> OFFICE SUPPLIES						
<b>Total :</b>				68.14	0.00	68.14

33210	22-Nov-2012	Issued	178	C		70.21
62 233483	01-4-2500-000	PAYABLES - TRADE		70.21		
Invoice Description --> OFFICE SUPPLIES						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				70.21	0.00	70.21
<b>Supplier Total :</b>				138.35	0.00	138.35

4211	RAE-ARTHUR, MARGARET					
33229	29-Nov-2012		Issued	182	C	412.13
WCMULTIREF12	01-4-2500-000	PAYABLES - TRADE			412.13	
Invoice Description --> WC MULTIPLEX REFERENDUM - POLL CLERK NOV 8 & 24						
<b>Total :</b>				412.13	0.00	412.13
<b>Supplier Total :</b>				412.13	0.00	412.13

4229	RAMPANEN, JOHN					
33139	09-Nov-2012		Issued	169	C	300.00
NOV1/12	01-4-2500-000	PAYABLES - TRADE			300.00	
Invoice Description --> AVHN - PROFESSIONAL SERVICES - NUU-CHAH-NULT HEALTH & WELLNESS						
<b>Total :</b>				300.00	0.00	300.00
<b>Supplier Total :</b>				300.00	0.00	300.00

4220	RAYNER & BRACHT LTD					
33138	09-Nov-2012		Issued	169	C	1993.60
2012232	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

4510	RBC ROYAL BANK VISA					
33212	22-Nov-2012		Issued	178	C	719.41
OCT25/12	01-4-2500-000	PAYABLES - TRADE			719.41	
Invoice Description --> BCVFD - TRAINING \$16.92, TELEPHONE \$244.69, OFFICE \$220.35, TOOLS \$162.82						
<b>Total :</b>				719.41	0.00	719.41
<b>Supplier Total :</b>				719.41	0.00	719.41

4280	RECEIVER GENERAL FOR CANADA					
333140	09-Nov-2012		Issued	169	C	13487.70
PD7A - OCT28/12-DI	01-4-2500-000	PAYABLES - TRADE			0.81	
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING OCTOBER 28, 2012 - DIRECTORS						
PD7A - OCT28/12	01-4-2500-000	PAYABLES - TRADE			13486.89	
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING OCTOBER 28, 2012						
<b>Total :</b>				13487.70	0.00	13487.70

333211	22-Nov-2012		Issued	178	C	2915.90
PD7A - NOV11/12-DI	01-4-2500-000	PAYABLES - TRADE			921.48	

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING NOVEMBER 11, 2012 - DIRECTORS							
PD7A - NOV11/12	01-4-2500-000	PAYABLES - TRADE	11994.42				
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING NOVEMBER 11, 2012							
<b>Total :</b>			12915.90	0.00	12915.90		
<b>Supplier Total :</b>			26403.60	0.00	26403.60		
-----							
<b>4491</b>	<b>ROMPRE, SUZANNE</b>						
333141	09-Nov-2012		Issued	169	C	700.00	
OCT1-31/12	01-4-2500-000	PAYABLES - TRADE			700.00		
Invoice Description --> OCTOBER BAMFIELD TRANSFER STATION CONTRACTOR							
<b>Total :</b>			700.00	0.00	700.00		
<b>Supplier Total :</b>			700.00	0.00	700.00		
-----							
<b>4508</b>	<b>ROYAL CANADIAN LEGION</b>						
333142	09-Nov-2012		Issued	169	C	40.00	
656311	01-4-2500-000	PAYABLES - TRADE			40.00		
Invoice Description --> REMEMBRANCE DAY WREATH							
<b>Total :</b>			40.00	0.00	40.00		
<b>Supplier Total :</b>			40.00	0.00	40.00		
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<b>4599</b>	<b>SCHMIDT BOBCAT &amp; TRUCKING LTD</b>						
333180	15-Nov-2012		Issued	174	C	1624.00	
54501	01-4-2500-000	PAYABLES - TRADE			1624.00		
Invoice Description --> AVLF SAFETY IMPROVEMENTS - RAILINGS - CAPITAL							
<b>Total :</b>			1624.00	0.00	1624.00		
<b>Supplier Total :</b>			1624.00	0.00	1624.00		
-----							
<b>4645</b>	<b>SHAW CABLE</b>						
33231	29-Nov-2012		Issued	182	C	643.50	
09-NOV-12	01-4-2500-000	PAYABLES - TRADE			643.50		
Invoice Description --> ACRD MONTHLY CONSOLIDATED INTERNET/CABLE - DECEMBER 2012							
<b>Total :</b>			643.50	0.00	643.50		
<b>Supplier Total :</b>			643.50	0.00	643.50		
-----							
<b>4677</b>	<b>SHELINE, JENNY L</b>						
333213	22-Nov-2012		Issued	178	C	765.38	
WCMULTIREF2012	01-4-2500-000	PAYABLES - TRADE			765.38		
Invoice Description --> WC MULTIPLEX REFERENDUM - POLL CLERK NOV 8, 14 & 20							
<b>Total :</b>			765.38	0.00	765.38		

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Supplier	Supplier Name	Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date			Debit	Credit		
Invoice No.	Account No.	Account Description					
<b>4711 SIMPSON GEOTECHNICAL LTD.</b>							
33143	09-Nov-2012		Issued	169	C 2813.55		
7442	01-4-2500-000	PAYABLES - TRADE			2813.55		
Invoice Description --> BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE							
<b>Total :</b>					765.38	0.00	765.38
<b>Supplier Total :</b>							
<b>4725 SOFTCHOICE CORPORATION</b>							
33144	09-Nov-2012		Issued	169	C 374.64		
3192837	01-4-2500-000	PAYABLES - TRADE			374.64		
Invoice Description --> AVHN - MS OFFICE SOFTWARE							
<b>Total :</b>					374.64	0.00	374.64
<b>Supplier Total :</b>							
<b>4728 SONBIRD REFUSE &amp; RECYCLING LTD.</b>							
33145	09-Nov-2012		Issued	169	C 20163.82		
14114	01-4-2500-000	PAYABLES - TRADE			20163.82		
Invoice Description --> OCTOBER WC GARBAGE & RECYCLING							
<b>Total :</b>					20163.82	0.00	20163.82
<b>Supplier Total :</b>							
<b>4760 SPROAT LAKE VOL. FIRE DEPARTMENT</b>							
33099	01-Nov-2012		Issued	162	C 750.00		
SLPARKS-DIXONBR	01-4-2500-000	PAYABLES - TRADE			750.00		
Invoice Description --> SL PARKS - REMOVAL OF DIXON PARK BRIDGE							
<b>Total :</b>					750.00	0.00	750.00
<b>Supplier Total :</b>							
<b>4785 STEWART MCDANNOLD STUART</b>							
33232	29-Nov-2012		Issued	182	C 2284.35		
62547	01-4-2500-000	PAYABLES - TRADE			53.76		
Invoice Description --> LEGAL FEES							
62546	01-4-2500-000	PAYABLES - TRADE			62.56		
Invoice Description --> LEGAL FEES							
62548	01-4-2500-000	PAYABLES - TRADE			201.60		
Invoice Description --> LEGAL FEES							
62545	01-4-2500-000	PAYABLES - TRADE			552.97		
Invoice Description --> LEGAL FEES							
62549	01-4-2500-000	PAYABLES - TRADE			1413.46		
Invoice Description --> LEGAL FEES							

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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**Supplier :** 0001 To 9193  
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**Cheque No. :** All  
**Batch No. :** All

**Bank :** 1 To 3  
**Status :** All  
**Medium :**  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>						
				2284.35	0.00	2284.35
<b>Supplier Total :</b>						
				2284.35	0.00	2284.35
-----						
<b>4885</b>	<b>SUN COAST WASTE SERVICES</b>					
33146	09-Nov-2012	Issued	169	C		24589.22
97393	01-4-2500-000	PAYABLES - TRADE		24589.22		
Invoice Description --> OCTOBER AV RECYCLING CONTRACT						
<b>Total :</b>						
				24589.22	0.00	24589.22
<b>Supplier Total :</b>						
				24589.22	0.00	24589.22
-----						
<b>5410</b>	<b>TD VISA</b>					
33216	22-Nov-2012	Issued	178	C		4693.15
NOV5/12	01-4-2500-000	PAYABLES - TRADE		4693.15		
Invoice Description --> OFFICE RENO \$1506.23, WC MULTIPLEX REF \$802.92, PLAN TONER \$1455, COMPUTER EXP \$						
<b>Total :</b>						
				4693.15	0.00	4693.15
<b>Supplier Total :</b>						
				4693.15	0.00	4693.15
-----						
<b>4984</b>	<b>TELUS</b>					
33215	22-Nov-2012	Issued	178	C		2949.88
NOV7/12-1	01-4-2500-000	PAYABLES - TRADE		232.05		
Invoice Description --> BCWS - FAX & PHONES PUMPHOUSE						
NOV7/12	01-4-2500-000	PAYABLES - TRADE		2717.83		
Invoice Description --> ACRD CONSOLIDATED						
<b>Total :</b>						
				2949.88	0.00	2949.88
<b>Supplier Total :</b>						
				2949.88	0.00	2949.88
-----						
<b>4983</b>	<b>TELUS MOBILITY (BC)</b>					
33181	15-Nov-2012	Issued	174	C		888.19
NOV1/12	01-4-2500-000	PAYABLES - TRADE		30.52		
Invoice Description --> BCWS - CELL PHONES						
020322435142	01-4-2500-000	PAYABLES - TRADE		857.67		
Invoice Description --> ACRD CELLPHONES						
<b>Total :</b>						
				888.19	0.00	888.19
-----						
33214	22-Nov-2012	Issued	178	C		219.74
SBNOV13/12	01-4-2500-000	PAYABLES - TRADE		219.74		
Invoice Description --> SALMON BEACH CELL PHONE						
<b>Total :</b>						
				219.74	0.00	219.74
<b>Supplier Total :</b>						
				1107.93	0.00	1107.93

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
33197	22-Nov-2012		Issued	178	C	106.40		
274969	01-4-2500-000	PAYABLES - TRADE				106.40		
Invoice Description --> PUBLIC SECTOR - LICENCE FOR PSAB 12/18/12 TO 12/17/13								
<b>Total :</b>						106.40	0.00	106.40
<b>Supplier Total :</b>						106.40	0.00	106.40
<b>2320 THE GRAPHICS FACTORY</b>								
33170	15-Nov-2012		Issued	174	C	189.28		
20383	01-4-2500-000	PAYABLES - TRADE				189.28		
Invoice Description --> BUSINESS CARDS - LYLE, SAUVE, FORSYTH, BOND								
<b>Total :</b>						189.28	0.00	189.28
<b>Supplier Total :</b>						189.28	0.00	189.28
33201	22-Nov-2012		Issued	178	C	66.08		
20391	01-4-2500-000	PAYABLES - TRADE				66.08		
Invoice Description --> BUSINESS CARDS - DYSON								
<b>Total :</b>						66.08	0.00	66.08
<b>Supplier Total :</b>						66.08	0.00	66.08
<b>2323 THE GRAY WHALE ICE CREAM M &amp; DELICATESSEN</b>								
33171	15-Nov-2012		Issued	174	C	369.54		
091076	01-4-2500-000	PAYABLES - TRADE				369.54		
Invoice Description --> LBA - ERP LUNCH								
<b>Total :</b>						369.54	0.00	369.54
<b>Supplier Total :</b>						369.54	0.00	369.54
<b>2649 THE INK SPOT</b>								
33203	22-Nov-2012		Issued	178	C	458.07		
12-10204	01-4-2500-000	PAYABLES - TRADE				458.07		
Invoice Description --> PLANNING - PLOTTER INK								
<b>Total :</b>						458.07	0.00	458.07
<b>Supplier Total :</b>						458.07	0.00	458.07
33226	29-Nov-2012		Issued	182	C	179.19		
12-10264	01-4-2500-000	PAYABLES - TRADE				179.19		
Invoice Description --> PLANNING - PLOTTER INK								
<b>Total :</b>						179.19	0.00	179.19
<b>Supplier Total :</b>						179.19	0.00	179.19
<b>5069 TOTAL DELIVERY SYSTEMS</b>								
33147	09-Nov-2012		Issued	169	C	163.58		
143910	01-4-2500-000	PAYABLES - TRADE				163.58		
Invoice Description --> POSTAGE \$111.04, SB WATER \$35.02								

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**Supplier :** 0001 To 9193  
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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description	Debit	Credit					
<b>Total :</b>							163.58	0.00	163.58
33233	29-Nov-2012	Issued	182	C					
144451	01-4-2500-000	PAYABLES - TRADE	119.37						
Invoice Description --> POSTAGE									
<b>Total :</b>							119.37	0.00	119.37
<b>Supplier Total :</b>							282.95	0.00	282.95
<b>0900 TRACY BOND (PETTY CASH)</b>									
33074	01-Nov-2012	Issued	162	C					
TBOCT29/12	01-4-2500-000	PAYABLES - TRADE	148.72						
Invoice Description --> OFFICE \$109.85, COMPUTER \$25, BUILDING INSPECTION AUTO \$7.14									
<b>Total :</b>							148.72	0.00	148.72
33195	22-Nov-2012	Issued	178	C					
TBNOV19/12	01-4-2500-000	PAYABLES - TRADE	138.48						
Invoice Description --> OFFICE \$63.97, AV RECYC \$29.97, B INSPECT AUTO \$9, WC MULTIPLEX REF \$5.86, OCP \$17.97									
<b>Total :</b>							138.48	0.00	138.48
<b>Supplier Total :</b>							287.20	0.00	287.20
<b>5114 TRINEX INTERNET SOLUTIONS INC</b>									
33148	09-Nov-2012	Issued	169	C					
5902	01-4-2500-000	PAYABLES - TRADE	448.00						
Invoice Description --> NOVEMBER 2012 WEBSITE MAINTENANCE									
<b>Total :</b>							448.00	0.00	448.00
<b>Supplier Total :</b>							448.00	0.00	448.00
<b>5125 TUZO, CELINE</b>									
33234	29-Nov-2012	Issued	182	C					
WCMULTIREF12	01-4-2500-000	PAYABLES - TRADE	459.23						
Invoice Description --> WC MULTIPLEX REFERENDUM - POLL CLERK NOV 8 & 24									
<b>Total :</b>							459.23	0.00	459.23
<b>Supplier Total :</b>							459.23	0.00	459.23
<b>5195 UNISERVE COMMUNICATIONS CORPORATION</b>									
33149	09-Nov-2012	Issued	169	C					
000502023-2012102	01-4-2500-000	PAYABLES - TRADE	39.09						
Invoice Description --> NOVEMBER 2012 WCLF & BWS INTERNET SERVICE									
<b>Total :</b>							39.09	0.00	39.09
<b>Supplier Total :</b>							39.09	0.00	39.09

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**Supplier :** 0001 To 9193  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>5278</b>	<b>VANCOUVER ISLAND PUBLISHING GROUP A/R</b>					
333150	09-Nov-2012	Issued	169	C		134.40
2012-13SUB	01-4-2500-000	PAYABLES - TRADE		134.40		
Invoice Description --> ANNUAL NEWSPAPER SUBSCRIPTION						
<b>Total :</b>				134.40	0.00	134.40
33182	15-Nov-2012	Issued	174	C		3371.67
PEND00001091	01-4-2500-000	PAYABLES - TRADE		105.37		
Invoice Description --> SL OCP ADVERTISING						
VCL-259531	01-4-2500-000	PAYABLES - TRADE		134.40		
Invoice Description --> ADVERTISING - SL PARKS - WATER LICENCE						
WNDI00000804	01-4-2500-000	PAYABLES - TRADE		560.00		
Invoice Description --> WC MULTIPLEX REFERENDUM - ADVERTISING						
WNDI00000830	01-4-2500-000	PAYABLES - TRADE		560.00		
Invoice Description --> WC MULTIPLEX REFERENDUM - ADVERTISING						
PEND00001050	01-4-2500-000	PAYABLES - TRADE		2011.90		
Invoice Description --> ADVERTISING - RURAL PLANNING \$1070.16, WC MULTIPLEX \$632.10, SL OCP \$94.08						
<b>Total :</b>				3371.67	0.00	3371.67
<b>Supplier Total :</b>				3506.07	0.00	3506.07
<b>5287</b>	<b>VANCOUVER ISLAND REGIONAL LIBRARY</b>					
33183	15-Nov-2012	Issued	174	C		89007.00
4THQTR2012	01-4-2500-000	PAYABLES - TRADE		89007.00		
Invoice Description --> 4TH QUARTER LIBRARY LEVY 2012						
<b>Total :</b>				89007.00	0.00	89007.00
<b>Supplier Total :</b>				89007.00	0.00	89007.00
<b>5461</b>	<b>WATSON'S PAINT CENTRE 1996 LTD.</b>					
333100	01-Nov-2012	Issued	162	C		4309.76
6326	01-4-2500-000	PAYABLES - TRADE		4309.76		
Invoice Description --> ACRD OFFICE RENOVATIONS						
<b>Total :</b>				4309.76	0.00	4309.76
33235	29-Nov-2012	Issued	182	C		504.00
6331	01-4-2500-000	PAYABLES - TRADE		504.00		
Invoice Description --> ACRD OFFICE RENOVATIONS						
<b>Total :</b>				504.00	0.00	504.00
<b>Supplier Total :</b>				4813.76	0.00	4813.76
<b>5475</b>	<b>WEST COAST SMARTFX LTD.</b>					
333184	15-Nov-2012	Issued	174	C		308.00
2142	01-4-2500-000	PAYABLES - TRADE		308.00		
Invoice Description --> SALMON BEACH - SECURITY						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				308.00	0.00	308.00
<b>Supplier Total :</b>				308.00	0.00	308.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5565</b>	<b>WFR WHOLESALE FIRE &amp; RESCUE LTD.</b>					
33217	22-Nov-2012	Issued	178	C	1755.86	
82006	01-4-2500-000	PAYABLES - TRADE		1755.86		
Invoice Description --> BCWS - PUMPER TRUCK						
<b>Total :</b>				1755.86	0.00	1755.86
<b>Supplier Total :</b>				1755.86	0.00	1755.86

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5495</b>	<b>WILLIS, DARREN</b>					
33151	09-Nov-2012	Issued	169	C	400.00	
OCT8/12	01-4-2500-000	PAYABLES - TRADE		400.00		
Invoice Description --> AVLF - RECYCLING PROGRAM						
<b>Total :</b>				400.00	0.00	400.00
<b>Supplier Total :</b>				400.00	0.00	400.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5537</b>	<b>WINDSOR PLYWOOD (UCLUELET)</b>					
33186	15-Nov-2012	Issued	174	C	494.67	
84503A	01-4-2500-000	PAYABLES - TRADE		46.20		
Invoice Description --> SALMON BEACH - SECURITY						
84909A	01-4-2500-000	PAYABLES - TRADE		448.47		
Invoice Description --> SALMON BEACH - SANI FIELD - CAPITAL						
<b>Total :</b>				494.67	0.00	494.67
<b>Supplier Total :</b>				494.67	0.00	494.67

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5533</b>	<b>WINDSOR PLYWOOD (PORT ALBERNI)</b>					
33185	15-Nov-2012	Issued	174	C	189.22	
150802	01-4-2500-000	PAYABLES - TRADE		26.57		
Invoice Description --> LBA - HOUSE REPAIRS						
151048	01-4-2500-000	PAYABLES - TRADE		162.65		
Invoice Description --> LBA - HOUSE REPAIRS						
<b>Total :</b>				189.22	0.00	189.22
<b>Supplier Total :</b>				189.22	0.00	189.22

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>5543</b>	<b>WL SOLUTIONS LTD</b>					
33187	15-Nov-2012	Issued	174	C	2011.04	
1946	01-4-2500-000	PAYABLES - TRADE		9520.00		
Invoice Description --> BAMFIELD WATER SYSTEM - GAS TAX INITIATIVE - CHLORINE ALARM CONTROLS						
1938	01-4-2500-000	PAYABLES - TRADE		10491.04		
Invoice Description --> BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE						
<b>Total :</b>				189.22	0.00	189.22
<b>Supplier Total :</b>				189.22	0.00	189.22

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				20011.04	0.00	20011.04
<b>Supplier Total :</b>				20011.04	0.00	20011.04

**5620 WORKSAFE BC**

33188	15-Nov-2012		Issued	174	C	630.32	
WCB2011AUDIT	01-4-2500-000	PAYABLES - TRADE			630.32		
Invoice Description --> WCB AUDIT ADDITION PREMIUMS							
<b>Total :</b>					630.32	0.00	630.32
<b>Supplier Total :</b>					630.32	0.00	630.32

**1379 XPERT VALVE SERVICE MAINTENANCE**

33116	09-Nov-2012		Issued	169	C	683.20	
0779	01-4-2500-000	PAYABLES - TRADE			683.20		
Invoice Description --> BCWS - MAINTENANCE - PUMPHOUSE VALVE							
<b>Total :</b>					683.20	0.00	683.20
<b>Supplier Total :</b>					683.20	0.00	683.20

<b>Total Computer Paid :</b>	<u>1,128,425.81</u>	<b>Total EFT PAP :</b>	<u>26,819.03</u>	<b>Total Paid :</b>	<u>1,155,244.84</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:** Dan Holder, Fire Services Coordinator  
Wendy Thomson, Manager of Administrative Services

**Meeting Date:** December 7, 2012

**Subject:** **Bylaw R1023, Fire Department Operational Criteria Bylaw**

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### **Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors give 4 readings to Bylaw R1023, Fire Department Operational Criteria, 2012.**

### **Desired Outcome:**

To adopt a new consolidated operational criteria bylaw for the Alberni-Clayoquot Regional District Volunteer Fire Departments'.

### **Background:**

The regulatory bylaws for the following ACRD Volunteer Fire Departments are very outdated (some dating back to 1988): Sproat Lake, Beaver Creek and Bamfield. The bylaws are all very different with varying operational criteria, powers and regulations.

The ACRD retained the contract services of Dan Holder, Fire Services Coordinator in 2011. One of his duties was to review and update the operational and regulatory bylaws for the ACRD Volunteer Fire Departments.

Mr. Holder and ACRD staff worked with the Volunteer Fire Chiefs' to develop a new consolidated bylaw for all 3 departments. The Bylaw deals with administrative powers, jurisdictions and authorized services. Attached for your consideration is Bylaw R1023 which establishes consistent powers, responsibilities and authorities for all ACRD volunteer fire departments.

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

Minimal staff time will be required to ensure the Fire Departments' adhere to the new bylaw. The Fire Chiefs' will be responsible for enforcing the Bylaw on behalf of the ACRD.

### **Financial:**

Minimal financial implications are anticipated. Any financial implications from the new bylaw are covered off by the Volunteer Fire Department's budgets.





## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### BYLAW NO. R1023

#### A bylaw to establish operational criteria for the Regional District Fire Departments

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WHEREAS the Alberni-Clayoquot Regional District has established three local service areas in which fire suppression and other emergency responses are provided as local services in accordance with the *Local Government Act* (B.C.);

AND WHEREAS the Alberni-Clayoquot Regional District is responsible for the establishment and operation of the fire departments in each local service area;

AND WHEREAS the Alberni-Clayoquot Regional District wishes to establish consistent powers, responsibilities and authorities for fire departments operating under its authority;

NOW THEREFORE the Alberni-Clayoquot Regional District in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the “Fire Department Operational Criteria Bylaw No. R1023, 2012.”
2. In this Bylaw, the following terms shall have the following respective meanings:

“ACRD” means the Alberni-Clayoquot Regional District;

“Apparatus” means any vehicle and all related machinery, devices, equipment or materials used by a Fire Department to provide fire suppression or other responses to Incidents, including vehicles used to transport firefighters or supplies;

“BCVFD” means Beaver Creek Volunteer Fire Department, which primarily operates in the fire protection Service Area established under Bylaw 196, *Beaver Creek Fire Specified Area Establishment and Loan Authorization, 1977*;

“Board” means the Board of Directors of the ACRD;

“Building” means any structure used or intended for supporting or sheltering any use or occupancy;

“BVFD” means Bamfield Volunteer Fire Department, which primarily operates in the fire protection Service Area established under Bylaw No. 24, *Bamfield Specified Area Establishment and Loan Authorization, 1974*;

“CAO” means the Chief Administrative Officer of the ACRD, or his or her designate

“Equipment” means any tools, contrivances, devices or materials used by the Fire Department in the provision of its authorized services and/or to combat an Incident;

“Fire Chief” means the individual in command of a Fire Department appointed in accordance with section 5 of this bylaw;

“Fire Commissioner” means the fire commissioner appointed pursuant to the *Fire Services Act* (B.C.);

“Fire Department” means any of BVFD, BCVFD or SLVFD, or any other fire department established and operated by the ACRD;

“Incident” means an event or situation to which a Fire Department has responded or would normally respond, whether alone, or in conjunction with other fire departments or emergency services;

“Incident Commander” means the Officer or other Member in charge of an Incident under the incident command system in use by the Fire Department;

“Interface Fire” means any fire in a wildland-urban interface region where residential, industrial, recreational and/or agricultural structures are located adjacent to or among combustible wildland fuels;

“Member” means a person who is a member in good standing and holds a position within a Fire Department as an Officer or firefighter;

“LAFC” means Local Assistant to the Fire Commissioner, as defined in the *Fire Services Act* (B.C.);

“Minister” means the minister referred to in the *Emergency Program Act* (B.C.);

“Officer” means a Member who is appointed as an officer within a Fire Department in accordance with section [10] of this bylaw;

“PEP” means the Provincial Emergency Program, or any successor organization thereto;

“Service Area” for any Fire Department means the local service area specified in its service establishment bylaw;

“SLVFD” means the Sproat Lake Volunteer Fire Department, which primarily operates in the fire protection Service Area established under the *Sproat Lake Fire Protection Conversion and Establishment Bylaw No. 856, 1994*; and

“WMB” means the Wildfire Management Branch, a branch of the Ministry of Forests, Lands and Natural Resource Operations.

- References in this bylaw to statutes, regulations, bylaws or policies, and to positions, titles or ministries, includes the same as may be amended, supplemented or replaced from time to time.

## Application

4. This bylaw will apply to each Fire Department established and operated by the ACRD.

## Organization, Administration and Powers

5. The Fire Chief of each Fire Department shall be appointed for a term not to exceed three years by a resolution of the Board. Upon the completion of the three year term and after consultation with the members of the relevant Fire Department, the appointment of Fire Chief may be reconsidered.
6. The Board may, after consultation with the CAO, remove any Fire Chief, Officer or Member of a Fire Department.
7. The Fire Chief is responsible for the day-to-day operations of his or her Fire Department, including all emergency responses. Each Fire Chief shall provide regular reports to the CAO on the operation of his or her Fire Department and shall provide an annual report to the Board.
8. The Fire Chief is responsible for ensuring that his or her Fire Department operates an occupational health and safety program which is compliant with the requirements of the *Workers Compensation Act* (B.C.) and the regulations made thereunder.
9. The Fire Chief will prepare an annual budget for the Fire Department, in consultation with the CAO, for consideration by the Board. The budget shall be prepared by the 30<sup>th</sup> of November in each year for the following calendar year.
10. The Fire Chief may appoint Officers in his or her Fire Department, subject to any bylaws, operational guidelines, policies or requirements established from time to time by the Board.
11. The Fire Chief shall, in consultation with the CAO and other Fire Chiefs, develop and maintain operational guidelines for his or her department, covering the principal aspects of the Fire Department's operations, administration and organization. Operational guidelines will reflect best practices and any requirements under the *Workers Compensation Act* (B.C.) or the regulations thereto. The CAO may require that a Fire Department adopt new operational guidelines or amend any of its existing operational guidelines.
12. The Fire Chief and any Member or other person authorized by the Fire Chief to act on behalf of the Fire Chief, may exercise one or more of the following powers within the Fire Department's Service Area:
  - a. enforce Fire Department operational guidelines for the proper and efficient administration and operation of his or her Fire Department and make or amend and enforce such additional rules, policies and guidelines as are not inconsistent with ACRD bylaws, policies or guidelines;

- b. enter onto property and inspect premises for conditions that may cause a fire, increase the danger of a fire or increase the danger to persons or property from a fire;
- c. if property is endangered by debris caused by lumbering, land clearing or industrial operation, require the person who is carrying on or who has carried on the operation, or the owner or occupier of the land on which the debris exists, to dispose of the debris, and undertake any other actions for the purpose of removing or reducing the danger as is necessary or advisable in the circumstances;
- d. in relation to an Incident (including during any related overhaul, clean up or investigation),
  - i. to take measures considered necessary to prevent and suppress fires, including the demolition or removal of buildings and other structures or things to prevent the spread of a fire or mitigate any other hazard;
  - ii. to enter, at any time, premises or property where the Incident is occurring, and to cause any Member, Apparatus or Equipment of a Fire Department, to enter as he or she deems necessary or advisable, in order to combat, control or deal with the Incident;
  - iii. to enter, pass through or over buildings or property proximate to the Incident, and to cause any Member, Apparatus or Equipment of a Fire Department to enter, pass through or over buildings or property proximate to the Incident, where he or she deems it necessary or advisable to gain access to the Incident or to protect any person or property;
  - iv. to exercise control over access to, and to evacuate, areas proximate to or threatened by an Incident (including public property, private property, buildings, streets and highways), and to manage vehicular and pedestrian traffic, as he or she deems necessary or advisable to prevent interference with the Fire Department's response or the response of other emergency services to the Incident, or to reduce the risk to life or property;
  - v. to take such other actions as may be necessary to ensure the safety of Members, other emergency responders and the public, and to prevent or reduce damage to property; and
  - vi. to call upon a peace officer to assist and to provide security in and around the area of an Incident;
- e. the powers of the Fire Commissioner under section 25 of the *Fire Services Act* (B.C.), and for these purposes that section applies;

- f. the power to deal with any matter within the scope of the *Fire Services Act* (B.C.) in a manner not contrary to that Act or the regulations under it;
  - g. if nominated and appointed as an LAFC by the Fire Commissioner, to exercise some or all of the powers of an LAFC under the *Fire Services Act* (B.C.);
  - h. the power to enforce this bylaw and any other Regional District bylaws, rules, orders and regulations for the prevention and suppression of fires and protection of life and property;
  - i. the power to enter any land or premises at all reasonable times to inspect conditions which may cause a fire, increase the danger of a fire or increase the danger to persons;
  - j. to administer or carry out fire inspections, if so stipulated and in the manner stipulated, under any bylaw establishing fire inspections in the relevant Service Area;
  - k. the power to make orders or to take measures to ensure that flammable material is:
    - i. removed from land or premises;
    - ii. removed to another part of land or premises
    - iii. or rendered harmless or suitably safeguarded against fire requiring the placement and maintenance of barricades or the posting of “No Admittance” signs or the placement of locks on doors or windows, or better storage or containment of said materials or any combination of these; and
  - l. to collect and disseminate information in regards to fires and fire hazards in or affecting the Fire Department’s Service Area.
13. Where an Officer or other Member is an Incident Commander, he or she is deemed to have the powers of the Fire Chief set out in subsection 12(d).
14. A Fire Chief shall ensure that each Member is properly trained to fulfill his or her respective role, including acting as an Officer, and for any roles to which he or she is assigned at or in relation to an Incident. A Fire Chief shall be responsible for ensuring that proper training records are maintained for all Members under his or her command and accurately recorded in the Fire Department’s records management system.
15. The Fire Chief shall be responsible for managing the operational expenditures of the Fire Department within the limits of the annual budget approved by the Board. The Fire Chief shall adhere to the ACRD purchasing policy and other applicable policies and bylaws.

16. Fire Chiefs, Officers and Members are considered to be “municipal public officers” within the meaning of section 287 of the *Local Government Act* (B.C.). Bylaw 859, *Directors, Officers and Employees Indemnification, 1994* applies to Fire Chiefs, Officers and Members.

### **Fire Department Jurisdiction**

17. A Fire Department's jurisdiction shall be the Service Area boundaries identified in its establishment bylaw and it shall limit its operations to its Service Area.
18. Notwithstanding section 17, a Fire Department may respond to an incident outside of its Service Area in the following circumstances:
- a. if authorized to respond by PEP or in accordance with an agreement with or standard operating procedures established by WMB or any other provincial emergency agency;
  - b. to provide fire suppression where a wildfire or an Interface Fire imminently threatens any part of the Fire Department's Service Area
  - c. in accordance with the terms of a mutual aid agreement or automatic aid agreement with another Fire Department or a municipality within the ACRD;
  - d. in accordance with a contract for emergency response services approved by the Board;
  - e. if authorized to do so by the Board; and
  - f. if ordered so to do by the Minister, a local authority exercising the Minister's powers, the Lieutenant Governor in Council or the Fire Commissioner, under and in accordance with the *Emergency Program Act* (B.C.) and the regulations made thereunder.
19. Where a Fire Department responds outside of its Service Area to another part of the ACRD (other than a municipality), the Fire Chief, Officers and Members shall have the powers set forth in section 12(d) of this bylaw in relation to managing or responding to that Incident.

### **Fire Department Authorized Services**

20. Fire Departments are authorized to provide the following services:
- a. fire suppression and all related, ancillary or necessary services in connection therewith, including suppression of Interface Fires;
  - b. technical rescue;
  - c. road rescue;

- d. hazardous materials responses;
  - e. assistance to other emergency services;
  - f. first medical responder services;
  - g. assistance to other emergency responders, including police and ambulance;
  - h. public fire education and public fire prevention.
21. Notwithstanding section 20, each Fire Department shall only provide those services identified in Schedule A hereto, and subject to any limitations noted in such Schedule. A Fire Department will add additional services or be entitled to remove limitations only following consultation with the CAO, and confirmation that it possesses all necessary Apparatus, Equipment and training to undertake proper provision of such services.
22. The Board, after consultation with the CAO and the relevant Fire Chief, may elect to restrict, limit, add or change the services offered by a Fire Department.
23. Where additional services have been authorized pursuant to section 21 or any changes to the provision of services have been stipulated by the Board pursuant to section 22, a Board resolution is required to amend Schedule A accordingly.
24. The provision of first medical responder services shall be made in compliance with any requirements of British Columbia Emergency Health Services, and Fire Departments are hereby authorized to enter into such agreements as may be required in connection therewith, subject to review and approval of such agreement by the Board.<sup>1</sup>
25. For certainty, at any given Incident, the Fire Department is not required to provide an authorized service if, in the sole discretion of the Fire Chief or Incident Commander, there is insufficient Apparatus, Equipment and/or adequately trained Members to deliver such authorized service safely and in accordance with the applicable standards, including those set out under the *Fire Services Act* (B.C.)<sup>2</sup> and *Workers Compensation Act* (B.C.).

#### Other

26. No person shall:
- a. impede, hinder or obstruct any Member at an Incident and every person in the proximity of an Incident shall comply with orders or directions of a Member responding to the Incident;

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<sup>1</sup> Note to draft: this is the revised name of the Emergency and Health Services Commission under Bill 48, which is expected to be passed in the autumn.

<sup>2</sup> This contemplates the Minister's Order on training, which was made under s. 3.3(b) of the FSA.

- b. during an Incident, obstruct or otherwise interfere with access roads or other approaches to the Incident, fire hydrants, reservoirs or bodies of water required for fire suppression purposes;
  - c. damage, destroy, obstruct, impede or hinder the operation of any Apparatus or Equipment, or, unless authorized by the Fire Chief, Incident Commander or other Officer, travel across a fire hose;
  - d. refuse to permit any Member to enter into or upon premises in relation to which an alarm or other request for assistance has been received, or in or upon which a Member has reasonable grounds to believe that an Incident has occurred or may occur;
  - e. interfere with any Member or refuse to permit any Member to enter into or upon premises or a fire scene to determine the cause and origin of a fire or the cause of activation of a fire alarm system; and
  - f. except as authorized by the Fire Chief, an Officer or an Incident Commander:
    - i. enter any structure, vehicle or area involved in or threatened by an Incident; or
    - ii. refuse to move from such a structure, vehicle or area when directed to do so by a peace officer or Member.
27. Persons who violate section 26 may, in addition to any other penalty, be removed from the scene of an Incident by a peace officer or the Fire Chief, Officer or Incident Commander (or their designate).
28. Persons who damage Apparatus or Equipment in contravention of subsection 26(c), in addition to any other penalty, shall be liable for the cost of repairing or replacing the Apparatus or Equipment.
29. No person shall falsely represent himself or herself as a Member of a Fire Department, or wear or display any Fire Department uniform, badge, cap, button, insignia or other paraphernalia for the purpose of such false representation.
30. Any person, who violates section 26 or section 29 of this Bylaw, shall be guilty of an offence and shall be liable upon summary conviction therefor to a penalty not exceeding Two Thousand Dollars (\$2,000), for every such violation, which penalty and cost shall be recoverable and enforceable upon summary conviction in the manner provided by the *Offence Act* (B.C.).

### Repeal Bylaws

31. The following bylaws are hereby repealed:

- a. Bylaw 564, *Regional District of Alberni-Clayoquot, Bamfield Volunteer Fire Department Establishment and Regulation, 1989*
- b. Bylaw 562, *Regional District of Alberni-Clayoquot, Beaver Creek Volunteer Fire Department Establishment and Regulation, 1988*
- c. Bylaw PS1002, *Beaver Creek First Responder, 1998*
- d. R1008, *Sproat Lake Fire Protection Regulation Bylaw, 1999*
- e. Bylaw PS1004, *Sproat Lake First Responder Bylaw, 2000*

Any agreements or undertakings given pursuant to said bylaws are expressly ratified, confirmed and continued.

### Schedules

32. Schedule A is attached hereto and forms part of this Bylaw. In the event of a conflict between the terms of the Schedule and the body of this Bylaw, the body of this bylaw shall prevail.

READ a first time this \_\_\_\_\_ day of \_\_\_\_\_ 2012

READ a second time this \_\_\_\_\_ day of \_\_\_\_\_ 2012

READ a third time this \_\_\_\_\_ day of \_\_\_\_\_ 2012

RECONSIDERED AND ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2012

## Schedule A

### Fire Department Authorized Services

The following schedule identifies the services each Fire Department is currently equipped, trained and entitled to provide or undertake and any limitations thereon. The Schedule will be updated by the CAO in relation to any Fire Department which has demonstrated that it has the training, staffing, Apparatus and Equipment necessary to provide additional services authorized for Fire Departments under section 20 of *Fire Department Operational Criteria Bylaw No. \*\*\*\*, 2012*, remove a limitation on the services provided, or where the Board has determined to changes the services provided in accordance with section 22 of said bylaw.

1. **Bamfield Volunteer Fire Department – Authorized Services and Limitations**
2. **Beaver Creek Volunteer Fire Department – Authorized Services and Limitations**
3. **Sproat Lake Volunteer Fire Department – Authorized Services and Limitations**

## Schedule "A"- Services Provided

### Bamfield Volunteer Fire Department

All services provided will be provided and trained to in accordance with N.F.P.A. Standards or other Qualified Standard.

#### Structural Fire Fighting:

- Defensive (B.C. Firefighter Basic Standard)  Yes  No  Compliant
- Offensive (Firefighters NFPA 1001, Lever 1 & 2)  
(Officers NFPA1021)  Yes  No  Compliant

#### Medical First Responder:

- Basic First Aid Service Provided  Yes  No  Compliant
- First Responder Level Of Response  A  B  C  D  E  Lift Assists
- A.E.D.  Yes  No  Compliant
- Spinal Management  Yes  No  Compliant
- Consent/Indemnification  Yes  No  Compliant

#### Auto Extrication:

- Service Provided (NFPA 1006)  Yes  No  Compliant

#### Technical Rescue:

- Confined Space (NFPA 1006)  Yes  No  Compliant
- Swift Water  Yes  No  Compliant
- Rope Rescue Low Angle (NFPA 1006)  Yes  No  Compliant
- Rope Rescue High Angle (NFPA 1006)  Yes  No  Compliant

**Hazardous Materials:**

- Awareness (NFPA 472) Yes No Compliant
- Operations (Gas Leaks) (NFPA 472) Yes No Compliant
- Technician (Decom) (NFPA 472) Yes No Compliant

**Forestry/ Interface:**

- Service Provided (S-100/S-215) Yes No Compliant
- Agreement with Forest Service Yes No Compliant

**Car Fires:**

- Service Provided (NFPA 1001/1021) Yes No Compliant
- Outside of District (P.E.P.) Yes No

**B.C. Fire Code Inspections:**

- (Liquor License, Public Assembly Day Care) (NFPA 1031) Yes No Compliant

**Fire Safety Planning:**

- Service Provided Yes No

**Public Education:**

- Service Provided (NFPA 1035) Yes No Compliant

**Fire Investigation:**

- Service Provided (NFPA 1033/927) Yes No Compliant

**Airport Firefighting:**

- Service Provided Yes No
- Orientation Yes No Compliant
- Aircraft Firefighting Training Yes No Compliant

**Fire Boat/Marine Firefighting:**

- Service Provided Yes No

**Emergency Planning:**

- Incident Command System 100 Yes No Compliant
- Incident Command System 200 Yes No Compliant
- Incident Command System 300 Yes No Compliant
- Incident Command System 400 Yes No Compliant

**Fire Chief's Signature:**

**Date:**

\_\_Mark J Kelly\_\_

November 20, 2012

## Schedule "A"- Services Provided

### Beaver Creek Volunteer Fire Department

All services provided will be provided and trained to in accordance with N.F.P.A. Standards or other Qualified Standard.

#### Structural Fire Fighting:

- Defensive (B.C. Firefighter Basic Standard) Yes No Compliant
- Offensive (Firefighters NFPA 1001, Lever 1 & 2)  
(Officers NFPA1021) Yes No Compliant

#### Medical First Responder:

- Service Provided Yes No Compliant
- First Responder Level Of Response A B C D E Lift Assists
- A.E.D. Yes No Compliant
- Spinal Management Yes No Compliant
- Consent/Indemnification Yes No Compliant

#### Auto Extrication:

- Service Provided (NFPA 1006) Yes No Compliant

#### Technical Rescue:

- Confined Space (NFPA 1006) Yes No Compliant
- Swift Water Yes No Compliant
- Rope Rescue Low Angle (NFPA 1006) Yes No Compliant
- Rope Rescue High Angle (NFPA 1006) Yes No Compliant

**Hazardous Materials:**

- Awareness (NFPA 472) Yes No Compliant
- Operations (Gas Leaks) (NFPA 472) Yes No Compliant
- Technician (Decom) (NFPA 472) Yes No Compliant

**Forestry/ Interface:**

- Service Provided (S-100/S-215) Yes No Compliant
- Agreement with Forest Service Yes No Compliant

**Car Fires:**

- Service Provided (NFPA 1001/1021) Yes No Compliant
- Outside of District (P.E.P.) Yes No

**B.C. Fire Code Inspections:**

- (Liquor License, Public Assembly Day Care) (NFPA 1031) Yes No Compliant

**Fire Safety Planning:**

- Service Provided Yes No

**Public Education:**

- Service Provided (NFPA 1035) Yes No Compliant

**Fire Investigation:**

- Service Provided (NFPA 1033/927) Yes No Compliant

**Airport Firefighting:**

- Service Provided Yes No
- Orientation Yes No Compliant
- Aircraft Firefighting Training Yes No Compliant

**Fire Boat/Marine Firefighting:**

- Service Provided  Yes  No

**Emergency Planning:**

- Incident Command System 100  Yes  No  Compliant
- Incident Command System 200  Yes  No  Compliant
- Incident Command System 300  Yes  No  Compliant
- Incident Command System 400  Yes  No  Compliant

**Fire Chief's Signature:**



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**Date:**

November 22, 2012

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**Schedule "A"- Services Provided**  
**Sproat Lake Volunteer Fire Department**

All services provided will be provided and trained to in accordance with N.F.P.A. Standards or other Qualified Standard.

**Structural Fire Fighting:**

- Defensive (B.C. Firefighter Basic Standard)      Yes No Compliant
- Offensive (Firefighters NFPA 1001, Lever 1 & 2)  
(Officers NFPA1021)      Yes No Compliant

**Medical First Responder:**

- Service Provided      Yes No Compliant
- First Responder Level Of Response    A B C D E      Lift Assists
- A.E.D.      Yes No Compliant
- Spinal Management      Yes No Compliant
- Consent/Indemnification      Yes No Compliant

**Auto Extrication:**

- Service Provided (NFPA 1006)      Yes No Compliant

**Technical Rescue:**

- Confined Space (NFPA 1006)      Yes No Compliant
- Swift Water      Yes No Compliant
- Rope Rescue Low Angle (NFPA 1006)      Yes No Compliant
- Rope Rescue High Angle (NFPA 1006)      Yes No Compliant

**Hazardous Materials:**

- Awareness (NFPA 472)  Yes  No  Compliant
- Operations (Gas Leaks) (NFPA 472)  Yes  No  Compliant
- Technician (Decom) (NFPA 472)  Yes  No  Compliant

**Forestry/ Interface:**

- Service Provided (S-100/S-215)  Yes  No  Compliant
- Agreement with Forest Service  Yes  No  Compliant

**Car Fires:**

- Service Provided (NFPA 1001/1021)  Yes  No  Compliant
- Outside of District (P.E.P.)  Yes  No

**B.C. Fire Code Inspections:**

- (Liquor License, Public Assembly Day Care) (NFPA 1031)  Yes  No  Compliant

**Fire Safety Planning:**

- Service Provided  Yes  No

**Public Education:**

- Service Provided (NFPA 1035)  Yes  No  Compliant

**Fire Investigation:**

- Service Provided (NFPA 1033/927)  Yes  No  Compliant

**Airport Firefighting:**

- Service Provided  Yes  No
- Orientation  Yes  No  Compliant

- Aircraft Firefighting Training  Yes  No  Compliant

**Fire Boat/Marine Firefighting:**

- Service Provided  Yes  No

**Emergency Planning:**

- Incident Command System 100  Yes  No  Compliant
- Incident Command System 200  Yes  No  Compliant
- Incident Command System 300  Yes  No  Compliant
- Incident Command System 400  Yes  No  Compliant

**Fire Chief's Signature:**



**Date:**

*Nov 21/12*



## **REQUEST FOR DECISION**

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** December 7, 2012

**Subject:** **West Coast Multiplex Referendum – Declaration of Official Election Results**

---

### **Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors receives the Determination of Official Election Results and Declaration of Official Election Results for the West Coast Multiplex Referendum held on Saturday, November 24, 2012 and that the Board of Directors adopt Bylaw E1056, West Coast Multiplex Service Area Establishment, 2012.**

### **Desired Outcome:**

To receive the official referendum results and adopt Bylaw E1056.

### **Background:**

Attached please find the Official Election Results for the West Coast Multiplex Referendum held on Saturday, November 24, 2012. The highest number of valid votes cast was YES.

With the assent of the electors received, the ACRD Board of Directors may now adopt the service area establishment bylaw. Bylaw E1056, West Coast Multiplex Service Area Establishment, 2012 is attached for consideration of adoption by the Board.

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

Once the bylaw is adopted, substantial staff resources will be required to work with the West Coast Multiplex Society to coordinate fund raising for the required capital costs.

### **Financial:**

The West Coast Multiplex Society has committed to raise the funds for the construction of the multiplex facility on the West Coast.

The West Coast Multiplex Service area established by the Regional District is paid for by the participating areas: Electoral Area "C" (Long Beach), District of Tofino and District of Ucluelet.

**Request for Decision – WC Multiplex Referendum Official Results**

---

**Policy or Legislation:**

Local Government Act and Community Charter Applies. The Local Government Act requires the Chief Election Officer to submit a report of the official results of the referendum to the local government within 30 days of the declaration of official results.

Submitted by:   
\_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services

Approved by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

Alberni-Clayoquot Regional District

**DECLARATION OF OFFICIAL ELECTION RESULTS**

**West Coast Multiplex Referendum – November 24, 2012**

I, Wendy Thomson, Chief Election Officer, do hereby declare elected the results of the election conducted November 24, 2012 as follows:

**The highest number of valid votes cast for the West Coast Multiplex Service Area Establishment Referendum was YES.**

Dated at Port Alberni, BC  
this 28<sup>th</sup> day of November, 2012.



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Wendy Thomson,  
Chief Election Officer

Alberni-Clayoquot Regional District

**DETERMINATION OF OFFICIAL ELECTION RESULTS**

**West Coast Multiplex Referendum – November 24, 2012**

	YES	NO
Advance Voting Opportunities – Nov. 14 <sup>th</sup> & 20 <sup>th</sup> Ucluelet Community Centre & Tofino District Office & Mail Ballot Voting	274	164
Ucluelet Community Centre November 24, 2012	185	130
Tofino District Office Council Chambers November 24, 2012	220	101
<b>TOTAL NUMBER OF VOTES</b>	<b>679</b>	<b>395</b>

This determination of official election results was made by the Chief Election Officer on Wednesday, November 28, 2012 and is based on ballot accounts prepared by the Chief Election Officer.




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Chief Election Officer



## ALBERNI-CLAYOQUOT REGIONAL DISTRICT

### BYLAW NO. E1056

#### **A bylaw to establish and operate a service for public recreation and community use including a multiplex facility on the West Coast.**

**WHEREAS** the Alberni-Clayoquot Regional District may, by bylaw, establish and operate a service for public recreation and community use including a multiplex facility pursuant to the *Local Government Act*.

**AND WHEREAS** the West Coast Multiplex Society is committed to raise all the funds necessary to construct a multiplex facility on the West Coast.

**AND WHEREAS** the Alberni-Clayoquot Regional District has been requested to establish and operate a service for public recreation including a multiplex facility on the West Coast.

**AND WHEREAS** the assent of the electors is required before adopting the bylaw to establish this service.

**AND WHEREAS** the Alberni-Clayoquot Regional District Board of Directors wishes to establish and operate a service for public recreation and community use including a multiplex facility on the West Coast.

**AND WHEREAS** the approval of the Inspector of Municipalities is required under *the Local Government Act*.

**NOW THEREFORE** the Board of Directors of the Alberni-Clayoquot Regional District in open meeting assembled, enact as follows:

#### **1. Citation**

This Bylaw may be cited as “Bylaw No. E1056, West Coast Multiplex Service Area Establishment, 2012.”

#### **2. Service**

The service hereby established under this Bylaw is for the purpose of establishing and operating a public recreation facility for community use, including a multiplex facility.

**3. Boundaries**

The boundaries of the service area are shown on Schedule "A", attached to and forming part of this bylaw.

**4. Participating Areas**

The participants of the service established under this bylaw shall be:

- Electoral Area "C" (Long Beach)
- District of Tofino
- District of Ucluelet

**5. Cost Recovery**

As provided in section 803 of the *Local Government Act*, the annual costs of the service shall be recovered by one or more of the following:

- a. Property values taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- b. Parcel or frontage taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- c. Fees and charges imposed under section 363 [imposition of fees and charges] of the *Local Government Act*;
- d. Revenues raised by other means authorized the *Local Government Act* or another act;
- e. Revenues received by way of agreement, enterprises, gift, grant or otherwise.

**6. Maximum Requisition**

In accordance with section 800.1(1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is \$450,000.00 or \$0.335 per \$1,000 of taxable value of land and improvements, whichever is greater.

Read a first time this **12<sup>th</sup>** day of **September**, 2012.

Read a second time this **12<sup>th</sup>** day of **September**, 2012.

Read a third time this **12<sup>th</sup>** day of **September**, 2012

Approved by the Inspector of Municipalities this **19<sup>th</sup>** day of **September** 2012.

Assented to by the Electors this **24<sup>th</sup>** day of **November** 2012.

Adopted this day of 2012.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer

I hereby certify this document to be a true copy of Bylaw E1056, West Coast Multiplex Service Area Establishment, 2012 as read a third time on September 12, 2012.

Dated this 13<sup>th</sup> day of September, 2012.

\_\_\_\_\_  
Chief Administrative Officer





## **REQUEST FOR DECISION**

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** December 7, 2012

**Subject:** **By-Election – Electoral Area “F” (Cherry Creek) and School District #70 Trustee Alberni Valley**

---

### **Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors:**

- a. Appoint Wendy Thomson, Chief Election Officer and Shelli Lyle, Deputy Chief Election Officer for the purposes of conducting the by-election for Director, Electoral Area “F” (Cherry Creek) and Trustee, School District No. 70 (Alberni), and;**
- b. Set the by-election date for Saturday, February 16, 2013.**

### **Desired Outcome:**

To conduct a by-election for Director, Electoral Area “F” (Cherry Creek) and Trustee, School District 70 representing the City of Port Alberni, Electoral Areas “A” (Bamfield), “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek), “F” (Cherry Creek).

### **Background:**

With the passing of Glenn Wong, former Electoral Area Director for Cherry Creek and School District Trustee, the ACRD is required to hold a by-election as per the Local Government Act. The Regional District has agreed to run the Trustee by-election on behalf of the School District in conjunction with the ACRD by-election.

Once the ACRD Board of Directors appoints the Chief and Deputy Chief Election Officer, the by-election must be held within 80 days on a Saturday. The best date to hold the by-election is February 16, 2013.

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

Substantial staff time is required to arrange and run a by-election.

### **Financial:**

The approximate cost for this by-election is \$2,000 to \$3,000. The funds come out of the Electoral Area Administration budget. If the election is by acclamation, the cost will be much less. The ACRD and School District will cost share by-election expenses.

**Request for Decision – By-Election 2013**

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**Policy or Legislation:**

Legislation – Local Government Act/Community Charter and the ACRD Elections Bylaw apply.

Submitted by:   
\_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services

Approved by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



## **REQUEST FOR DECISION**

**To:** Board of Directors

**From:** Wendy Thomson,  
Manager of Administrative Services

**Meeting Date:** December 7, 2012

**Subject:** **Electronic Device, Systems and Communications Policy**

---

### **Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors adopt the Alberni-Clayoquot Regional District Electronic Device, Systems and Communications Policy as presented.**

### **Desired Outcome:**

To adopt a policy for use of all ACRD electronic devices by ACRD staff and elected officials.

### **Background:**

The Alberni-Clayoquot Regional District requires a policy to ensure ACRD's electronic devices and systems remain stable and secure and to ensure that the ACRD's representatives (staff and elected officials) are aware of their rights and obligations regarding access to and use of ACRD's electronic devices and systems. This policy applies to computer systems and related hardware, software, and equipment or electronic devices of any kind (including blackberries, iphones, ipads, laptops, desktop computers, printers etc.)

The attached policy is submitted for adoption by the ACRD Board of Directors. If adopted, all ACRD staff and elected officials will be required to read, acknowledge and agree to the terms of the policy by signing and dating in front of a witness.

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

Some staff time required to ensure the policy is adhered to by all staff and elected officials. IT support will also be required.

### **Financial:**

Minimal costs associated with adopting this policy. Any associated costs to come out of general government services.

**Request for Decision – Electronic Device, Systems and Communications Policy, 2012**

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**Policy or Legislation:**

ACRD Policy

Submitted by:   
\_\_\_\_\_  
Wendy Thomson, Manager of Administrative Services

Approved by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

## **ELECTRONIC DEVICE, SYSTEMS AND COMMUNICATIONS POLICY**

Policy Issued by: Board of Directors  
Date Adopted: December 7, 2012

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### ***Purpose***

The Alberni-Clayoquot Regional District (ACRD) recognizes electronic devices and communications are invaluable, as they can provide an effective, efficient and environmentally friendly tool to serve our constituents.

ACRD may provide its staff and Board members (“ACRD Representatives”) with electronic devices, as well as access to and use of its electronic systems.

The purpose of this Policy is to ensure that ACRD’s electronic devices and systems remain stable and secure and to ensure that ACRD’s Representatives are aware of their rights and obligations regarding access to and use of ACRD’s electronic devices and systems. Such electronic devices and systems may include, but are not limited to, computer systems and related hardware, software, and equipment or electronic devices of any kind (including blackberries, iphones, ipads, laptops, desktop computers, dictation equipment, printers, etc.).

Access to, and use of, ACRD’s electronic devices and systems is a privilege, and accordingly, ACRD has the right to, at any time and with or without cause or notice, revoke, limit, or alter the ability to access or use ACRD’s electronic devices and systems.

### ***Scope***

This Policy applies to the access and use of ACRD’s electronic devices and systems, whether or not such access or use is made during business hours or personal time (e.g. weekends, before/after working hours, and scheduled breaks) and whether or not such access or use is made through computers or other electronic devices owned or operated by ACRD.

ACRD may amend this Policy in its sole discretion. If any amendments are made, we will notify ACRD Representatives.

### ***Expectations***

1. When accessing or using ACRD’s electronic devices and systems, ACRD Representatives must at all times comply with all applicable ACRD policies and procedures. New and updated policies and procedures may be introduced as devices and systems evolve. We will provide you with notice of any changes.

2. ACRD's electronic devices and systems belong to ACRD. Keep this in mind at all times when using ACRD electronic devices and systems.
3. Use of ACRD electronic devices and systems is primarily for ACRD business.
4. ACRD recognizes that Representatives may use electronic devices and systems for incidental personal purposes. In engaging in personal use, ACRD Representatives must remember at all times that the devices and systems are in place for the purpose of public service and is paid for by the public. ACRD Representatives should conduct themselves accordingly.
5. ACRD Representatives must use good judgment and common sense in using electronic devices and systems. With respect to any use of ACRD electronic devices and systems, the following principles apply:
  - You have a duty to act in ACRD's best interests and not in a manner that:
    - conflicts with ACRD's mission, objectives, and reputation,
    - exposes ACRD to criminal or civil liability, or
    - compromises the integrity of the ACRD workplace.
  - Whenever you are communicating, including in social media, you may be considered a representative of the ACRD.
  - Whatever you do on ACRD electronic devices and systems, or related to ACRD business, may be accessible to the public and subject to the *Freedom of Information and Protection of Privacy Act*. Save for the statutory exceptions, ACRD Representatives should not send or collect anything he/she would not say in public nor be prepared to be publicly accessible.
  - You are obliged to protect confidential and personal information from unauthorized disclosure.
  - You must not conduct any illegal activity on or through ACRD electronic devices and systems. This includes but is not limited to theft, fraud and destruction of property, or comments that are defamatory, discriminatory, or harassing to others, including ACRD staff or other ACRD Representatives.
  - Be mindful that electronic activity can be tracked, monitored, and leave a lasting trail. Any e-mail or electronic file could be forwarded by the recipient.
  - You must not compromise the security, integrity or functionality of ACRD electronic devices and systems, or ACRD data or personal information held by ACRD.
  - Any personal activity should not interfere with ACRD business.

6. ACRD does not take responsibility for any personal documents, files, e-mails, or e-mail attachments on ACRD's electronic devices and systems. ACRD is not responsible for their safekeeping and reserves the right to remove them at any time and without prior notice to the ACRD Representative.
7. ACRD Representatives must not download or install any software on electronic devices and systems unless they have obtained the prior written approval of ACRD.
8. All software is subject to licensing agreements. To prevent liability, ACRD Representatives must not remove, copy or install ACRD company software for use on a personal or non-ACRD computer. Conversely, ACRD Representatives should take care not to copy or install any software without authority.
9. ACRD will require devices to have security to protect them against unauthorized use, viruses and malware. All users of ACRD electronic devices and systems must adhere to any policies or procedures implemented by the IT Department. To help prevent viruses and loss of data, an ACRD Representative should only open attachments if the ACRD Representative knows what the attachments are, that they are coming from a reputable source, and the attachments have already been scanned for viruses or other destructive programs. ACRD Representatives should refrain from opening e-mail attachments that contain wav. files, video files or executable files as they may contain viruses.
10. Remote access via remote desktop and or VPN must be approved by the IT Department. All remote connections must be made behind a firewall-based router.
11. Remote access on personal computers or non-ACRD owned computers must have a current anti-virus program with current updates and must be behind a HW-based firewall router.
12. Electronic communications, including e-mail and text, are forms of business communication and ACRD Representatives should treat it as such. ACRD Representatives should be respectful, honest, and professional in all electronic communications. ACRD Representatives are expected to exercise the same care in electronic communication as they would for any other formal communication.
13. All e-mail sent outside ACRD by an ACRD Representative that relates to ACRD business should include the following information in the following format:

Employee's Name

**ALBERNI CLAYOQUOT REGIONAL DISTRICT**

[Position]

Tel:

Fax:

*This e-mail is confidential and may be privileged. Any use of this e-mail by an unintended recipient is prohibited. If you receive this e-mail in error please notify me immediately and delete it.*

14. ACRD Representatives must not use ACRD's electronic devices and systems to access or use online gambling websites or pornographic websites, or to spam or impersonate others including the ACRD, or other ACRD Representatives.
15. ACRD Representatives must not use ACRD's electronic devices and systems for personal commercial, political, or fundraising activities without ACRD's advance written consent.

### **Security**

16. E-mail communications are not necessarily a secure method of communication. If distributing confidential information, ACRD Representatives should consider sending it another way or make sure it is properly encrypted.
17. Protecting the confidentiality and security of ACRD's data, including personal information, must be a top priority. This applies to both paper files and electronic documents. ACRD Representatives play a crucial role in the protection of ACRD's information and must adhere to the following guidelines:

- (a) ACRD Representatives must take all necessary precautions to prevent unauthorized access to, and use of, ACRD's information, electronic devices and systems.

Absent ACRD's advance written consent, ACRD Representatives must not disclose to others, including other ACRD Representatives and third parties, the passwords, log-in information, or other security measures used to access, use, or protect ACRD's electronic devices and systems.

ACRD Representatives should refrain from using insecure public internet access (e.g. Internet cafes or coffee houses) for ACRD business due to security concerns.

- (b) ACRD Representatives must use their own password, log-in information, or other approved security measures to access or use ACRD's electronic devices and systems. Absent ACRD's advance written consent, ACRD Representatives must not seek, obtain, or use anyone else's account password or log-in information when accessing or using ACRD's Computer and E-mail Systems;
- (c) ACRD Representatives must keep their passwords strictly confidential. ACRD Representatives should never write down their passwords or leave them somewhere where someone else can see them. ACRD Representatives must not save a Word document containing passwords, as this file can be easily accessed by others.
- (d) If a ACRD Representative has reason to believe that security has been compromised, including if his/her password has been compromised or

discovered by another person, the ACRD Representative must immediately inform the IT department and change their password immediately. ACRD Representatives must change their passwords every 90 days.

### **Mobile Device Specific Security Settings**

18. Access to any mobile device configured for access to any ACRD systems, including but not limited to an ACRD email account, must be configured to lock automatically within a maximum of 10 minutes of inactivity and require a minimum of 4 digit password to unlock.

If an ACRD Representative suspects any access or use of ACRD's electronic devices and systems in breach of this Policy, the ACRD Representative should immediately contact the Manager of Administrative Services at the ACRD.

### **Consequences of Breaching this Policy**

19. ACRD Representatives accept full responsibility for their own use of ACRD's electronic devices and systems.
20. ACRD Representatives in breach of any term of this Policy may be subject to a variety of actions depending upon the circumstances, including revocation of or limitations on access or use privileges of ACRD electronic devices and systems. Board members may be subject to censure. Employees may be subject to disciplinary action up to and including termination of employment. ACRD Representatives may also be held civilly or criminally liable depending upon the circumstances.
21. If you are uncertain whether you are compliant with this Policy, please immediately discuss your concerns with the Manager of Administrative Services at the ACRD.

### **Monitoring of Access and Use**

22. ACRD may monitor, record and review the access and use of its electronic devices and systems from time to time as reasonably required by ACRD. Such monitoring, recording or reviewing may be done for various purposes, including but not limited to: ensuring system integrity, evaluating equipment and software use, fulfilling ACRD's duties and obligations, protecting ACRD's proprietary and confidential information, determining compliance with this policy, and investigating a potential breach of ACRD policies or the law. ACRD may also require access and a record of use and information on a device or system to comply with legal and regulatory requirements, including Freedom of information and protection of privacy legislation.
23. ACRD will generally only monitor and record access and use when there is, in ACRD's view, good cause or a legal obligation to do so. ACRD will ensure that any monitoring or recording of information is limited to what is reasonably required in the circumstances.

ACRD Representatives should not expect their use of ACRD electronic devices and systems are private from ACRD.

### **Questions**

Any questions regarding the terms of this Policy should be directed to the Manager of Administrative Services at the ACRD.

### **Acknowledgement & Agreement**

I acknowledge that I have read and understand this electronic device, systems and communications policy, that I will comply with the terms of this policy, and that I will ensure that any employees or volunteers working under my direction comply with the terms of this Policy. I understand the potential consequences of violating the policy as set out above.

All electronic devices issued to be by ACRD belong to the ACRD and I will return them to the ACRD, without alteration, immediately upon request. In some circumstances, you may be able to arrange to purchase a device or software license from ACRD.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Witness: \_\_\_\_\_



## **REQUEST FOR DECISION**

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Meeting Date:** December 7, 2012  
**Subject:** Amendment to Grant in Aid Policy

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### **Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Director amend the Grant in Aid policy to allow for a special Committee of the Whole meeting to be called each year to review all Grant in Aid applications at once instead of referring the applications to multiple other committees.**

### **Desired Outcome:**

To amend the policy to reflect current practice.

### **Summary:**

The Grant in Aid policy currently states that the applications will be sorted and referred to the appropriate committees including the West Coast, Alberni Valley, and Electoral Areas committees. This process was used in 2011 and was found to be ineffective as many requests were then referred to the Committee of the Whole for group discussion before a recommendation was made to the Board of Directors. In 2012, a special Committee of the Whole meeting was used to discuss all grants at once and seemed to work well. The participating areas for a particular grant can still be limited by area such as an individual electoral area or the Alberni Valley for example. Therefore, staff is recommending using this one meeting process to discuss all grants again this year and the amendment would change the policy to reflect this recommendation.

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

Staff time is required to review and sort the Grant in Aid applications for presentation to the Directors as well as time spent corresponding with the applicants.

### **Financial:**

The amount of money spent on Grant in Aid's fluctuates each year. In 2012 the total amount of Grant in Aid's was approximately \$140,000.

### **Policy or Legislation:**

The voting on each grant at the special Committee of the Whole will be one vote per director but the voting on the budget at the Board of Directors meeting will be a weighted vote.



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

Teri Fong, CGA, Manager of Finance



Approved by: \_\_\_\_\_

Russell Dyson, Chief Administrative Officer



**Alberni-Clayoquot Regional District  
POLICY**

<i>Title:</i> <b>Grant-in-Aid Policy</b>	<i>Number:</i> <b>A-1</b>
<i>Authority:</i> Local Government Act – Sections: 181, 182, 176 (1) (c), 804 (g)	<i>Date Adopted:</i>
<i>Historical Changes:</i> Rescinds current Grant-in-Aid Policy dated October 28, 2009	<i>Cross Reference:</i> Finance Department

The Alberni-Clayoquot Regional District provides Grant-in-Aid assistance once a year in order to assist local non-profit organizations that provide a benefit to one or more electoral areas in the Region or the entire Regional District.

The purpose of this Policy is to establish a consistent and accountable process for dealing with Grant-in-Aid Applications in the Alberni-Clayoquot Region.

**Part 1 – Definitions**

The following definitions apply to this policy:

*Applicant* means the organization applying for a Grant-in-Aid.

*Board* means the Alberni-Clayoquot Regional District Board of Directors.

*Grant-in-Aid* means financial assistance or in-kind assistance from the Alberni-Clayoquot Regional District.

*Region* means the Alberni-Clayoquot Region.

*Regional District* means Alberni-Clayoquot Regional District.

**Part 2 – Eligibility**

1. Organizations must meet the following criteria in order to be in consideration for a *Grant-in-Aid*:

- a) Must be a non-profit organization;
- b) Must be local in nature, in that the *Grant-in-Aid* requested is for a specific service to the residents of the *Region*;

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

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



- c) Must provide a social enrichment service to the entire *Regional District* or a specific area in the *Regional District*;
  - d) Must demonstrate that the service provided fills a need in the community, and that there is no overlapping with services already existing; and;
  - e) The organization must have sound financial and administrative management.
2. The *Regional District* will not provide a *Grant-in-Aid* to an industrial, commercial or business organization.
  3. A *Regional District* will not provide a *Grant-in-Aid* to subsidize activities that are the responsibility of senior levels of government.
  4. No double dipping. Organizations that have applied for a *Grant-in-Aid* from the City of Port Alberni, District of Tofino or District of Ucluelet will not be eligible for a *Grant-in-Aid* through the *Regional District*.

### **Part 3 – Grant-in-Aid Application Process**

1. At the beginning of January each year, staff will advertise the process for organizations to submit a *Grant-in-Aid* application to the *Regional District* for consideration in the current year.
2. Organizations must submit the following documentation as part of their application process:
  - a. *Grant-in-Aid* Application Form (Appendix A);
  - b. Annual Report for the organization;
  - c. Current years budget and latest financial statement for the organization, noting any other sources of funding; and;
  - d. Brief report outlining what the *Grant-in-Aid* will be used for.
3. *Grant-in-Aid* applications must be submitted to the Manager of Finance at the *Regional District* Office no later than January 31<sup>st</sup> of each year.
4. Late applications will not be accepted and will be returned to the *Applicant*.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

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



#### **Part 4 – Approval Process**

1. The Manager of Finance reviews each application to ensure the organization is eligible and the correct documentation has been submitted.
2. All eligible applications will be presented at a special Committee of the Whole meeting providing an opportunity to review applications and make recommendations to the Board of Directors.
3. The *Board* will consider the recommendations from the Committee of the Whole and will decide whether to approve *Grant-in-Aid* applications prior to adoption of the *Regional District's* financial plan at the end of March, each year.
4. The *Board* may request organizations to make a presentation on their *Grant-in-Aid* Application, prior to the *Board* making their final decision.

#### **Part 5 – Release of Grant-in-Aid**

1. In April of each year, the Manager of Finance will advise the *Applicants* in writing as to whether or not they have been awarded a *Grant-in-Aid*, and if awarded, the amount of financial assistance. Where the *Grant-in-Aid* awarded is for in-kind assistance, the *Applicant* will be advised in writing, the details of their in-kind *Grant-in-Aid*.
2. Organizations awarded *Grant-in-Aid* assistance will receive their funding on August 1<sup>st</sup>, each year.
3. If the organization requires their *Grant-in-Aid* funding before August 1<sup>st</sup>, they must submit in writing, to the Manager of Finance, a request for early release of their *Grant-in-Aid*.
4. Organizations awarded a *Grant-in-Aid* must submit a final report to the Manager of Finance no later than December 31<sup>st</sup> of the current year. The report must include how the funds were expended.
5. *Grant-in-Aids* are not guaranteed from year to year.
6. Organizations are encouraged to work toward financial independence.



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** December 3, 2012  
**Subject:** 2013-2017 ACRD & ACRHD Financial Plan Meeting Schedule

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### Recommendation:

That the Board of Directors approve the proposed meeting schedule for the 2013 - 2017 Alberni-Clayoquot Regional District Financial Plan and the 2013 Regional Hospital District Budget.

### Background:

The attached meeting schedule outlines the proposed timetable for next year's budget process. This process is similar to previous years. Additional public meetings, in the individual areas, will be setup after coordinating with the area Directors in the New Year.

For services entirely within a single service area please contact Teri Fong, Manager of Finance, directly to setup individual appointments.

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

Teri Fong, CGA, Manager of Finance

Approved by: \_\_\_\_\_

Russell Dyson, Chief Administrative Officer

## Alberni-Clayoquot Regional District 2013-2017 Financial Plan Meeting Schedule

All meetings to be held in the Regional District Board Room unless otherwise specified

<b>Date, Time</b>	<b>Participants</b>	<b>Services to be Reviewed</b>
Wednesday, Jan. 23 <sup>rd</sup> 10:00am	West Coast Committee Meeting	<ul style="list-style-type: none"> <li>• Long Beach Airport</li> <li>• West Coast Waste Management</li> </ul>
Wednesday, Feb. 6 <sup>th</sup> 10:00am	Electoral Area Directors Meeting	<ul style="list-style-type: none"> <li>• Electoral Area Administration</li> <li>• Regional Library</li> <li>• Building Inspection</li> <li>• Mgmt of Development – Rural Areas</li> </ul>
Wednesday, Feb. 6 <sup>th</sup> 1:30pm	Alberni Valley Committee and Bamfield (for Waste Management Services)	<ul style="list-style-type: none"> <li>• Alberni Valley Waste Management</li> <li>• Alberni Valley Emergency Planning</li> <li>• Custom Transit</li> <li>• Alberni Valley Regional Airport</li> </ul>
Wednesday, Feb. 13 <sup>th</sup> 10:00am	Committee-of-the-Whole Meeting	<ul style="list-style-type: none"> <li>• Grant-in-aid Applications</li> </ul>
Wednesday, Feb. 13 <sup>th</sup> 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• General Government Services</li> <li>• 911 Telephone Service</li> <li>• Regional Planning</li> <li>• Regional Parks</li> </ul>
Wednesday, Feb. 13 <sup>th</sup> (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 1<sup>st</sup> &amp; 2<sup>nd</sup> reading – 2013 Hospital District Budget</li> </ul>
Wednesday, Feb. 27 <sup>th</sup> 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 1st reading – 2013-2017 Financial Plan Bylaw</li> </ul>
Wednesday, Mar. 13 <sup>th</sup> 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• Continued debate on any unfinished Financial Plan items</li> </ul>
Wednesday, Mar. 13 <sup>th</sup> (immediately following the BOD)	Regional Hospital District Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> reading &amp; adoption – 2013 Hospital District Budget</li> </ul>
Wednesday, Mar. 13 <sup>th</sup> 6:00pm	Special Board of Directors Meeting	<ul style="list-style-type: none"> <li>• Public Consultation Session &amp; Debate</li> <li>• Second reading – 2013-2017 Financial Plan Bylaw</li> </ul>
Wednesday, Mar. 27 <sup>th</sup> 1:30pm	Board of Directors Meeting	<ul style="list-style-type: none"> <li>• 3rd reading &amp; adoption of the Regional District 2013-2017 Financial Plan</li> </ul>



## MEMORANDUM

**To:** Board of Directors  
**From:** Russell Dyson  
**Date:** December 3, 2012  
**Subject:** BC Ferries Feedback Form

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Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors endorse the BC Ferries feedback form and forward it for the consideration at BC Ferries.

Background:

Directors McNabb and McLeman (Alternate for Director Douglas) were appointed by the Board to develop a response to the BC Ferries feedback form. The attached represents their proposed response for the Board of Directors consideration.

Approved by:   
Russell Dyson, Chief Administrative Officer

# FEEDBACK FORM

These considerations are not mutually exclusive.

The Ministry of Transportation and Infrastructure and BC Ferries will need to look at a combination of these considerations to find \$26 million in savings, but are interested in your view on the prioritization of these considerations.

1. Please indicate your preference by ranking the following considerations from 1-6, with 1 being the most important and 6 being the least important.

2	<b>Significant Annual Shortfalls:</b> Consider service reductions on routes that experience significant annual financial shortfalls
6	<b>Low Annual Utilization:</b> Consider service reductions on routes that experience low annual utilization (such as less than 55% total utilization per year)
5	<b>Low Round-Trip Utilization:</b> Consider service reductions on routes that experience low round-trip utilization (such as round trip sailings that have less than 20% utilization)
1	<b>Basic Levels of Service:</b> Basic levels of service should be considered, i.e., for the majority of users, ferry service would be provided to and from work or school
4	<b>Routes Requiring Vessel Replacement:</b> When considering service reductions, take into account routes that require imminent vessel replacements, including alternatives such as route reconfiguration
3	<b>Complexity of Multiple-Stop Routes:</b> When considering service reductions, take into account the complexity of routes with multiple ports and those that provide connections to other areas

Please provide reasons for your ranking:

Priority is basic service  
 Concerned for high subsidy on VI - Prince Rupert route - reduce by one sailing per week?

2. Please rate your level of agreement with BC Ferries reducing sailings to achieve \$26 million in savings to 2016.

Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide reasons for your level of agreement:

Are 3 ferries to Salt Spring Island necessary?  
 amalgamate Nanaimo - Lower Mainland terminals to one on each side.

# FEEDBACK FORM

## A Vision for the Future - Rethinking the Coastal Ferry Services

In the longer term, what strategies should be pursued to connect coastal communities in an affordable, efficient and sustainable manner?

3. Please rate your level of agreement with exploring the following potential options as part of the longer-term vision for making the coastal ferry system sustainable.

What is the best way to connect coastal communities?

POTENTIAL ACTION	Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree
3a. Please rate your level of agreement with connecting coastal communities using alternative ferry technologies, such as cable ferries or passenger-only vessels.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide reasons for your level of agreement:

All options should be considered.

3b. Please rate your level of agreement with serving some routes using a combination of passenger-only ferries and a barge to transport vehicles.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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Please provide reasons for your level of agreement:

Is this really practical will cost savings be realized?

POTENTIAL ACTION	Strongly Agree	Somewhat Agree	Neither Agree nor Disagree	Somewhat Disagree	Strongly Disagree
3c. Please rate your level of agreement with serving routes where the proximity and service needs are such that two or more routes could share a car ferry and a passenger-only ferry on alternate days or parts of days.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide reasons for your level of agreement:

May work on shorter routes i.e. Gulf Islands.

3d. Please rate your level of agreement with serving some routes by a bridge.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Note: A bridge between Vancouver Island and the Lower Mainland is not possible in the foreseeable future.

Please provide reasons for your level of agreement:

Capital cost to be recovered by tolls.



Feedback Form

Please provide your contact information (optional):

Are you a (please select one):  Coastal Ferry User Route(s):   
  B.C. Ferries Employee  Other: Local Government

Name: Alberni Clayoquot

Organization (if applicable): Regional District

Address: 3008 Fifth Avenue Pt Alberni

Postal Code: V9Y 2E3

Email: rdyson@acrd.bc.ca

Phone: 250 720-2705

The Ministry of Transportation and Infrastructure may wish to contact you with regard to any questions or issues you have raised in your responses to this consultation and engagement. If you are happy to be contacted for this purpose, please tick this box.

If you would like to receive updates regarding the B.C. Coastal Ferry Consultation and Engagement via email, please tick this box.

If you would like to receive updates regarding the B.C. Coastal Ferry Consultation and Engagement via post, please tick this box.

Personal information is collected for the purposes of informing the B.C. Coastal Ferries Engagement undertaken by the Ministry of Transportation and Infrastructure under s.26 of the Freedom of Information and Protection of Privacy Act. For questions regarding the collection of personal information, please contact the Executive Director-Marine Branch, Ministry of Transportation and Infrastructure, PO Box 9850, 5th Provincial Government, Victoria, B.C. V8W 9T5, 250-952-0678.

Public and stakeholder feedback will be received from October 29 – December 21, 2012.

You can return completed feedback forms by:

Mall: PO Box 2223 Vancouver Main  
Vancouver, B.C. V6B 3W2  
Email: coastalferriesengagement@gov.bc.ca  
Website: coastalferriesengagement.ca  
Phone: 1-855-387-7882



Printed with vegetable-based inks on paper made with 100% post-consumer waste. Please recycle.



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Meeting Date:** December 7, 2012  
**Subject:** Beaver Creek Improvement District Final Audit

---

### **Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors approve the Beaver Creek Improvement District final financial statements for the period ending May 31, 2012.**

### **Summary:**

The Beaver Creek Improvement District financial statements for the period ending May 31, 2012 were presented by Duncan, Sabine, Collyer Partners on Monday, December 3, 2012 to the Beaver Creek Water Advisory Committee. The Committee then approved the financial statements after requesting a note be added regarding the pump house lease. The auditor is making this addition and the revised statements will be provided on Friday, December 7, 2012 at the meeting.

The Beaver Creek Water Advisory Committee was asked to approve the financial statements as they were responsible for governance of the system until May 31, 2012 and the Regional District Board is asked to approve the financial statements as they are now responsible for the governance of the system. This dual approval is recommended by the auditors and the Province.

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

A significant amount of staff was spent assisting the auditor in the completion of the financial statements. The balances in the statements will now be incorporated into the Regional District accounts.

### **Financial:**

The audit cost the Beaver Creek Water Service Area \$12,000.

### **Policy or Legislation:**

The Local Government Act requires annual audited financial statements.

Submitted by:   
Teri Fong, CGA, Manager of Finance

Approved by:   
Russell Dyson, Chief Administrative Officer

#### Audit Findings Overview

- Our enquiries of management and testing of financial records did not reveal any illegal or possibly illegal acts
- No material related party transactions were identified
- Unrecorded adjustments require approval by both those charged with governance and management that the amounts are not material and do not require adjustment in the financial statements
  - o Prior year revenue adjustment totaling \$317
  - o Assuming the audit sample of replacement cost of inventory items selected is representative of the inventory population a projected impairment of inventory an additional \$6,056 is estimated. From discussions with management the estimate of actual inventory impairment and obsolescence was limited to 10% of original inventory cost. This estimate is based on impairment for lack of inventory turnover and that price's for these commodities can fluctuate significantly from year to year.
- Evaluation of internal controls of BCID operations to May 31, 2012
  - o Consistent with prior years there was a lack of segregation of duties between the recording function and the handling of assets for the 5 month period ended May 31, 2012 and audit procedures were designed to address this risk.
- Evaluation of internal controls of ACRD management of BCWS operations subsequent May 31, 2012
  - o Limited procedures were performed in connection with subsequent events testing and transactions relevant to May 31, 2012 balances. No significant issues have been noted with respect to ACRD's internal controls.

#### Independent Auditor's Report on the Financial Statements - Page 1 & 2

- The financial statement have been prepared and presented using Canadian public sector accounting standards (PSAB)
- The financial statements are the responsibility of management and Duncan Sabine Collyer Partners LLP were engaged as the organization's auditors
- We believe the financial statements present fairly, in all material respects, the financial position of BCID as at May 31, 2012 and its financial performance and its cash flows for the five month period then ended in accordance with PSAB
- We draw your attention to (Note 1) to the financial statements which describes the uncertainty related to the Improvement District's ability to continue to operate as a going concern. Our opinion is not qualified in respect of this matter.

#### Management's Responsibility for Financial reporting – Page 3

- Provides disclosure of dissolution of BCID and conversion to ACRD and respective management responsibilities

#### Statement of Operations Revenues – Page 4

- Budget figures have not been prorated they are for 12 months as issued by BCID (Note 4)
- Water taxes and tolls revenue are adjusted to report only the 5 months earned revenue. 7 months of unearned taxes and 1 month of quarterly tolls have been deferred
- Only 1 connection fee and no subdivision applications were received
- Interest and penalties under budget as only 1 interest and penalty period occurred in 5 months ended

Schedule of Operating expenses – **Page 5**

- Engineering for new Kitsuksis reservoir was capitalized not expensed
- Increased repairs and maintenance on vehicles compared with prior year
- The budget for maintenance wages included funding for payment of employee settlement but this was expensed in 2011
- Materials and repairs and maintenance lower than budget expectation as only general and emergency maintenance and some meter replacement was undertaken (Note 6)

Schedule of Administration expenses – **Page 6**

- Employee benefits budget appears to have been based on 2010 actuals prior to retirement of long term employee
- Professional fees (Note 7) include full audit to May 31, 2012 as well as accounting fees related to systems conversions to Rightwater and Simply Accounting as well as professional consultant fees related to conversion to ACRD. Legal includes costs of arbitration.

Statement of Operations Net Surplus (Deficit)– **Page 4**

- Net deficit for 5 months ended of \$(12,787) which includes
  - Non-cash amortization expense of \$(34,860)
  - Write-down of inventory of \$(5,132) for obsolescence and impairment

Statement of Changes in net financial assets – **Page 7**

- In any given period, a government finances its expenditures by raising revenues, applying existing financial resources or incurring liabilities. The information presented in a statement of change in net assets provides important accountability regarding the extent to which the expenditures of the government in the accounting period have been met by revenues recognized in the period
- BCID reported a net increase in financial assets of \$12,344

Statement of Changes in Accumulated Surplus – **Page 8**

- Provides summary for each Fund maintained and interfund transfers
- \$1,000 in capital levy contributions related to 1 connection fee charged
- No resolutions were made during the year to fund expenses from reserve fund
- No resolutions were made during the year to put additional funds in reserve accounts
- The Capital fund accounts for capital asset transactions, \$24,476 of assets were purchased detailed in Note 8 and 5 months of amortization was recorded \$(34,860)

Statement of Cash Flows – **Page 9**

- Provides for a summary of use of cash by activity
- Net increase in cash prior to transfer for funds to the ACRD prior to May 31, 2012 \$(274,831) (Note 9) in anticipation of dissolution as of May 31, 2012

Statement of Financial Position – **Page 10**

- Decrease in cash, restricted cash and investments as transfer of funds to the ACRD prior to May 31, 2012 \$(274,831) (Note 9) in anticipation of dissolution as of May 31, 2012
- Taxes receivable reflects May 2012 property tax billing
- Net financial assets \$574,065

- Accrued wages and deductions only includes estimated sick leave and accrued vacation. All hourly wages to May 31, 2012 were paid
- Deferred taxes and tolls reflect unearned portion of revenues
- No work done on North Reservoir project to May 31, 2012, \$64,315 (Note 5) of funding will offset future costs of this project. Unfunded portion of estimated projected costs (Note 18(b)) is \$152,000
- Net financial assets \$258,057
- Tangible capital assets net of amortization total \$2,140,818
- Supplies inventory includes write-down of \$(5,132) for obsolescence and impairment
- Accumulated surplus \$2,446,600 compared to December 31, 2012 \$2,459,386

Notes to the Financial Statements

- **Page 11** Added conversion to ACRD
- **Page 11-13** No changes in accounting policies
- **Page 12** Measurement uncertainty provides summary of management estimates and assumptions
- **Page 20** Contingent liabilities and commitments disclosure

***DRAFT***

Revised Draft as of December 4, 2012 for review and approval of ACRD Board of Directors

**BEAVER CREEK IMPROVEMENT DISTRICT**

**Financial Statements**

**Five Month Period Ended May 31, 2012**



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**DRAFT**

## INDEPENDENT AUDITOR'S REPORT

To the Land Owners of Beaver Creek Improvement District

### *Report on the Financial Statements*

We have audited the accompanying financial statements of Beaver Creek Improvement District to the date of dissolution, which comprise the statement of financial position as at May 31, 2012 and the statements of operations, changes in net financial assets, changes in accumulated surplus and cash flows for the five month period then ended, and a summary of significant accounting policies and other explanatory information.

### *Management's Responsibility for the Financial Statements*

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

### *Auditor's Responsibility*

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

*(continues)*

*Opinion*

In our opinion, the financial statements present fairly, in all material respects, the financial position of Beaver Creek Improvement District as at May 31, 2012 and its financial performance and its cash flows for the five month period then ended in accordance with Canadian public sector accounting standards.

*Emphasis of Matter*

We draw your attention to *(Note 1)* to the financial statements which describes the uncertainty related to the Improvement District's ability to continue to operate as a going concern. Our opinion is not qualified in respect of this matter.



Port Alberni, B.C.



CERTIFIED GENERAL ACCOUNTANTS

## Management's Responsibility for Financial Reporting

The financial statements of Beaver Creek Improvement District (BCID) have been prepared by management in accordance with Canadian public sector accounting standards and the integrity and objectivity of these statements are management's responsibility. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects. Management is also responsible for all of the notes to the financial statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly.

Prior to dissolution, the Board of Trustees of BCID functioned as management of BCID. Further to the Province of British Columbia, Order of Lieutenant Governor in Council, Order in Council No. 327 approved and ordered May 31, 2012 the rights and obligations of the Beaver Creek Improvement District were transferred to and assumed by the Regional District of Alberni-Clayoquot (or "Alberni-Clayoquot Regional District" or "ACRD"). As a result of the dissolution of BCID pursuant to the Order in Council any reference to the management and those charged with governance of BCID are deemed to be a reference to the management and those charged with governance of the ACRD.

The Board of Directors is responsible for reviewing and approving the financial statements and for ensuring that management fulfils its responsibilities for financial reporting and internal control. The Board of Directors also discuss any significant financial reporting or internal control matters prior to their approval of the financial statements.

The external auditors, Duncan Sabine Collyer Partners LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and have expressed their opinion in a report accompanying the financial statements.

**DRAFT**

(signed)

(print name), Former Trustee, BCID

**DRAFT**

(signed)

(print name), Former Trustee, BCID

**DRAFT**

Ms. Teri Fong, CGA, Manager of Finance, ACRD

**DRAFT**

(signed)

(print name), Chair, ACRD

Port Alberni, BC  
December 3, 2012

Port Alberni, BC  
December 7, 2012

## BEAVER CREEK IMPROVEMENT DISTRICT

## Statement of Operations

Five Month Period Ended May 31, 2012

**DRAFT**

	Budget (Unaudited Note 4) December 2012 (12 months)	May 2012 (5 months)	December 2011 (12 months)
<b>REVENUE</b>			
Water taxes	\$ 233,240	\$ 97,084	\$ 232,050
Water tolls	443,961	179,042	428,312
Connection fees	19,000	3,866	22,800
Capital levy deposit	5,000	1,066	5,000
Water turn on fees	400	550	350
Subdivision application fees	1,500	-	4,500
Sale of materials	800	1,491	746
Interest and penalties	12,000	1,897	21,574
Interest income	300	1,121	2,526
Expense recoveries and other income	600	2,767	5,962
	716,801	288,752	723,820
<b>SCHEDULE OF OPERATING EXPENSES</b>			
	464,700	140,473	293,908
	252,101	148,279	429,912
<b>SCHEDULE OF ADMINISTRATION EXPENSES</b>			
	251,150	121,913	293,499
<b>SURPLUS OF REVENUE OVER EXPENSES</b>			
	951	26,366	136,413
<b>OTHER REVENUES (EXPENSES)</b>			
Amortization	-	(34,860)	(81,363)
Capital project contribution recovery - North Reservoir (Note 5)	-	-	65,616
Gain (loss) on disposal of assets	-	839	(3,360)
Write down of obsolete inventory	-	(5,132)	(2,420)
	-	(39,153)	(21,527)
<b>NET SURPLUS (DEFICIT)</b>			
	\$ 951	\$ (12,787)	\$ 114,886

BEAVER CREEK IMPROVEMENT DISTRICT

Schedule of Operating Expenses

Five Month Period Ended May 31, 2012



	Budget (Unaudited Note 4) December 2012 (12 months)	<b>May 2012 (5 months)</b>	December 2011 (12 months)
Engineering	\$ 17,500	\$ -	\$ 9,082
Licences and permits	900	<del>578</del>	737
Maintenance - vehicles	12,000	<del>9,547</del>	6,734
Maintenance - wages	213,000	<del>69,041</del>	176,030
Maintenance vehicles - insurance	4,500	<del>1,804</del>	4,155
Materials and repairs and maintenance (Note 6)	183,500	<del>43,645</del>	62,098
Power	26,000	<del>12,055</del>	26,888
Sale of materials cost of goods sold	680	<del>1,210</del>	634
Telephone and pager	5,520	<del>2,274</del>	5,455
Telephone sensor cables	1,100	<del>319</del>	2,095
	<b>\$ 464,700</b>	<b>\$ 140,473</b>	<b>\$ 293,908</b>

BEAVER CREEK IMPROVEMENT DISTRICT

Schedule of Administration Expenses

Five Month Period Ended May 31, 2012

**DRAFT**

	Budget (Unaudited Note 4)		
	December 2012 (12 months)	May 2012 (5 months)	December 2011 (12 months)
Advertising	\$ 2,500	\$ 1,160	\$ 2,100
Bank charges	8,200	4,981	8,661
Computer expense	4,500	4,077	4,505
Education	5,000	2,309	3,411
Employee benefits	61,150	18,337	43,098
Insurance	18,500	11,725	23,659
Light and power	3,250	1,723	3,538
Office and postage	17,200	7,956	15,447
Office car allowance	450	60	402
Office wages	70,000	31,765	113,790
Professional fees (Note 7)	41,000	30,209	56,952
Telephone	4,000	1,236	3,613
Trustees' honorariums	15,300	6,375	14,300
Trustees' expenses	100	-	23
	\$ 251,150	\$ 121,913	\$ 293,499

BEAVER CREEK IMPROVEMENT DISTRICT  
Statement of Changes in Net Financial Assets  
Five Month Period Ended May 31, 2012

**DRAFT**

	Budget (Unaudited Note 4)		
	December 2012 (12 months)	May 2012 (5 months)	December 2011 (12 months)
Net surplus (deficit)	\$ 951	\$ (12,786)	\$ 114,886
Acquisition of tangible capital assets (Note 8)	-	(24,476)	(168,775)
Amortization	-	34,860	81,363
(Gain) loss on disposal of assets	-	(839)	3,360
Proceeds on sale of tangible capital assets	-	839	-
Equity distribution on portfolio investment	-	(29)	-
	951	(2,431)	30,834
Acquisition of prepaid expenses	-	(1,533)	(9,550)
Use of prepaid expenses	-	9,550	10,692
Acquisition of supplies inventory	-	(14,682)	(13,151)
Consumption of supplies inventory	-	16,308	11,266
Write down of obsolete inventory	-	5,132	2,420
	-	14,775	1,677
<b>INCREASE IN NET FINANCIAL ASSETS</b>	951	<b>12,344</b>	32,511
<b>NET FINANCIAL ASSETS, Beginning of period</b>	245,713	<b>245,713</b>	213,202
<b>NET FINANCIAL ASSETS, End of period</b>	\$ 246,664	\$ <b>258,057</b>	\$ 245,713

BEAVER CREEK IMPROVEMENT DISTRICT  
Statement of Changes in Accumulated Surplus  
Five Month Period Ended May 31, 2012

**DRAFT**

	<i>May 31</i> <b>2012</b> <i>(5 months)</i>	<i>December 31</i> <b>2011</b> <i>(12 months)</i>
<b>GENERAL REVENUE FUND</b>		
Accumulated surplus, beginning of period	\$ 132,572	\$ 88,066
Net surplus (deficit)	(12,786)	114,886
Contribution and allocation to Capital Development Fund	(1,734)	(6,620)
Contribution and allocation to Renewal Reserve Fund	(11)	(24)
Recovery from (contribution and allocation to) Employees Sick Leave Fund	(77)	20,497
Contribution and allocation to Vehicle Replacement Fund	(84)	(182)
Acquisition of tangible capital assets <i>(Note 8)</i>	(24,476)	(168,774)
Amortization of tangible capital assets	34,860	81,363
Loss on disposal of tangible capital assets	-	3,360
Accumulated surplus, end of period	<b>128,264</b>	132,572
<b>CAPITAL DEVELOPMENT FUND</b>		
Accumulated surplus, beginning of period	142,295	135,676
Capital levies	1,000	5,000
Interest and bank charges	-	(2)
Interest earned	734	1,621
Accumulated surplus, end of period <i>(Notes 9, 10, 11)</i>	<b>144,029</b>	142,295
<b>RENEWAL RESERVE FUND</b>		
Accumulated surplus, beginning of period	2,715	2,691
Interest earned	11	24
Accumulated surplus, end of period <i>(Notes 9, 10)</i>	<b>2,726</b>	2,715
<b>EMPLOYEES SICK LEAVE FUND</b>		
Accumulated surplus, beginning of period	10,254	30,751
Contribution from General Revenue Fund	-	5,000
Transfer to General Revenue Fund to fund retirement payout	-	(25,368)
Interest earned (rate adjustment)	77	(129)
Accumulated surplus, end of period <i>(Notes 9, 10, 11)</i>	<b>10,331</b>	10,254
<b>MOTOR VEHICLE REPLACEMENT FUND</b>		
Accumulated surplus, beginning of period	20,348	20,166
Interest earned	84	182
Accumulated surplus, end of period <i>(Notes 9, 10)</i>	<b>20,432</b>	20,348
<b>GENERAL CAPITAL FUND</b>		
Accumulated surplus, beginning of period	2,151,202	2,067,151
Acquisition of tangible capital assets <i>(Note 8)</i>	24,476	168,774
Amortization	(34,860)	(81,363)
Loss on disposal	-	(3,360)
Accumulated surplus, end of period <i>(Note 12)</i>	<b>2,140,818</b>	2,151,202
<b>TOTAL ACCUMULATED SURPLUS</b>	<b>\$ 2,446,600</b>	<b>\$ 2,459,386</b>

The accompanying notes are an integral part of these financial statements

BEAVER CREEK IMPROVEMENT DISTRICT

Statement of Cash Flows

Five Month Period Ended May 31, 2012

**DRAFT**

	<i>May 31</i> <b>2012</b> <i>(5 months)</i>	<i>December 31</i> <b>2011</b> <i>(12 months)</i>
<b>OPERATING ACTIVITIES</b>		
Net surplus (deficit)	\$ (12,787)	\$ 114,886
Items not affecting cash:		
Amortization	34,860	81,363
(Gain) loss on disposal of assets	(839)	3,360
Equity distribution on portfolio investments	(29)	-
Capital project contribution recovery - North Reservoir <i>(Note 5)</i>	-	(65,616)
Accrued interest on restricted short term investments	1,189	(1,189)
	<b>22,394</b>	<b>132,804</b>
Changes in non-cash working capital:		
Accounts receivable - sales tax	(4,099)	(1,698)
Accounts receivable - other	(13,825)	4,560
Taxes receivable	(144,649)	(18,621)
Water tolls receivable	(8,146)	(20,379)
Supplies inventory	6,731	535
Prepaid expenses	8,016	1,139
Accounts payable and accrued liabilities	5,459	5,445
Accrued wages and deductions payable	(62,488)	65,641
Deferred taxes	134,324	1,316
Deferred tolls	46,635	1,110
	<b>(32,042)</b>	<b>39,048</b>
	<b>(9,648)</b>	<b>171,852</b>
<b>CAPITAL TRANSACTIONS</b>		
Additions to tangible capital assets <i>(Note 8)</i>	(24,476)	(168,775)
Proceeds on disposal of capital assets	839	-
	<b>(23,637)</b>	<b>(168,775)</b>
<b>INVESTING ACTIVITIES</b>		
Acquisition of restricted temporary investments	(5,000)	(138,880)
Proceeds on redemption of restricted short term investments	143,880	-
Acquisition of portfolio investments	-	(717)
	<b>138,880</b>	<b>(139,597)</b>
<b>FUNDS TRANSFERRED TO THE ALBERNI-CLAYOQUOT REGIONAL DISTRICT <i>(Note 9)</i></b>		
	<b>(274,381)</b>	<b>-</b>
<b>DECREASE IN CASH FLOW</b>	<b>(168,786)</b>	<b>(136,520)</b>
CASH AND CASH EQUIVALENTS - BEGINNING OF PERIOD	<b>196,298</b>	<b>332,818</b>
<b>CASH AND CASH EQUIVALENTS - END OF PERIOD <i>(Note 13)</i></b>	<b>\$ 27,512</b>	<b>\$ 196,298</b>

The accompanying notes are an integral part of these financial statements

BEAVER CREEK IMPROVEMENT DISTRICT

Statement of Financial Position

Five Month Period Ended May 31, 2012

**DRAFT**

	<i>May 31</i> <b>2012</b> <i>(5 months)</i>	<i>December 31</i> <b>2011</b> <i>(12 months)</i>
<b>FINANCIAL ASSETS</b>		
Cash	\$ 27,512	\$ 96,441
Restricted cash and cash equivalents <i>(Note 10)</i>	-	99,857
Accounts receivable - sales tax	16,265	12,166
Accounts receivable - other	14,199	374
Taxes receivable	178,114	33,465
Water tolls receivable	62,848	54,702
Restricted temporary investments <i>(Note 11)</i>	-	140,070
Portfolio investments <i>(Note 15)</i>	746	717
Funds held by the Alberni-Clayoquot Regional District <i>(Note 9)</i>	274,381	-
	<b>574,065</b>	<b>437,792</b>
<b>LIABILITIES</b>		
Accounts payable and accrued liabilities	46,150	40,692
Accrued wages and deductions payable	19,278	81,766
Deferred taxes	135,918	1,594
Deferred tolls	50,347	3,712
Deferred project contribution - North Reservoir <i>(Note 5)</i>	64,315	64,315
	<b>316,008</b>	<b>192,079</b>
<b>NET FINANCIAL ASSETS</b>	<b>258,057</b>	<b>245,713</b>
<b>NON-FINANCIAL ASSETS</b>		
Tangible capital assets <i>(Note 12)</i>	2,140,818	2,151,201
Supplies inventory	46,192	52,923
Prepaid expenses	1,533	9,549
	<b>2,188,543</b>	<b>2,213,673</b>
<b>ACCUMULATED SURPLUS <i>(Note 14)</i></b>	<b>\$ 2,446,600</b>	<b>\$ 2,459,386</b>

GOING CONCERN *(Note 1)*

OPERATING LINE OF CREDIT *(Note 16)*

CONTINGENT LIABILITY AND COMMITMENTS *(Note 18)*

**DRAFT**

Former Trustee, BCID

**DRAFT**

Former Trustee, BCID

**DRAFT**

Teri Fong, Manager of Finance, ACRD

## 1. NATURE AND CONTINUANCE OF OPERATIONS

On March 25, 1959, the Beaver Creek Improvement District was incorporated as a water improvement district by Letters Patent under the provisions of the British Columbia Local Government Act. The activities of the Improvement District are carried out through the following funds: General Revenue Fund, General Capital Fund, Capital Development Fund, Renewal Reserve Fund, Employees' Sick Leave Fund and Motor Vehicle Replacement Fund. There are no other entities that meet the criteria for inclusion in this financial statement.

### **Conversion to a local service area of the Alberni - Clayoquot Regional District (ACRD)**

Further to the results of the October 29, 2011 referendum which provided electoral assent for conversion of the Improvement District to a local service area of the ACRD, on April 4, 2012 the Board of Trustees endorsed a board resolution supporting the conversion to a local service area.

Further to the Province of British Columbia, Order of Lieutenant Governor in Council, Order in Council No. 327 approved and ordered May 31, 2012 the rights and obligations of the Beaver Creek Improvement District were transferred to and assumed by the Alberni-Clayoquot Regional District.

### **Going Concern**

The accompanying financial statements have been prepared on the going concern assumption that the Improvement District will be able to realize its assets and discharge its liabilities in the normal course of operations. The Improvement District's Operating Permit is conditional upon meeting certain Vancouver Island Health Authority (VIHA) requirements. If the Improvement District is unable to meet these conditions VIHA has the unilateral right to levy fines at a minimum of \$600 per day and require additional water testing and/or restrict water operations. In order to meet the conditional requirements of the current Operating Permit capital outlays in excess of funds on hand are required. In either situation, the Improvement District may undergo severe cash flow problems. Should the Improvement District be unable to continue as a going concern, it may be unable to realize the carrying value of its assets and to meet its commitments as they become due. These financial statements do not reflect the adjustments or reclassification of assets and liabilities which would be necessary if the Improvement District were unable to continue its operations.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

### Basis of Presentation

The financial statements of the Improvement District, which are the representations of management, are prepared in accordance with Canadian public sector accounting standards for public sector entities established by the Canadian Public Sector Accounting Board (PSAB).

The Improvement District follows the fund basis of accounting. Funds are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions or limitations. Currently in use are:

- a) **General Revenue Fund** - This fund accounts for all financial resources except those required to be accounted for in another fund. The General Revenue Fund is the Improvement District's operating fund and includes collection of taxation and tolls and administration of operations and the water system.
- b) **General Capital Fund** - This fund accounts for all property and equipment and un-funded work in progress of the Improvement District and is offset by the investment in tangible capital assets.

*(continues)*

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**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES** *(continued)*

- c) **Capital Development Fund** - This fund accumulates funds to be used for new waterworks expansions.
- d) **Renewal Reserve Fund** - To comply with the requirements of Section 852 of the Local Government Act (British Columbia) the trustees in February, 1984 established Bylaw No. 133. This will provide funds for the Improvement District for the renewal of works. Amounts to be transferred to this fund will be determined by the trustees from time to time by ordinary resolution.
- e) **Employees' Sick Leave Fund** - To provide for accumulated sick leave the trustees in February 1991 authorized the establishment of the Employees' Sick Leave Fund which is to be funded annually at \$5,000. Sick leave is payable only for sick leave, is not payable upon an employee leaving the district unless through retirement and will be recognized as an expense only when a claim is made. As at May 31, 2012 accumulated sick leave amounted to \$12,936 (December 31, 2011 - \$10,586). \$NIL (December 31, 2011 - \$5,000) was transferred in the period resulting in an under funded position of \$2,605 (December 31, 2011 - \$332).
- f) **Motor Vehicle Replacement Fund** - To provide for replacement of the district's motor vehicles, the trustees in November 2003 authorized the establishment of the motor vehicle replacement fund which is to be funded annually at \$5,000, to a maximum of \$40,000. In April 2009, the trustees authorized a reduction on the maximum contribution to the fund from \$40,000 to \$20,000. Transactions will be recognized as an expense or capital asset addition in the period the claim is made.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Estimates and assumptions include the estimated useful life of tangible capital assets for amortization purposes, the estimated fair value of contributed capital assets, the net recoverable amount of accounts receivable, supplies inventory, and tangible capital assets, the extent of the pension and sick leave liabilities and the Improvement District's ability to continue as a going concern. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant.

Revenue recognition

Sources of revenue are recorded on the accrual basis and include revenue in the period in which the transactions or events occurred that give rise to the revenues, and expenses in the period the goods and services are acquired and a liability is incurred or transfers are due. Specifically:

- a) Taxation revenues are recognized at the time of issuing the tax notices for the fiscal year. Revenue unearned in the current period is recorded as deferred revenue.
- b) Sale of services and user fee revenues are recognized when the service or product is rendered by the Improvement District. Revenue unearned in the current period is recorded as deferred revenue.
- c) Externally restricted contributions are recognized as revenue when the related expenditures are incurred.

*(continues)*

**DRAFT**2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*Cash and cash equivalents

Cash consists of cash on hand and bank deposits. Highly liquid investments with maturities of three months or less at date of purchase are considered to be cash equivalents. Cashable term deposits, regardless of maturity date, are also considered highly liquid investments and are considered to be cash equivalents.

Cash equivalents consists of cashable term deposits. Term deposits are valued at cost plus accrued interest.

Temporary investments

Temporary investments include long and short term non-cashable fixed term investments. Temporary investments are recorded at cost plus accrued interest.

Portfolio investments

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

Supplies inventory

Inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis.

Tangible capital assets

Tangible capital assets are recorded at cost less accumulated amortization and are classified according to their functional use. Donated and contributed capital assets are reported at fair value at the time of donation or contribution. Contributed line extensions are recognized as assets of the Improvement District one year from the date of initial water testing certification.

Amortization is recorded on a straight-line basis over the estimated useful life of the asset commencing the year the asset is put into service. Estimated useful lives are as follows:

Land improvements	20 years
Buildings and improvements	20 to 60 years
Maintenance vehicles	5 to 10 years
Tools and equipment	5 to 20 years
Computer equipment	3 years
Office furniture and equipment	5 years
Water distribution system	30 to 50 years
Water reservoirs	40 to 50 years
Land	non-depreciable

Leasehold improvements are amortized over the lesser of the remaining life of the lease term and the life of the improvement.

The Improvement District regularly reviews its tangible capital assets to eliminate obsolete items.

## 3. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current period's presentation.

## 4. BUDGETED FIGURES

Budgeted figures have been provided for comparison purposes and reflect the estimates approved by the the Board of Trustees of the Beaver Creek Improvement District on April 4, 2012. The budgeted figures were prepared for the twelve months ended December 31, 2012. No adjustment has been made to pro-rate the estimated activities for the five month period ended May 31, 2012.

## 5. DEFERRED PROJECT CONTRIBUTION - NORTH RESERVOIR

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
Beginning balance	\$ 64,315	\$ 129,931
Current year eligible capital expenditures	-	(65,616)
	<b>\$ 64,315</b>	<b>\$ 64,315</b>

During the 2010 prior year, the Kackaamin Family Development Centre (formerly known as Kakawis) contributed \$150,000 to be used to partially offset the costs of upgrading the North Reservoir booster pump station, replacing existing 4 inch main to 6 inch main and using any remaining funds to replace existing 6 inch main with new 8 inch main for the North Beaver Creek Road Area. Management refers to this project as the North Reservoir project (*Notes 8, 18*).

As the contributions are externally restricted in their use, they are recognized as revenue contributions when the eligible related expenditures are incurred.

## 6. MATERIALS AND REPAIRS AND MAINTENANCE

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
Pump station maintenance	\$ 16,222	\$ 13,391
Repairs - water system	4,565	29,020
Inventory purchases	15,714	13,143
Inventory count adjustments	416	(2,520)
Small tools and supplies	1,661	1,594
Maintenance - buildings and grounds	2,946	7,470
Water Samples	2,121	-
	<b>\$ 43,645</b>	<b>\$ 62,098</b>



7. PROFESSIONAL FEES

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
Annual budget	\$ 1,970	\$ 1,653
Audit	12,000	15,648
Legal	9,523	11,173
Other consultants	6,716	28,478
	<b>\$ 30,209</b>	<b>\$ 56,952</b>

8. TANGIBLE CAPITAL ASSET ADDITIONS

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
<b>Purchased capital assets</b>		
Beaver Creek Road Pump station engineering costs	\$ 235	\$ -
Computer hardware, software and equipment - office	1,308	4,471
Darnley Booster Station control systems upgrade	-	4,581
Electronic read meter system	-	14,108
Kitsuksis Reservoir control systems upgrades	-	6,292
Kitsuksis Reservoir land clearing and engineering costs for new reservoir	21,378	-
McKenzie Road pump house paving	-	6,023
McKenzie Road pump house roofing	-	3,907
North Reservoir project	-	125,736
Water service connections	1,555	3,657
<b>Contributed capital assets</b>		
Line extensions	-	-
	<b>\$ 24,476</b>	<b>\$ 168,775</b>

## 9. FUNDS HELD BY ALBERNI-CLAYOQUOT REGIONAL DISTRICT

In preparation for the conversion of BCID to a local service area of the ACRD (*Note 1*) the following funds were transferred to the ACRD at the end of May 2012:

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
<b>Restricted funds</b>		
Capital Development Fund	\$ 144,029	\$ -
Renewal Reserve Fund	2,726	-
Employees Sick Leave Fund	10,331	-
Motor Vehicle Replacement Fund	20,432	-
North Reservoir Project	64,315	-
Subtotal	241,833	-
<b>General operating funds</b>	32,548	-
	<b>\$ 274,381</b>	<b>\$ -</b>

## 10. RESTRICTED CASH AND CASH EQUIVALENTS

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
<b>Capital Development Fund</b>		
Royal Bank account	\$ -	\$ 4,312
Due from general revenue fund	-	2,963
	-	7,275
<b>Renewal Reserve Fund</b>		
Royal Bank Cashable GIC, due December 11, 2012 at 0.90% per annum if held more than 30 days, early redemption annual interest at 1 - 29 days - 0.00% (2010 - 0.90%)	-	2,714
<b>Employees' Sick Leave Fund</b>		
Due from general revenue fund	-	5,204
<b>Maintenance Vehicle Replacement Fund</b>		
Royal Bank Cashable GIC, due December 14, 2012 at 0.90% per annum if held more than 30 days, early redemption annual interest at 1 - 29 days - 0.00% (2010 - 0.90%)	-	20,348
<b>North Reservoir Project</b>		
Royal Bank account	-	64,315
Restricted cash and cash equivalents	<b>\$ -</b>	<b>\$ 99,856</b>

In preparation for the conversion of BCID to a local service area of the ACRD (*Note 1*) restricted cash and cash equivalents were transferred to the ACRD at the end of May 2012 (*Note 9*).



11. RESTRICTED TEMPORARY INVESTMENTS

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
<b>Capital Development Fund</b>		
Royal Bank non-redeemable GIC, due May 23, 2012 at 1.4% per annum	\$ -	\$ 133,880
Royal Bank non-redeemable GIC, accrued interest	-	1,140
	-	135,020
<b>Employees' Sick Leave Fund</b>		
Royal Bank non-redeemable GIC, due April 27, 2012 at 1.45% per annum	-	5,000
Royal Bank non-redeemable GIC, accrued interest	-	49
	-	5,049
Restricted investments	<b>\$ -</b>	<b>\$ 140,069</b>

In preparation for the conversion of BCID to a local service area of the ACRD (*Note 1*) restricted temporary investments were transferred to the ACRD at the end of May 2012 (*Note 9*).

**DRAFT**

## 12. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	May 31 2012 Net book value	December 31 2011 Net book value
Land	\$ 248,326	\$ -	\$ 248,326	\$ 248,326
Land improvements	3,391	2,614	777	847
Buildings and improvements	542,936	214,000	328,936	333,338
Computer equipment	18,450	14,410	4,040	3,387
Leasehold improvements	123,214	38,964	84,250	86,424
Maintenance vehicles	31,717	28,234	3,483	4,400
Office furniture and equipment	6,113	5,781	332	366
Tools and equipment	268,974	92,318	176,656	183,473
Water distribution system	3,294,492	2,147,507	1,146,985	1,163,426
Water reservoirs	208,423	61,390	147,033	127,214
	\$ 4,746,036	\$ 2,605,218	\$ 2,140,818	\$ 2,151,201

The Improvement District has \$21,613 (2011 - \$15,819) of tangible capital assets under development as at May 31, 2012 which are not subject to amortization. In addition, included in tools and equipment are redundant assets of \$1,624 (2011 - \$1,624) which are to be disposed and are not subject to amortization. Gains recognized on the salvage of replaced meters was \$839 (2011 loss on disposal of various assets - \$(3,360)). During the five month period ended there were \$Nil in write downs (2011 - \$Nil) related to impairment of capital assets. In addition, the Improvement District has expended \$Nil (2011 - \$65,615) for the development of tangible capital assets funded by external contributions (see *Note 5*).

Water distributions system infrastructure recognized as a contribution to the Improvement District totaled \$Nil as at May 31, 2012 (2011 - \$Nil) at their fair value determined at the date of initial water testing certification. Contributions are capitalized one year from the date of initial water testing certification at their fair value determined at the date of initial water testing certification. On June 8, 2011 \$60,000 of contributions received initial water testing certification.

For additional information see the Schedule of Tangible Capital Assets (Schedule 1).

## 13. CASH AND CASH EQUIVALENTS

	May 31 2012	December 31 2011
Cash	\$ 27,512	\$ 96,441
Restricted cash and cash equivalents	-	99,857
	\$ 27,512	\$ 196,298

**DRAFT**

## 14. ACCUMULATED SURPLUS

Accumulated surplus is represented by:

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
General Revenue Fund	\$ 128,264	\$ 132,572
Capital Development Fund <i>(Notes 9, 10, 11)</i>	144,029	142,295
Renewal Reserve Fund <i>(Notes 9, 10)</i>	2,726	2,715
Employees Sick Leave Fund <i>(Notes 9, 10, 11)</i>	10,331	10,254
Motor Vehicle Replacement Fund <i>(Notes 9, 10)</i>	20,432	20,348
General Capital Fund <i>(Note 12)</i>	2,140,818	2,151,202
	<b>\$ 2,446,600</b>	<b>\$ 2,459,386</b>

## 15. PORTFOLIO INVESTMENTS

	<i>May 31</i> <b>2012</b>	<i>December 31</i> 2011
Alberni District Co-op Association equity shares	\$ 746	\$ 717

## 16. OPERATING LINE OF CREDIT

On May 21, 2008, the Improvement District obtained an operating line of credit to a maximum of \$100,000 to be drawn in increments of \$250. The line of credit bears interest at Royal Bank Prime Rate plus 1.3% per annum with interest payable monthly. No amounts were drawn on the line of credit during the five month period ended May 31, 2012 (December 31, 2011 - \$Nil). The line of credit was cancelled effective May 31, 2012.

## 17. FINANCIAL INSTRUMENTS

The Improvement District's financial instruments consist of cash and cash equivalents, taxes receivable, water tolls receivable, other accounts receivable, accounts payable and accrued liabilities, accrued wages and deductions payable and deferred project revenue. It is management's opinion that the Improvement District is not exposed to significant currency or credit risks arising from these financial instruments. The fair value of these financial instruments approximate their carrying values. The Improvement District is exposed to interest rate cash flow risk to the extent that the operating line of credit is at a floating rate of interest. The Improvement district is also exposed to interest rate price risk to the extent that cash equivalents are at a fixed rate of interest.

## 18. CONTINGENT LIABILITY AND COMMITMENTS

## a) Pension Liability

The Improvement District and its employees contribute to the Municipal Pension Plan (or "the Plan"), a jointly trusteesd pension plan. The Board of Trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The Plan is a multi-employer contributory pension plan. Basic pension benefits provided are defined. The Plan has about 163,000 active members and approximately 60,000 retired members. Active members include approximately 35,000 contributors from local governments. Every three years an actuarial valuation is performed to assess the financial position of the Plan and the adequacy of Plan funding. The most recent valuation as at December 31, 2009 indicated an un-funded liability of \$1,024 million for basic pension benefits. The next valuation will be at December 31, 2012 with results available in 2013. The actuary does not attribute portions of the un-funded liability to individual employers. The Beaver Creek Improvement District paid \$4,618 (December 31, 2011 - \$9,087) for employer contributions while employees contributed \$4,355 (December 31, 2011 - \$9,023) to the plan to the date of dissolution May 31, 2012.

## b) North Reservoir Project Capital Commitment

The estimated North Reservoir project costs based on April and June 2009 cost estimates with known cost change orders and estimated cost increases is approximately \$426,000. To date monies have been expended totaling \$209,517 (December 31, 2011 - \$209,517). The Kackaamin Family Development Centre contribution (*Note 5*) remaining to expend on this project is \$64,315 (December 31, 2011 - \$64,315). The remainder of the estimated project costs to be funded by the Improvement District are \$152,000 as at May 31, 2012.

## c) Long-term Lease at Non-market Rates

In 2010 the Improvement District entered into a letter of understanding with the Alberni Clayoquot Regional District with respect to the use by the Beaver Creek Volunteer Fire Department (BCVFD) of the Improvement District's building and facilities. The agreement has a 99 year term and allows the BCVFD to continue using the space at no charge. The fair market value of this transaction is not readily determinable. Consistent with prior years, the donation to BCVFD for the use of the space has not been recorded in these financial statements. Further, the Improvement District under the agreement is liable for 20% of all repairs and maintenance required to the common areas. The BCVFD is required to meet specific building code and safety regulations and significant improvements may be required to the facilities' common areas.

## d) Contractual Obligation for Leased Premises

Effective November 1, 1961, the Improvement District entered in a long term lease with respect to the land on which the Improvement District's Stamp River pumphouse facilities are located. The agreement has a 99 year term and provides for annual rent of \$1 per annum. In addition, as Lessee the Improvement District will pay all taxes, levies and assessments which may be assessed, charged or levied against the lands and leasehold improvements erected thereon.

## e) Contractual Obligation for Leased Equipment

The Improvement District has entered into a lease for office equipment with annual payments of \$2,628 per annum in each of the next three years. The lease expires December 31, 2015.

## f) Legal claims

In the normal course of operations, the Improvement District is faced with lawsuits for damages of diverse natures. As at the date of dissolution May 31, 2012 no such exposure existed. Subsequent to May 31, 2012 the exposure to each such liability is either not determinable or is not considered to be significant. Claims paid as a result of litigation are reported as expenditures.

BEAVER CREEK IMPROVEMENT DISTRICT

Schedule of Tangible Capital Assets

Five Month Period Ended May 31, 2012



(Schedule 1)

	Opening balance	Additions	Disposals	Write-downs	Balance - End of year	Accum Amort'n - Beginning of year	Net Carrying Amount - Beginning of year	Deletions	Amort'n	Accum Amort'n - End of year	Net Carrying Amount - End of year
Land	\$ 248,326	\$ -	\$ -	\$ -	\$ 248,326	\$ -	\$ 248,326	\$ -	\$ -	\$ -	\$ 248,326
Land improvements	3,391	-	-	-	3,391	(2,544)	847	-	(70)	(2,614)	777
Buildings and improvements	542,936	-	-	-	542,936	(209,598)	333,338	-	(4,402)	(214,000)	328,936
Computer equipment	17,142	1,308	-	-	18,450	(13,755)	3,387	-	(655)	(14,410)	4,040
Leasehold improvements	123,214	-	-	-	123,214	(36,790)	86,424	-	(2,174)	(38,964)	84,250
Maintenance vehicles	31,717	-	-	-	31,717	(27,317)	4,400	-	(917)	(28,234)	3,483
Office furniture and equipment	6,113	-	-	-	6,113	(5,747)	366	-	(34)	(5,781)	332
Tools and equipment	268,739	235	-	-	268,974	(85,266)	183,473	-	(7,052)	(92,318)	176,656
Water distribution system	3,292,937	1,555	-	-	3,294,492	(2,129,510)	1,163,427	-	(17,997)	(2,147,507)	1,146,985
Water reservoirs	187,045	21,378	-	-	208,423	(59,831)	127,214	-	(1,559)	(61,390)	147,033
	\$ 4,721,560	\$ 24,476	\$ -	\$ -	\$ 4,746,036	\$ (2,570,358)	\$ 2,151,202	\$ -	\$ (34,860)	\$ (2,605,218)	\$ 2,140,818



## **REQUEST FOR DECISION**

**To:** Board of Directors  
**From:** Wendy Thomson, Manager of Administrative Services  
**Meeting Date:** Friday, December 7, 2012  
**Subject:** **2013 Board of Directors Schedule**

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**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors approves the 2013 Regular Board of Directors meeting schedule for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District as presented.**

**Desired Outcome:**

To set the meeting schedule for regular Board meetings for 2013.

**Background:**

The Alberni-Clayoquot Regional District Procedures Policy requires that the Board of Directors establishes a schedule of Board meetings for the next year before January 15<sup>th</sup>.

ACRD Board meetings are held twice per month on the second and fourth Wednesday, with the exception of December. There is one meeting in December held on the first Friday after the first Monday in December.

The Regional Hospital District meetings are held once per month on the second Wednesday immediately following the ACRD Board meeting.

The attached 2013 Board Schedule is attached for approval by the Board of Directors.

Other Dates for Directors to Note:

Association of Vancouver Island & Coastal Communities Convention – April 12 – 14, 2013 – Sooke, BC  
Union of British Columbia Municipalities Convention – September 16 to 20, 2013 – Vancouver, BC

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

n/a

**Financial:**

n/a

**Request for Decision – 2013 Schedule**

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**Policy or Legislation:**

Local Government Act & ACRD Procedures Policy

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

Approved by: Russell Dyson  
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District/  
Alberni-Clayoquot Regional Hospital District  
Board of Directors

**2013 Meeting Schedule**

<b>Date</b>	<b>Meeting</b>	<b>Time &amp; Location</b>
Wednesday, January 9 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, January 9 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, January 23 <sup>rd</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, February 13 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, February 13 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, February 27 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, March 13 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, March 13 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, March 27 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, April 10 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, April 10 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, April 24 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, May 8 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, May 8 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, May 22 <sup>nd</sup> .	Board of Directors Meeting	1:30 pm, Regional District Board Room

<b>Date</b>	<b>Meeting</b>	<b>Time &amp; Location</b>
Wednesday, June 12 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, June 12 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, June 26 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, July 10 <sup>th</sup>	Board of Directors Meeting	1:30 pm, District of Ucluelet (location to be announced)
Wednesday, July 10 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, July 24 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, August 14 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, August 14 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, August 28 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, September 11 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, September 11 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, September 25 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, October 9 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, October 9 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, October 23 <sup>rd</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, November 13 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, November 13 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, November 27 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room

<b>Date</b>	<b>Meeting</b>	<b>Time &amp; Location</b>
Friday, December 6 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Friday, December 6 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting

Issued: December 7, 2012



## **REZONING APPLICATION**

**Date:** November 30, 2012

**Regional District File No.:** RC10001

**Applicants:** Canadian Skyline Hotels Ltd

**Agent:** Zane Zbeetnoff, Hillview Capital

**Legal Description:** BLOCK B OF LOT 483, CLAYOQUOT DISTRICT

**Electoral Area:** "C" Long Beach

**Applicant's Intention:** The applicant has applied to rezone a portion of the property from Industrial Park (M1) District and Heavy Industrial (M3) District to Forest Rural (A3) District to allow for a five (5) lot subdivision with a minimum 10 acre lot size as per the attached conceptual subdivision layout (Appendix A).

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### **Recommendation:**

That the Board:

- 1) Receive the staff report;
- 2) Proceed with first readings of Bylaw P1303 and Bylaw P1304, subject to the following:
  - i. The applicant demonstrating that the proposed development will have no negative impact on the Lost Shoe Creek Aquifer.
  - ii. Compliance with all technical referral agency requirements;
- 3) Pass the following resolution "That the public hearing for Bylaws P1303 and P1304 be delegated to the Director for Electoral Area "C" Long Beach, the alternate Director or the Chairperson of the Regional Board".

## Observations:

- 1. Property Description:** The property is approximately 54.9 acres (22.2 hectares) in size. The site is relatively flat and treed with second-growth timber as portions of the property have been logged over the years.

An Environmental Impact Assessment that covers the property was completed by an engineering firm in 1998. This report noted a large wetland in the northern portion of the property (Wood Lake) as well as two bog ecosystems in the central and southern portions of the property which ultimately drain into a small stream that empties into Wood Lake.

## 2. Services:

- (a) Sewage Disposal:** On-site sewage disposal.
- (b) Water Supply:** Individual wells.
- (c) Fire Protection:** Not within a fire protection area.
- (d) Access:** The property is accessed off the Tofino-Ucluelet Highway via an unnamed Ministry of Transportation road right-of-way that runs along the southern boundary of the property.

## 3. Existing Planning Documents Affecting the Site:

- A. Agricultural Land Reserve:** Not in ALR
- B. Official Community Plan:** The South Long Beach Official Community Plan designates the property a mix of Rural Residential and Light Industrial. Lands designated as Rural Residential may have a minimum parcel size of 1 hectare (2.47 acres) where the lot has on-site water and sewage disposal while the Light Industrial designation provides areas for development of value-added and other light industrial businesses.

Relevant Land Use Planning Objectives include:

- a) Maintaining a rural focus for new development related primarily to low-density rural residential uses.
- b) Maintaining lot sizes, services and forms of development consistent with rural needs and lifestyles.

***The proposal for a five (5) lot rural subdivision with a minimum parcel size of 10 acres complies with the policies and objectives of the South Long Beach OCP. One of the primary Goals of the OCP is “to retain the rural character” of the area. The Rural Residential designation aims to promote rural lot sizes and densities as well as retain a single-family focus in rural residential areas.***

***An OCP amendment will be required to redesignate a portion of the property from Light Industrial to Rural Residential. The applicants have decided to remove the Light Industrial designation from the property and proceed with the proposed subdivision with a single family residential focus.***

#### Development Permit Area VI – Forest Resource Lands

A portion of the property is designated as Development Permit Area VI – Forest Resource under the OCP. The Development Permit requirement is intended to minimize the impact of development on surface water quality, the effect on seasonal flooding on the built environment, stability of steep slopes and the protection of fish and wildlife habitat.

***Staff recommends removing the Forest Resource Development Permit designation from the property as it is not appropriate for a residential use designation.***

#### Development Permit Area I – Sensitive Ecosystem Protection

Portions of the property may also be impacted by Development Permit Area I – Sensitive Ecosystem Protection requirements. The Development Permit Area is intended to include watersheds and water supplies that must be protected from contamination.

As this property is located in the vicinity of the Lost Shoe Creek aquifer, any development should include a report from a qualified professional outlining the impact on the aquifer and associated District of Ucluelet water supply.

The applicants have submitted two reports dated July 30, 2011 and June 26, 2012 completed by Hodge Hydrogeology Consulting (Appendix B). The reports indicate that the proposed development will have no negative impact on the aquifer and that there is no hydraulic continuity between the Lost Shoe Creek Aquifer and the proposed development.

#### Development Permit Area II – Freshwater Riparian Areas Protection

Portions of the property are impacted by Development Permit Area II – Freshwater Riparian Areas requirements which covers all land within a distance of 30 metres from the high water mark for all streams as defined by the Riparian Area Regulation. The site contains Wood Lake, a watercourse that flows into the lake and two wetland areas.

Any development within this setback should include a report prepared by a qualified professional outlining the impact of any activity within these areas. In the absence of a report from a qualified environmental professional, a minimum buffer of 30 metres is required between the high water mark of the watercourse and any structure.

***A development permit application will be required at the time of subdivision to satisfy the requirements of DPA II. The impact of development on the aquifer should be incorporated into the development permit.***

- C. **Zoning:** The property is currently zoned a mix of Forest Rural (A3) District, Industrial Park (M1) District and Heavy Industrial (M3) District. The existing Forest Rural (A3) District provides for the retention of undeveloped forest as non-urban and rural land and requires a 10 acre minimum parcel size. The Industrial Park (M1) District and Heavy Industrial (M3) District allow for a mix of light manufacturing, warehousing as well as heavy industrial uses.

The applicant is applying to rezone the portion of the property currently zoned Industrial Park (M1) District and Heavy Industrial (M3) District to Forest Rural (A3) District. This would remove the industrial zoning from the property and rezone the entire property to Forest Rural (A3) District.

The intention is to subdivide the 54 acre property into five (5) parcels with each new parcel being a minimum 10 acres in size. The applicants have provided a conceptual layout (Appendix A). The plan demonstrates a road dedication to provide public access to each parcel and shows additional 30 metre setbacks surrounding the watercourses and wetlands identified on the property.

***The proposal complies with the minimum lot size and width of the Forest Rural (A3) District. The removal of the M1 and M3 industrial zoning from the property also mitigates any potential harmful impact of industrial development in the vicinity of the Lost Shoe Creek Aquifer which serves as a source of drinking water for the District of Ucluelet.***

- D. **Highways Approval within 800 metres of an intersection on controlled access Highway:** Ministry of Transportation approval will be required prior to adoption as the subject property lies within 800 metres of a controlled access Highway.

Site History:

**RC10001**

1. An application was made in 1998 to rezone part of the property to Industrial Park (M1) District and Heavy Industrial (M3) District to allow for the operation of a veneer plant and associated breakdown sawmill as well as other light industrial uses. The previous owners received final adoption of the Zoning Bylaw amendment in September 1998, but never proceeded with plans to build the mill.
2. An application was made in 2007 to rezone part of the property to Acreage Residential (RA2) District to allow for the development of a 46 lot strata subdivision. This application was never furthered to public hearing. The previous owners made a request for water service to the District of Ucluelet. The District considered the request at their March 2008 Council meeting and subsequently informed the applicant that they would require confirmation from an engineer that the water system has sufficient capacity to supply the development and confirmation from a registered environmental consultant that the on-site sewage disposal would have no negative impact on the Lost Shoe Creek aquifer. The application was not furthered after this request from the District of Ucluelet.
3. Another proposal was considered by the Board in April 2011 to rezone the property to allow for the development of up to 25 residential lots with an average density of one acre. One of the conditions of rezoning required connection to the District of Ucluelet municipal water and sewer systems. The District of Ucluelet Council reviewed the request for connection and ultimately denied the request and recommended that the bylaw not be approved.
4. The most recent proposal was considered by the Board in May 2012 to rezone the property to a zone that would allow for the development of the property into a manufactured home park with a maximum of 138 manufactured home sites and a caretaker residence. Planning staff recommended that the Board consider denying the application as the proposal did not comply with the objectives and policies of the South Long Beach OCP.

The Board invited the applicants to present their proposal at the June 13, 2012 Board meeting at which time the Board deferred the application to allow the applicant to work with staff to come up with a new development proposal. Planning staff subsequently met with the applicant and on November 04, 2012, staff received a new application to rezone the entire property to Forest Rural (A3) District in order to facilitate a proposed five (5) lot subdivision with each new lot being approximately 10 acres in size.

#### **Comments:**

1. The current proposal is a significantly lower density than previous development proposals for the property. Previous development proposals considered by the applicant ranged from 18 single family residential lots to 138 manufactured home sites. With the relatively remote location of the property off the Tofino-Ucluelet Highway and no community water or sewer servicing, the proposal for five (5) lots with a minimum parcel size of 10 acres is a more appropriate use of the property.

Large acreage lot sizes that retain the rural character and single family focus of the area are supported by the South Long Beach OCP which was developed in 2006/2007.

2. The protection of the Lost Shoe Creek Aquifer is imperative when looking at any development of this property as it is a source of drinking water for the District of Ucluelet. Staff feels that limiting the use of the property to large acreage residential lots and removing the industrial zoning designation will help lessen any negative impact on the aquifer. The applicants have also provided two reports from Hodge Hydrogeology Consulting that state that there is no hydraulic continuity between the proposed development and the Lost Shoe Creek aquifer.
3. The applicants have also provided a report from H2O Environmental Ltd. dated November 06, 2012 (Appendix C). The company was retained to investigate the soil capabilities for in-ground sewage disposal on the subject property. The report concludes that there is sufficient soil on the property to meet the VIHA standards for subdivision into 4 hectare (9.88 acre) lots and that certified and properly maintained wastewater disposal systems on each lot will present no health hazard.

Prepared by:   
\_\_\_\_\_  
Alex Dyer, Junior Planner / Bylaw Enforcement Officer

Reviewed by:   
\_\_\_\_\_  
Mike Irg, Manager of Planning and Development

Reviewed by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT



SCALE 1:1000 metric

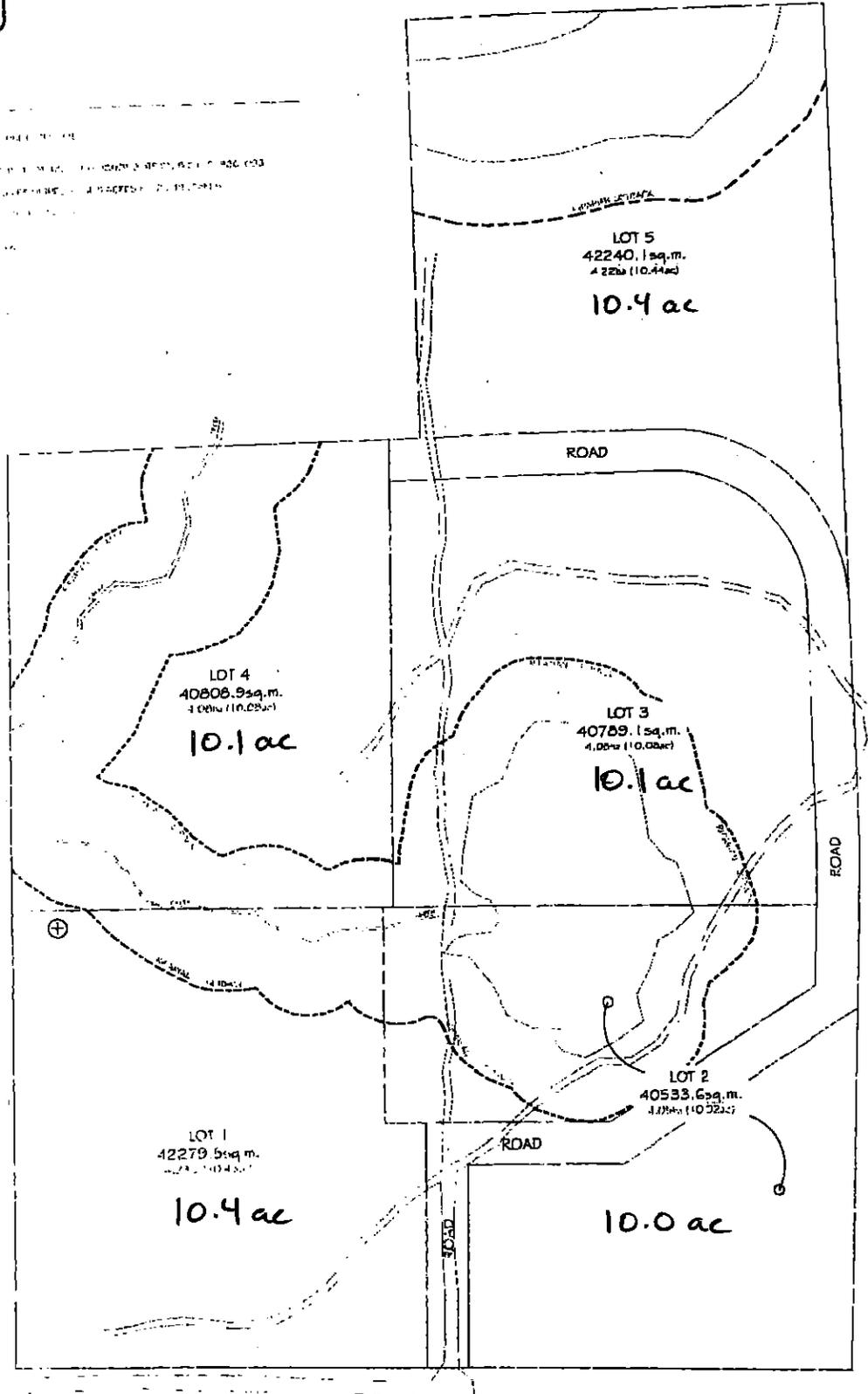
OVERALL LOT LAYOUT PLANNING EXHIBIT FOR

# 10 ACRE LOTS - PROOF OF CONCEPT

FOR DISCUSSION PURPOSES ONLY - NOT FOR CONSTRUCTION  
OCTOBER 23, 2012

### PLAN DATA

1. PROJECT: 10 ACRE LOTS - PROOF OF CONCEPT  
 2. CLIENT: [Illegible]  
 3. DATE: [Illegible]  
 4. SCALE: 1:1000 METRIC  
 5. SHEET NO.: [Illegible]  
 6. TOTAL SHEETS: [Illegible]



PROJECT NO. 12-0064

## HODGE HYDROGEOLOGY CONSULTING

1-10121 Fifth Street, Sidney, BC V8L 2X8 Telephone – 250-656-6022 Fax – 250-656-6099

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Date: July 30, 2011

File: 11-030

Davey Consulting and Agrology  
2881 Virago Place  
Ladysmith, BC  
V9G – 1C8

Subject Property – Block B, District Lot 483, Clayquot Land District, BC.

Dear Mr Davey:

The subject property and Lost Shoe Aquifer are located approximately 8.0 kilometers from the Town of Ucluelet on the west coast of Vancouver Island. The subject property is located within the Albemi-Clayquot Regional District and is estimated at 22.2 Hectares. Approximately 12.7 Hectares of the subject property are proposed for development and 9.42 Hectares are proposed as parkland.

The Lost Shoe Aquifer is located adjacent to the junction of Highway 4 and Tofino-Ucluelet Highways. The three (possibly four) active Lost Shoe Aquifer production wells are located approximately 575 - 600 metres northwest and are slightly downslope of the subject property. The production wells are located in separate housings and all pump to a nearby community pump house prior to distribution. The production wells are sampled once per week for bacteriological analyses (per comms. District of Ucluelet staff). The subject property is also located along the east side of the Tofino-Ucluelet Highway while the Lost Shoe Aquifer is located on the west side of the Tofino-Ucluelet Highway. The subject property and the Lost Shoe Aquifer were both examined on July 28<sup>th</sup> and July 29<sup>th</sup>, 2011.

Well records show that the top of the high capacity sand and gravel aquifer of the Lost Shoe Aquifer is located approximately 4.6 metres below ground surface. The non-pumping water level is shallow and partially exposed (noted July 28<sup>th</sup> and 29<sup>th</sup>). Well records show that grey-blue clay (marine clay) exists below the sand and gravel aquifer.

Much of the Lost Shoe Aquifer is fenced on three sides while the north side is not fenced and is bounded by heavy bush. The Lost Shoe Aquifer is generally unconfined and has been classified by the Ministry of Environment (MoE) as a moderately developed aquifer and is highly vulnerable to contamination introduced at ground surface.

The Lost Shoe Aquifer has been estimated by the Ministry of Environment (MoE) as approximately 11.5 km<sup>2</sup> in size. The Lost Shoe Aquifer is likely much smaller than originally estimated by the MoE. For example, the Lost Shoe Aquifer does not extend to the ocean as estimated by the MoE and does not extend south to include the subject property. The boundaries of this aquifer need to be re-examined and re-defined by MoE staff.

On July 28<sup>th</sup> and July 29<sup>th</sup> Bill Hodge walked throughout the subject property. The subject property was noted to consist of hummocky topography (quite variable topography with numerous knobs and kettles formed by ice deposited below the surface and melting to form hummocky topography). Perched water table conditions and peat moss were noted in a few locations at higher elevation than the Lost Shoe Aquifer. Because of the distance, the

likely smaller size of the Lost Shoe Aquifer and the perched water table conditions throughout the subject property, there is no hydraulic continuity between the Lost Shoe Aquifer and the subject property. Even if there was a leak in the STEP system (highly unlikely) the filtered effluent would likely slowly move downslope towards the west and not toward the Lost Shoe Aquifer.

The Lost Shoe Aquifer is however, highly vulnerable to surface contamination. This vulnerability is not from the proposed development but rather heavy vehicle traffic at the junction of Highway 4 and the Tofino-Ucluelet Highway during the summer months and road salting near this junction during the winter months. This aquifer is also highly vulnerable from the ongoing gravel operation located near the western edge of the aquifer. The fence must also be extended to include the northern side. This will help to avoid any vandalism from occurring. Higher visibility signs should then be erected informing residents and visitors that the Lost Shoe Aquifer is highly vulnerable to surface contamination and provides drinking water to the District of Ucluelet.

The STEP system (Septic Tank Effluent Pumping) system is closed and watertight (per. comms. R. Davey, July 2011). Hodge Hydrogeology Consulting (Bill Hodge) believes this system will present no concern to the Lost Shoe Aquifer. As a precaution, however, certified polyethene effluent tanks should be utilized. Individual residences will discharge effluent into the municipal treatment plant facility located in Ucluelet and already operated under a valid registration certificate from the Ministry of Environment (Davey, 2010).

The STEP system would also avoid the requirements of a costly deep seated large capacity pressure sewer line from the subject property. The proposed STEP system will discharge filtered effluent by pressure through a 3-inch schedule 40 PVC pipe buried approximately 1.0 metre below surface and adjacent to but within the road allowance (Davey, 2010). A small excavator could be used to dig this trench. Once this trench is constructed, the soil characteristics should be carefully noted by a qualified Hydrogeologist prior to placement of approved bedding sand. Easy digging is anticipated and bedrock was not observed within the subject property.

At the lift station the filtered grey water would enter and be controlled by a check valve system with the filtered effluent being contained within the Town of Ucluelet sewer system (Davey, 2010).

In summary, as there is no hydraulic continuity between the Lost Shoe Aquifer and the proposed development, approval should be given to subdivide this property for residential purposes. A viable alternative option to in-ground sewage disposal is the STEP system. Use of the STEP system will also allow the potential for subdivision of the subject property and alter the zoning from industrial occupancy to residential occupancy.

References

Davey, R., 2010. Report entitled *Design Consideration for a Possible Septic Disposal Option for A Proposed Subdivision of 18 Lots to be Obtained from a Parcel of Land Presently Described as Block B District Lot 483 Clayquot Land District B.C.* Prepared for Mr. Zane Zbeetnoff of Canadian Skyline Hotels Ltd., 987 Kiel Street, White Rock, B.C., V4B 4V8

If you have any questions or concerns, please do not hesitate to contact me at 250-656-6022 or 250-818-1134.

Yours sincerely,

*W.S. Hodge*



W.S. Hodge, P. Geo.  
HODGE HYDROGEOLOGY CONSULTING

## HODGE HYDROGEOLOGY CONSULTING

1-10121 Fifth Street, Sidney, BC V8L 2X8 Telephone – 250-656-6022 Fax – 250-656-6099

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Date: June 26, 2012  
File: 12-017

Davey Consulting and Agrology  
2881 Virago Place  
Ladysmith, BC  
V9G – 1C8

### **Subject Property – Block B, District Lot 483, Clayquot Land District, BC.**

Dear Mr Davey:

Bob Davey of Davey Consulting and Agrology and Zane Zbeetnoff of Hillview Capital / Canadian Skyline Hotels Ltd. of White Rock, BC met with the Alberni Clayquot Regional District planning members on June 25, 2012. The Regional District stated that they did not believe or understand the Professional reports submitted and that they considered that the Lost Shoe Aquifer was still under threat by this proposed residential development. Both Bob Davey and Zane Zbeetnoff feel that a further report on the Hydrogeology of the subject property is required (Davey, 2012).

The subject property and Lost Shoe Aquifer are located approximately 8.0 kilometers from the Town of Ucluelet on the west coast of Vancouver Island. The subject property is located within the Alberni-Clayquot Regional District and is estimated at 22.2 Hectares. Approximately 12.7 Hectares of the subject property are proposed for development and 9.42 Hectares are proposed as parkland.

I have attached my 2012 Resume which summarizes my expertise in Hydrogeology both with the Ministry of Environment and as a private groundwater consultant. I have supervised, managed and carried out several aquifer mapping projects for the Ministry of Environment including the Lost Shoe Aquifer.

Since 1996, while employed with the Ministry of Environment and as a private groundwater consultant, I have supervised, managed and carried out mapping of approximately 600 bedrock and unconsolidated aquifers (including the Lost Shoe Aquifer) throughout British Columbia. This figure represents approximately 60 percent of the approximate 1000 aquifers throughout British Columbia. In order to map these aquifers, the document "Guide to Using the BC Aquifer Classification Maps" by Berardinucci and Ronneseth, (2002) was referenced.

It should be again emphasized that the Lost Shoe Aquifer is not under threat by the proposed residential development, but rather is under threat from vehicle traffic at the junction of Highway 4 and the Tofino-Ucluelet Highway during the summer months and road salting near this junction during the winter months. The Lost Shoe Aquifer is also highly vulnerable from the ongoing gravel operation located near the western edge of the aquifer. The fence must also be extended to include the northern side. This will help to avoid any vandalism from occurring. Higher visibility signs should then be erected informing residents and visitors that the Lost Shoe Aquifer is highly vulnerable to surface contamination and provides drinking water to the District of Ucluelet. The Lost Shoe Aquifer is generally unconfined (and partially exposed). It has been classified by the Ministry of

Environment as a moderately developed aquifer and is highly vulnerable to contamination introduced at ground surface.

Once again, I must emphasize that the boundaries of the Lost Shoe Aquifer need to be re-examined and re-defined by the Ministry of Environment staff. The Lost Shoe Aquifer was interpreted only on a preliminary basis in 1996.

The Lost Shoe Aquifer is located adjacent to the junction of Highway 4 and Tofino-Ucluelet Highways. The three (possibly four) active Lost Shoe Aquifer production wells are located approximately 575 - 600 metres northwest and are slightly downslope of the subject property. The production wells are located in separate housings and all pump to a nearby community pump house prior to distribution. The production wells are sampled once per week for bacteriological analyses (per comms. District of Ucluelet staff).

The Lost Shoe Aquifer was first contemplated in 1995 by Pacific Hydrology Consultants Ltd. (PHCL) as a source of water supply for Ucluelet.

Well records show that the top of the high capacity sand and gravel aquifer of the Lost Shoe Aquifer is located approximately 4.6 metres below ground surface. Well records show that grey-blue clay (marine clay) exists below the sand and gravel aquifer.

It is highly unlikely that a drilled well located within the subject property will impact wells located within the Lost Shoe Aquifer. The Ministry of Environment observation well (329) located to the northwest of the Lost Shoe Aquifer shows only seasonal fluctuation and no pumping interference from the LSA wells. Although there are no records of drilled wells located on the subject property, Badry (1998) has indicated that based on the lithology of TW3 located along the southeast boundary of District Lot 463 and 5 schematic cross-sections by EBA Engineering Consultants Ltd (EBA), have provided convincing evidence that the LSA does not extend as far south as the subject property. Badry has also suggested that the aquifer underlying the subject property is "perched" and there is no hydraulic interconnection with the water table of the Lost Shoe Aquifer.

It is highly unlikely to impossible to locate a drilled test production (TP) well without first examining the geology, observing where the proposed development is to take place and locating the well close to a proposed water tower. The well location can then be marked, staked and flagged in the field. A drilled test production well must be completed by a certified and licensed well driller. The 2005 Groundwater Protection Regulations must be followed.

Once completed, the test production well must be pump tested at a constant rate for a minimum period of 12 hours with a minimum of three hours of recovery. The test production well will be sampled near the end of pumping for VIHA drinking water parameters. The LSA wells must be made available at this time for periodic monitoring.

Although a wellhead protection area (WHPA) was first outlined in 1995 by PHCL for Ucluelet based on conservative assumptions about how the LSA would respond to long-term intensive pumping of the Ucluelet wells, it was not carried out.

Badry (1998) has suggested that as the LSA production wells are equipped with permanent pumps and are in use, it would be a simple matter to conduct an aquifer test with all wells pumping at maximum and determine if pumping interference occurs between the proposed well on the subject property and the LSA production wells. This would provide a comfort level to all concerned.

If you have any questions or concerns, please do not hesitate to contact me at 250-656-6022 or 250-818-1134.

Yours sincerely,

*W.S. Hodge*



W.S. Hodge, P. Geo.  
HODGE HYDROGEOLOGY CONSULTING

**References**

Badry, A., 1998. Pacific Hydrology Consultants Ltd. Report prepared re. *Evaluation of Potential Impacts to Lost Shoe Creek Aquifer and Ucluelet Wellfield for Proposed Veneer Slicing Plant by HDL Wood Industries near Ucluelet, BC.* Report completed for Don MacKinnon, M. Eng. P. Eng. EBA Engineering Consultants Ltd. P.O. Box 451 Ucluelet, BC, VOR 3A0.

Berardinucci, J. and Ronneseth, K. 2002. Guide to using the BC Aquifer Classification Maps for the Protection and Management of Groundwater, Victoria, BC: Ministry of Water, Land and Air Protection.

Davey, R., 2012. *Hydrogeology of Lost Shoe Aquifer and Potential Development of Block B, DL 483, Clayquot Land District.*



3060 Lake Road, Denman Island, BC V0R 1T0  
Tel: (250) 335-1864 Fax: (250) 335-1846  
Email: h2oenv@telus.net

Nov 6, 2012

H<sub>2</sub>O File: 12-70

Ministry of Transportation and Infrastructure  
3<sup>rd</sup> Floor-2100 Labieux Road  
Nanaimo, BC V9T 6E9

Attn: Mr. Robert Wiley

**Re: Soil Investigation for Subdivision  
Lot 483, Block B, Clayoquot District**

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Mr. Wiley;

Introduction

Mr. Zane Zbeetnoff of Canadian Skyline Hotels Ltd. retained H<sub>2</sub>O Environmental Ltd. (H<sub>2</sub>O) to complete a soil investigation to determine the availability of soil and area for subdivision wastewater disposal at the above referenced lot, near Ucluelet, BC.

The lot investigated for subdivision is approximately 21.85 hectares. It has multiple zoning including zoning for 4 ha (10 acre) lots. Five 4 ha lots are currently proposed for subdivision. Each lot will have individual well and wastewater systems such that the Vancouver Island Health Authority (VIHA) subdivision<sup>1</sup> requirements as shown in Table "B" of the VIHA document are 45 cm of mineral soil.

Site Works

H<sub>2</sub>O was onsite September 24 and November 2, 2012 to advance testpits. Twenty three testpits were advanced during the investigation. Soil adequate for wastewater disposal was found in fourteen testpits. Testpits with less mineral soil depth than necessary were backfilled.

The general soil profile consisted of a moderate layer (5 to 10 centimetres) of organic forest debris which was underlain by reddish, loose and soft, sandy silt and gravel. This layer varied in thickness throughout the site but in the designated testpits was more than 45 cm in all cases. The sandy silt was underlain in most testpits by grey weathered glacial till which became harder with depth. The depth to till in the testpits ranged from 65 cm to 85 cm below grade.

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<sup>1</sup> Vancouver Island Health Authority, *Subdivision Standards*, April 2009

No groundwater or seepage was encountered in any of the testpits during excavation.

There are numerous riparian areas on the site but all testpits were located more than 30 metres from an identified water course or wetland/bog.

To measure the *in-situ* permeability of the soils, permeameter tests were completed by H<sub>2</sub>O in the areas where testpits were located. Auger holes were advanced near the testpits to a maximum depth of 34 centimetres (cm). The permeameter test consists of a calibrated tube filled with water which is inserted into the auger hole allowing the water to escape at a flow rate determined by the ability of the soil to transmit it away from the tube. The rate of water flow out of the tube is measured and a field saturated hydraulic conductivity of the soil is calculated from the results.

The results of the permeability testing indicate a hydraulic conductivity of approximately 12 cm/day. This hydraulic conductivity value cannot be directly expressed as a traditional percolation test result. However, it is roughly equivalent to a percolation rate of between 20 and 25 minutes.

The overall topography of the lot is hummocky with relatively low relief. Elevations vary by approximately 22 from the high points in the southeast portion to the lake edge in the northeast. Slopes in the area of most of the testpits were primarily gentle and less than 6%. Testpits TP-F and TP-G are on a slope of approximately 18%.

#### Discussion

These testpits meet VIHA standards for subdivision of a minimum of 45 cm of permeable mineral soils in lots greater than 2 hectares. Percolation rates are slow, as expected with these types of soils, but are faster than the 30 minute/2.5 cm maximum as described in the VIHA document.

There is sufficient area with adequate soil for a wastewater disposal field and reserve area in the area of all testpits. The five 4 ha lots have been designed directly due to the areas found suitable for wastewater disposal.

#### Conclusions

Fourteen testpits were identified as viable on the lot. All of the testpits meet VIHA standards for subdivision of a 4 ha lot with a private water supply.

There is sufficient area available in each lot for a disposal field and reserve area.

H<sub>2</sub>O believes that, with a properly designed, installed and, most importantly, maintained wastewater disposal system, the sites of the primary and reserve fields on these four lots will not present a health hazard.

Closure

This report has been prepared by H<sub>2</sub>O Environmental Ltd. for Canadian Skyline Hotels Ltd. and the Ministry of Transportation and Infrastructure and is intended to provide an assessment of the onsite soils for subdivision. No warranty expressed or implied is made.

Please do not hesitate to call if you have any questions or comments concerning this report.

Sincerely,  
H<sub>2</sub>O Environmental Ltd.



Per: \_\_\_\_\_

Steven M. Carballeira, P.Geo.

TRANSMITTING  
STATION  
15655  
P.L. 50686  
2907

L.445

L.444

PACIFIC RIM HIGHWAY  
④

P2  
Blk.B L.S. 445 & 446  
2791

PLAN 1936 R.W.  
Blk.A

2701  
Well Site  
Blk.B

2700  
Blk.C  
2685  
2680

SUBJECT PROPERTY



A4

L.483

M1

A3

TOFINO UCLUELET HWY

A 82114W MAC

Blk.B

L.484

SW1

C8

Blk.A

M3

Creek

A  
Plan 40281

2595

L.1541  
P1

A3

L.20

L.47

174

PLAN 4481 R.W.

Smith  
Creek

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1303**

**A BYLAW TO AMEND BYLAW NO. P1166  
SOUTH LONG BEACH OFFICIAL COMMUNITY PLAN**

WHEREAS by Section 884(2) of the *Local Government Act*, all bylaws enacted by the Regional Board must be consistent with an existing official community plan;

AND WHEREAS the Regional Board may amend an existing official community plan;

NOW THEREFORE the Board of Directors of the Regional District of Alberni-Clayoquot in open meeting assembled enacts as follows:

1. TITLE  
This bylaw may be cited as the South Long Beach Official Community Plan Amendment Bylaw No. P1303.
2. Schedule B, the plan map, is hereby amended by redesignating a portion of BLOCK B OF LOT 483, CLAYOQUOT DISTRICT from “Light Industrial” to “Rural Residential” as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. Map 4 Development Permit Areas, is hereby amended by removing the “Development Permit Area VI Forest Resource” designation from a portion of BLOCK B OF LOT 483, CLAYOQUOT DISTRICT as shown on Schedule “A” which is attached to and forms part of this bylaw.
4. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this    day of    , 2012  
Public Hearing held this    day of    , 2013  
Read a second time this    day of    , 2013  
Read a third time this    day of    , 2013

Adopted this    day of    , 2013

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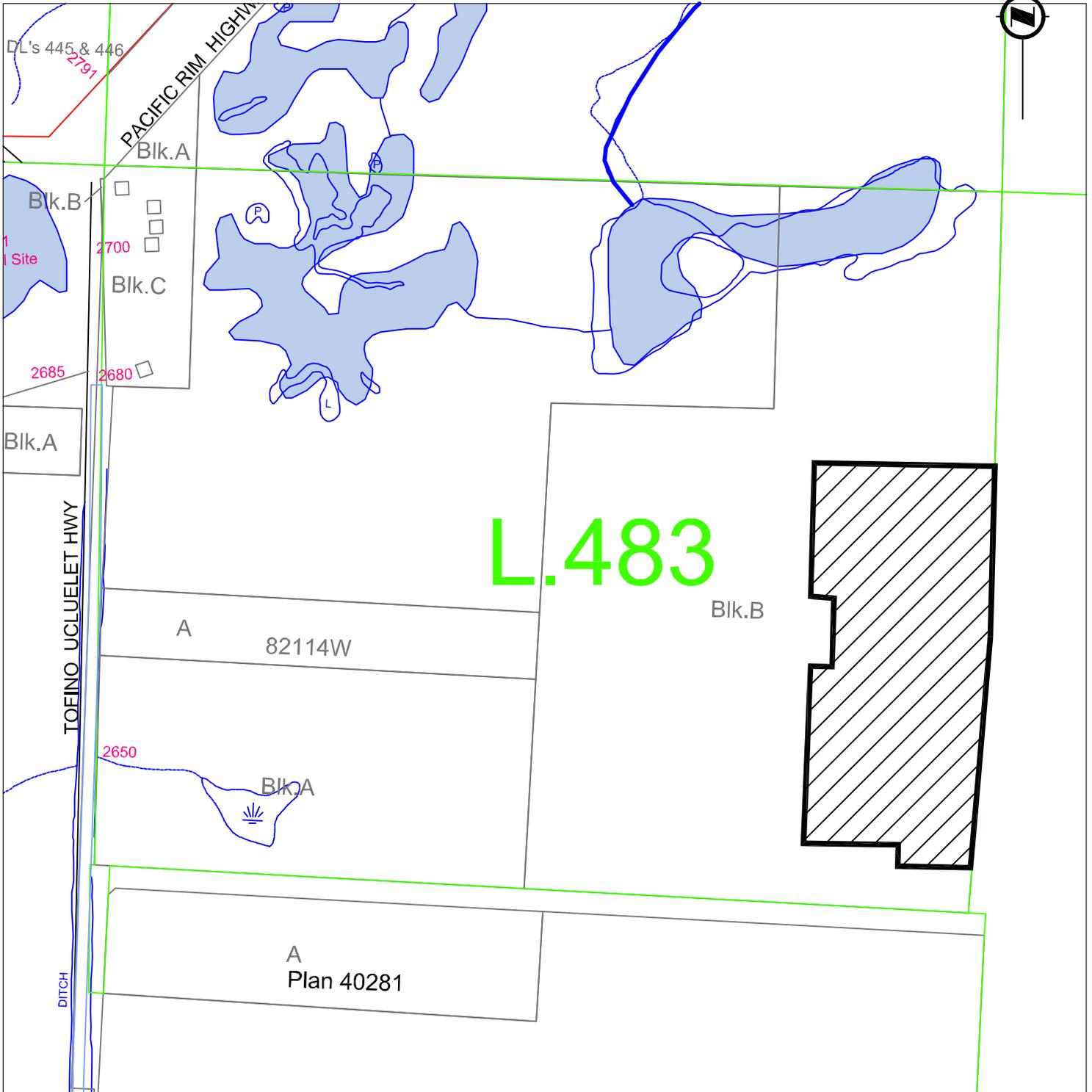
Russell Dyson, CAO

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Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1303



Legal Description: a portion of BLOCK B OF LOT 483, CLAYOQUOT DISTRICT



To be redesignated from "Light Industrial" to "Rural Residential" and to be removed from DPA VI Forest Resource Designation



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1304**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 664**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

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

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

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1304.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning a portion of BLOCK B OF LOT 483, CLAYOQUOT DISTRICT from Industrial Park (M1) District and Heavy Industrial (M3) District to Forest Rural (A3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this      day of      , 2012  
Public Hearing held this      day of      , 2013  
Read a second time this      day of      , 2013  
Read a third time this      day of      , 2013

Adopted this      day of      , 2013

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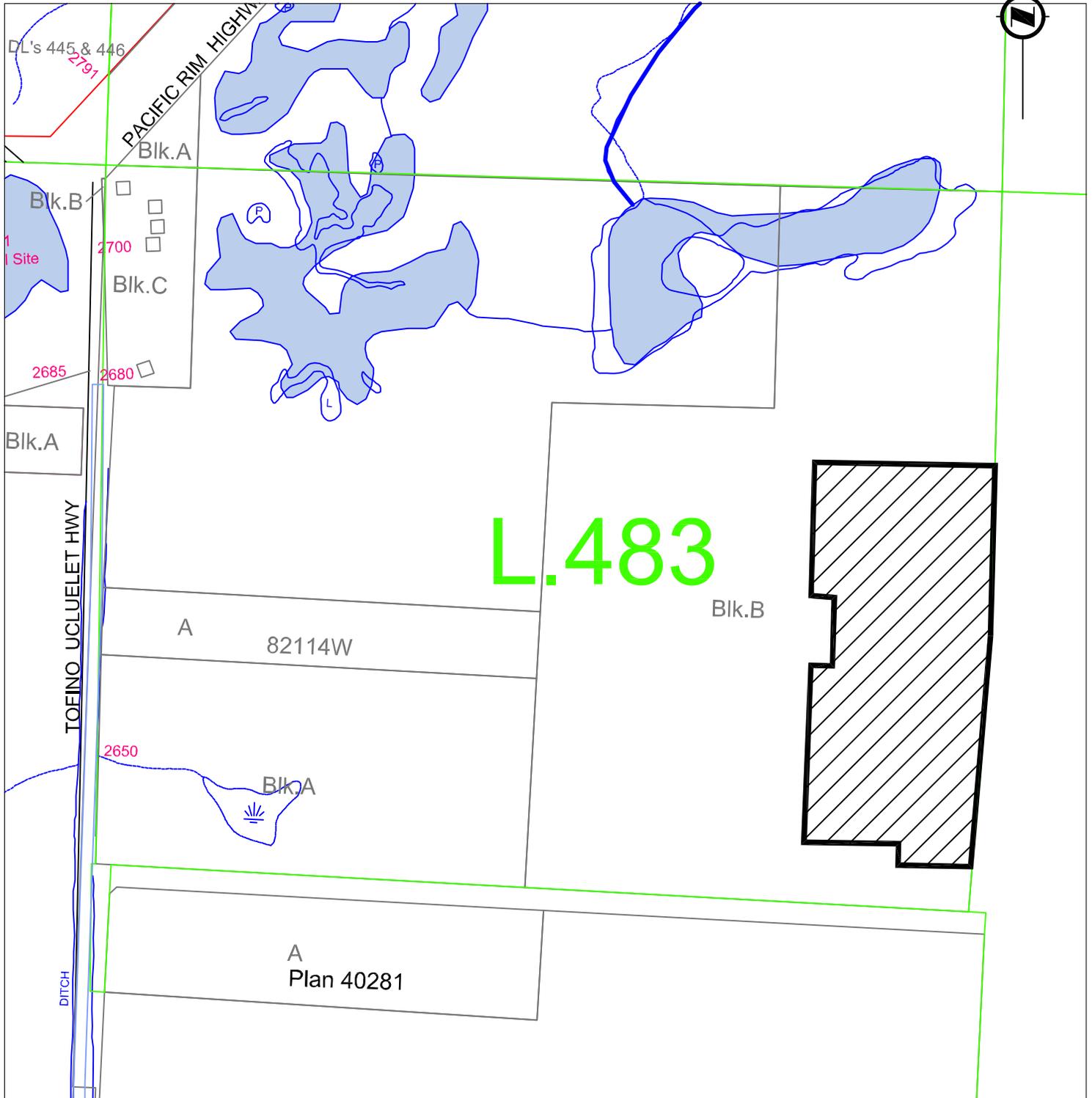
Russell Dyson, CAO

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Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1304



Legal Description: a portion of BLOCK B OF LOT 483, CLAYOQUOT DISTRICT



To be rezoned from Industrial Park (M1) District and Heavy Industrial (M3) District to Forest Rural (A3) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

178





## MEMORANDUM

**TO:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**FROM:** Alex Dyer, Planner

**DATE:** November 29, 2012

**RE:** Public Hearing Report for Bylaws P1294 (Anderson, 5722 Mersey Road) & P1298  
(Van Dyk, 6016 Falls Road)

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A Public Hearing for Bylaws P1294 and P1298 was held on Wednesday, November 28, 2012 at the Alberni-Clayoquot Regional District office. The meeting was attended by the applicants for Bylaw P1294 (Rod & Tracey Anderson, agent Rob Howat) and Bylaw P1298 (agent Darren Van Dyk), two (2) ACRD Planning staff members, two (2) members of the public and John McNabb, Area Director for Electoral Area "E" (Beaver Creek).

There were no concerns or questions raised by the members of the public and referral agency responses are either supportive and/or interests unaffected by the proposal.

### Recommendation

That the Board of Directors proceed with 2<sup>nd</sup> and 3<sup>rd</sup> readings of Bylaws P1294 and P1298.

Submitted by:   
\_\_\_\_\_  
Alex Dyer, Planner

Reviewed by:   
\_\_\_\_\_  
Mike Irg, Manager of Planning & Development

Reviewed by:   
\_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

### **RE12002 & RE12003**

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Minutes of a Public Hearing held on Wednesday, November 28, 2012 at 7:00 pm at the Alberni-Clayoquot Regional District office.

Present: John McNabb, Electoral Area "E" Director (Beaver Creek)  
Staff: Mike Irg & Alex Dyer  
Applicants: Rod & Tracey Anderson, agent Rob Howat (Bylaw P1294) and agent Darren Van Dyk (Bylaw P1298)  
Members of the Public: 2

1. The meeting was called to order at 7:00 pm.
2. Director John McNabb introduces himself and staff representatives Mike Irg and Alex Dyer.
3. Director McNabb asks staff to read the ad for the Public Hearing. M. Irg reads the Public Hearing notice as follows:

A Public Hearing for residents and property owners within Electoral Area "E" will be held in the Board Room at the Regional District of Alberni-Clayoquot office, 3008 Fifth Avenue, Port Alberni, BC, at 7:00 pm on November 28, 2012 to consider the following bylaws:

Bylaw P1294 to rezone LOT B, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN 7371, EXCEPT THAT PART IN PLAN 15586 from Small Holdings (A1) District to Acreage Residential (RA2) District to allow for subdivision into four (4) lots.

(Rodney & Tracey Anderson, Owners & Rob Howat, Agent – 5722 Mersey Road)

Bylaw P1298 to rezone LOT 1, DISTRICT LOT 7, ALBERNI DISTRICT, PLAN 6361 from Rural (A2) District to Acreage Residential (RA2) District to allow for subdivision into two (2) lots.

(Ron & Frieda Van Dyk, Owners & Darren Van Dyk, Agent – 6016 Falls Street)

All persons who consider their interest in property affected by the proposed bylaws will be given an opportunity to be heard in matters contained in the bylaws.

The public hearing for Bylaws P1294 and P1298 is to be held by Director John McNabb, his Alternate Director or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaws as set out in this notice.

Interested persons may inspect the bylaws and relevant background documents at the Regional District of Alberni-Clayoquot Office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from November 16, 2012 to November 28, 2012 both inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

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

4. Director McNabb explains the purpose of the hearing is to hear representation written and verbal from any person who believes that their interest in property is affected by this proposal. The Regional District will receive minutes of the hearing before voting on the bylaws. If the hearing is contentious, it will be recorded and a verbal transcript will be produced. If it is not, staff will be taking written minutes that summarize the issues raised. Director McNabb asked staff to read out any written submissions received prior to the hearing and any correspondence received ahead of time from the public.
5. M. Irg explained that no written correspondence from the public was received prior to the public hearing and explains that copies of the agency referral comments are available for anyone interested (Appendix A).
6. Director McNabb asked the applicants for Bylaw P1294 to explain their proposal.
7. Rob Howat introduced himself as the agent for Rod and Tracey Anderson. He explained the rezoning application and noted that the Beaver Creek Official Community Plan supports one acre lots in this area and supports infill development. R. Howat said that water will be provided by the Beaver Creek Water Service Area and that a Registered On-site Wastewater Practitioner has provided a letter of confirmation supporting in-ground sewage disposal for the proposed development. R. Howat also explained that the conceptual plan provided takes into consideration the building setbacks in the Zoning Bylaw and that drainage of the property is to be collected and drained into the ditch at Mersey Road.
8. Director McNabb asks for any presentations from the public. He reminded those in attendance that this hearing is the last opportunity to provide comments or concerns to himself or anybody else on the Board prior the Board voting on the Bylaw.
9. Hearing no presentations from the public on Bylaw P1294, Director McNabb asked that staff introduce the next application.
10. M. Irg briefly introduced the application and asked that their agent explain their proposal.
11. Rod Anderson, Tracey Anderson, Rob Howat and 2 members of the public left the hearing at 7:08pm.
12. Darren Van Dyk, agent for Ron & Frieda Van Dyk introduced the application explaining that there are two (2) houses on the property and they want to subdivide to create a separate property title for each house. Mr. Van Dyk said that he has been living on the property in one of the houses for 16 years.
13. Director McNabb enquired about sewage disposal on the property.
14. D. Van Dyk said that a Registered On-site Wastewater Practitioner told him that sewage disposal would be dealt with at the time of the subdivision application.
15. Director McNabb asked about the garage that appears to straddle the proposed lot line once the property is subdivided.
16. D. Van Dyk said that he would tear down the structure at the time subdivision.

17. M. Irg explained that another option would be to adjust the proposed lot line to make the building comply with the required building setbacks.
18. Director McNabb called a first time for any further representations on the bylaws. Director McNabb called a second time for any representations on the bylaws. Director McNabb called a third and final time for any further representations on the bylaws.
19. Hearing no further representations, Director McNabb terminated the meeting at 7:10 pm.

Minutes Taken By:   
Alex Dyer, Planner

Certified Correct:   
John McNabb, Electoral Area "E" Director (Beaver Creek)



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1294      ACRD FILE NO.: RE12002**

**APPLICANT NAME: Rodney & Tracey Anderson    ACRD CONTACT: Mike Irg**  
**Date of Referral: June 1, 2012**

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

[Large empty rectangular box for comments or additional information]

School District No. 70  
4690 Roger Street  
Port Alberni, B.C.  
V9Y 3Z4

Agency (please print): School District 70

Name (please print): Jerry Linde

Signature: [Handwritten Signature]

Title: Secretary-Treasurer

Date: Jun 8/12



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

BYLAW NO.: P1294

ACRD FILE NO.: RE12002

APPLICANT NAME: Rodney & Tracey Anderson ACRD CONTACT: Mike Irg

Date of Referral: June 1, 2012

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

The Ministry does not object to the proposed rezoning.  
This response is NOT to be construed as  
subdivision approval.

Stu Johnson  
Ministry of Transportation  
3<sup>rd</sup> Floor – 2100 Labieux Road  
Nanaimo, BC  
V9T 6E9

Agency (please print): Ministry of Transportation & Infrastructure  
Name (please print): Stu Johnson Title: Dist. Development Tech  
Signature: [Handwritten Signature] Date: June 7 2012



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

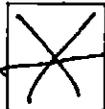
### BYLAW RESPONSE SUMMARY

BYLAW NO.: P1294

ACRD FILE NO.: RE12002

APPLICANT NAME: Rodney & Tracey Anderson ACRD CONTACT: Mike Irg

Date of Referral: June 1, 2012



Approval Recommended for Reasons  
Outlined Below



Interests Unaffected by Bylaw



Approval Recommended Subject to  
Conditions Below



Approval NOT Recommended Due to  
Reasons Outlined Below

*That I review this proposal through the referral process with the Min. of Transportation and Infrastructure to ensure compliance with V.I.H.A.'s Subdivision Standards to ensure Public Health Protection. Thank you*

Glenn Gibson, Env. Health Officer  
Vancouver Island Health Authority  
P.O. Box 1210  
Parksville, BC  
V9P 2H2

ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

JUN 07 2012

RECEIVED

Agency (please print):

Name (please print):

Signature:

Title:

Date:

*June 7/12*



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

BYLAW NO.: P1294      ACRD FILE NO.: RE12002

APPLICANT NAME: Rodney & Tracey Anderson    ACRD CONTACT: Mike Irg  
Date of Referral: June 1, 2012

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

JUN 06 2012

**RECEIVED**

Beaver Creek Volunteer Fire Department  
Attn: Charlie Starratt  
A-6038 Beaver Creek Road  
Port Alberni, BC  
V9Y 8X4

Agency (please print):

Name (please print):

CHARLIE STARRATT

Title:

FIRE CHIEF

Signature:

*Charlie Starratt*

Date:

June 5/12



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

BYLAW NO.: P1294      ACRD FILE NO.: RE12002

APPLICANT NAME: Rodney & Tracey Anderson    ACRD CONTACT: Mike Irg  
Date of Referral: June 1, 2012

Approval Recommended for Reasons  
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to  
Conditions Below

Approval NOT Recommended Due to  
Reasons Outlined Below

- Fire lane access  
 - Sewage disposal  
 - WATER Run off from homes  
 - Usage.

Agency (please print):

A.C.R.D.

Name (please print):

Rob GAUDRENI

Title:

Building Inspector

Signature:

Date:

June 5/2012



## MEMORANDUM

**To:** File

**From:** Alex Dyer, Junior Planner / Bylaw Enforcement Officer

**Date:** November 28, 2012

**Subject:** Hupacasath First Nation Bylaw Referral – Bylaws P1294

---

The Bylaw referral package was sent to Robert Duncan, Chief Executive Officer with the Hupacasath First Nation. After following up with their office, no formal response was received presuming their interests are unaffected by the Bylaw.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

BYLAW NO.: P1298

ACRD FILE NO.: RE12003

APPLICANT NAME: Ron & Frieda Van Dyk (agent Darren Van Dyk)

ACRD CONTACT: Alex Dyer

Date of Referral: September 20, 2012

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

*Mike, Sept 25/12.  
I see no known issues  
with this providing  
all by-laws for the  
the meet.*

*Bruce.*

ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

SEP 25 2012

**RECEIVED**

Agency (please print): Beaver Creek Water

Name (please print): Bruce Forsyth

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: Sept. 25, 2012



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
 3008 Fifth Avenue  
 Port Alberni, BC V9Y 2E3  
 Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

**BYLAW NO.: P1298      ACRD FILE NO.: RE12003**

**APPLICANT NAME: Ron & Frieda Van Dyk (agent Darren Van Dyk)**  
**ACRD CONTACT: Alex Dyer      Date of Referral: September 20, 2012**

- Approval Recommended for Reasons Outlined Below
- Approval Recommended Subject to Conditions Below

- Interests Unaffected by Bylaw
- Approval NOT Recommended Due to Reasons Outlined Below

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
 SEP 27 2012  
**RECEIVED**

---

School District No. 70  
 4690 Roger Street  
 Port Alberni, B.C.  
 V9Y 3Z4

Agency (please print): \_\_\_\_\_

Name (please print): Jerry Linnig Title: ST

Signature: *Jerry Linnig* Date: Sept 26/12



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

BYLAW NO.: P1298

ACRD FILE NO.: RE12003

APPLICANT NAME: Ron & Frieda Van Dyk (agent Darren Van Dyk)

ACRD CONTACT: Alex Dyer

Date of Referral: September 20, 2012

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

HOWEVER, WHEN OWNERS DECIDE TO SUBDIVIDE THEY WILL BE  
REQUIRED TO SUBMIT A SUBDIVISION APPLICATION TO THE MINISTRY  
OF TRANSPORTATION & INFRASTRUCTURE.

~~Stu Johnson~~ JORDAN WAGNER  
Ministry of Transportation  
3<sup>rd</sup> Floor - 2100 Labieux Road  
Nanaimo, BC  
V9T 6E9

Agency (please print): MoT

Name (please print): JORDAN WAGNER

Title: DISTRICT DEVELOPMENT

Signature: J. Wagner

Date: TECHNICIAN

SEPT 26, 2012



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

### BYLAW RESPONSE SUMMARY

BYLAW NO.: P1298

ACRD FILE NO.: RE12003

APPLICANT NAME: Ron & Frieda Van Dyk (agent Darren Van Dyk)

ACRD CONTACT: Alex Dyer

Date of Referral: September 20, 2012

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

Septic Piling - Rd access - Fire Egress for Trucks - ~~NOT~~ APPROVAL for 2 driveways. 2 separate water meters, separate electrical services on own property.

ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
SEP 26 2012  
**RECEIVED**

Agency (please print): A.C.R.D.

Name (please print): Rob GAVOUREAU

Title: Building Inspector

Signature: [Handwritten Signature]

Date: Sept 24/2012

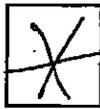


**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
 3008 Fifth Avenue  
 Port Alberni, BC V9Y 2E3  
 Phone: (250) 720-2700 Fax: (250) 723-1327

**BYLAW RESPONSE SUMMARY**

**BYLAW NO.: P1298      ACRD FILE NO.: RE12003**

**APPLICANT NAME: Ron & Frieda Van Dyk (agent Darren Van Dyk)**  
**ACRD CONTACT: Alex Dyer      Date of Referral: September 20, 2012**



Approval Recommended for Reasons  
 Outlined Below



Interests Unaffected by Bylaw



Approval Recommended Subject to  
 Conditions Below



Approval NOT Recommended Due to  
 Reasons Outlined Below

*That I inspect this proposal to ensure it  
 meets the intent of V.I.H.A.'s Subdivision  
 Standards to protect Public Health through a  
 Min. of Transportation & Infrastructure referral*

*Thank You*

Glenn Gibson, Env. Health Officer  
 Vancouver Island Health Authority  
 P.O. Box 1210  
 Parksville, BC  
 V9P 2H2

Agency (please print): \_\_\_\_\_

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: Sept 25/12

*Return For.*



## MEMORANDUM

**To:** File

**From:** Alex Dyer, Junior Planner / Bylaw Enforcement Officer

**Date:** November 28, 2012

**Subject:** Hupacasath First Nation Bylaw Referral – Bylaws P1298

---

The Bylaw referral package was sent to Steven Tatoosh, Chief Councillor and Natural Resource Manager with the Hupacasath First Nation. After following up with their office, no formal response was received presuming their interests are unaffected by the Bylaw.



## MEMORANDUM

**To:** File

**From:** Alex Dyer, Junior Planner / Bylaw Enforcement Officer

**Date:** November 28, 2012

**Subject:** Tseshah First Nation Bylaw Referral – Bylaws P1298

---

The Bylaw referral package was sent to Darrell Ross, Research and Planning Associate with the Tseshah First Nation. After following up with their office, no formal response was received presuming their interests are unaffected by the Bylaw.

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1294**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 657**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

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

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

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1294.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT B, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN 7371, except that part in PLAN 15586 from “Small Holdings (A1) District” to “Acreage Residential (RA2) District” as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 23<sup>rd</sup> day of May, 2012  
Public Hearing held this 28<sup>th</sup> day of November, 2012  
Read a second time this XXX day of XXX, 2012  
Read a third time this XXX day of XXX, 2012

Adopted this XXX day of XXX, 2012.

---

Russell Dyson, CAO

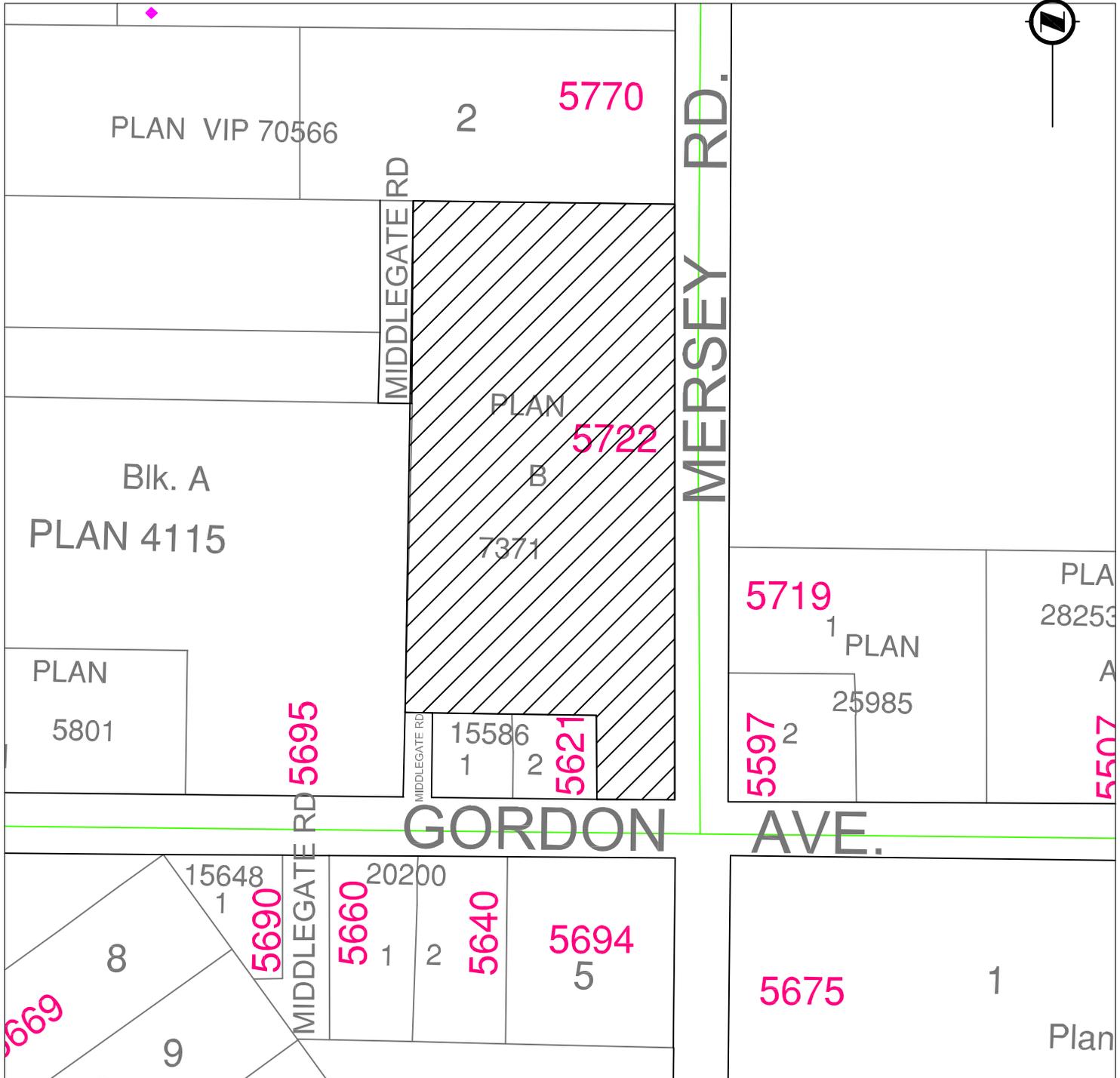
---

Chair of the Regional Board

**RE12002**

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1294



Legal Description: LOT B, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN 7371, except that part in PLAN 15586.



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



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:2000



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1298**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 660**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

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

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

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1298.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 1, DISTRICT LOT 7, ALBERNI DISTRICT, PLAN 6361 from Rural (A2) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 22<sup>nd</sup> day of August, 2012  
Public Hearing held this 28<sup>th</sup> day of November, 2012  
Read a second time this     day of     , 2012  
Read a third time this     day of     , 2012

Adopted this     day of     , 2012.

---

Russell Dyson, CAO

---

Chair of the Regional Board





## **MEMORANDUM**

**TO:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**FROM:** Alex Dyer, Planner

**DATE:** November 30, 2012

**SUBJECT:** Development Variance DVF12006 (Van Vliet) – 6088 Renton Road S

---

### **Background**

On November 14, 2012 the Regional Board reviewed an application for a Development Variance Permit relating to LOT 21, DISTRICT LOT 95, ALBERNI DISTRICT, PLAN 1021 (6088 Renton Road S).

The Board recommended that this application be furthered to the next stage of the variance process. This involved notifying all property owners within 200 feet of the property. No correspondence was received after the neighbouring property owners were notified. If any objections or responses are received prior to the December 07, 2012 Board meeting staff will inform the Board.

This Development Variance Permit will reduce the required minimum lot width of the Small Holdings (A1) District from 165 feet to 163 feet in order to facilitate the subdivision of the property into two (2) lots.

### **Recommendation**

That the Regional Board pass a resolution to issue Development Variance Permit no. DVF12006.

Reviewed By:

---

Russell Dyson, Chief Administrative Officer

### **DVF12006**

Members: City of Port Alberni, District of Ucluelet, District of Tofino  
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek), and "F" (Cherry Creek)

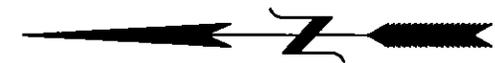
# PLAN OF PROPOSED SUBDIVISION OF LOT 21, DL 95, ALBERNI DISTRICT, PLAN 1021

owner-subdivisor - Leo Van Viet  
Agent - Rob Howat

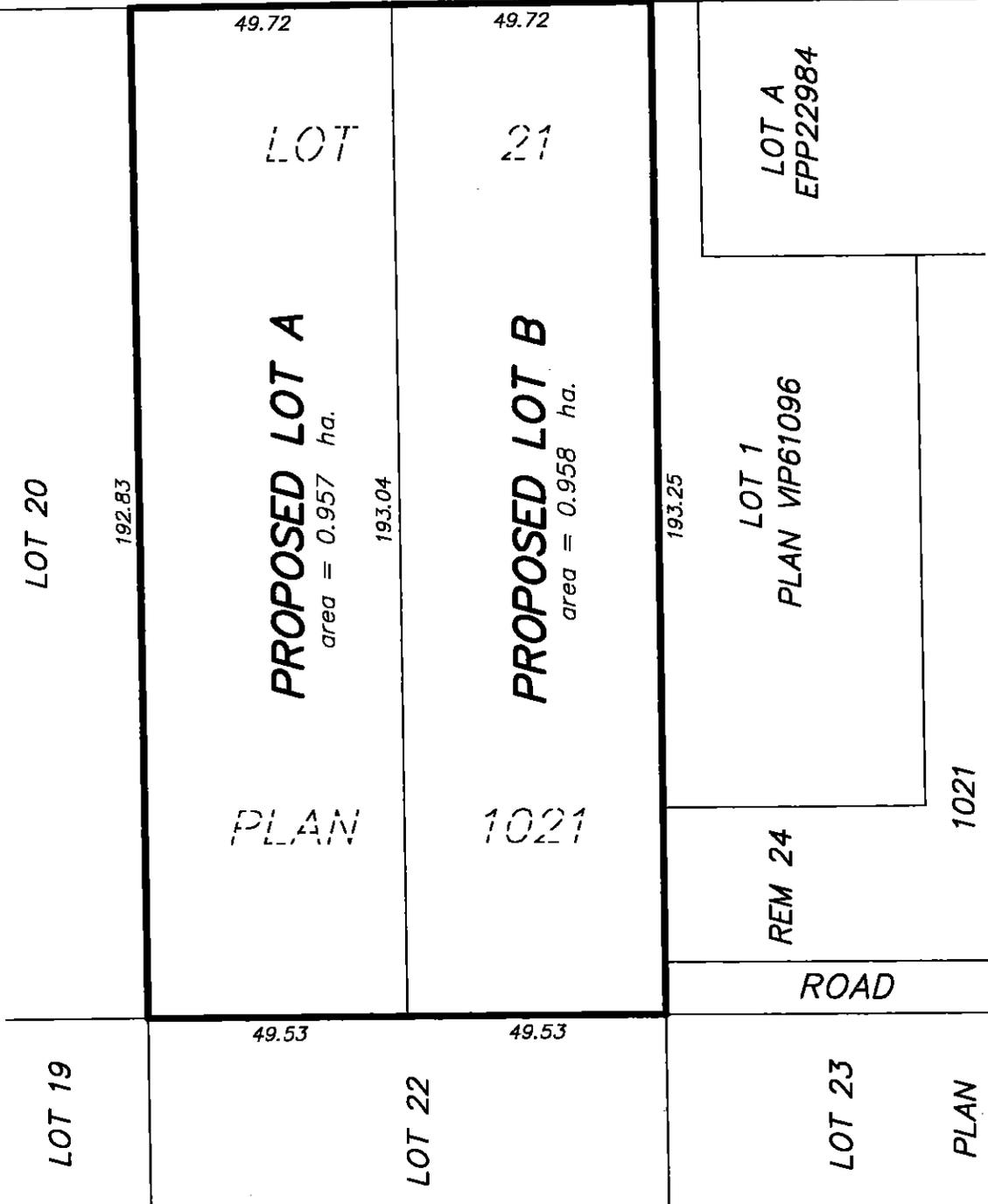
B.C.G.S. 92F.027



The intended plot size of this plan is 280mm in width by 216mm in height (A size) when plotted at a scale of 1 : 1,250.



## RENTON ROAD SOUTH



ACRES & POLLOCK  
BC LAND SURVEYORS  
PORT ALBERNI, BC  
PHONE - 250 723 5412  
EMAIL - apbcis@shaw.ca  
FILE - 15987  
DATE - AUGUST 7th, 2012

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure. This plan lies within the Alberni-Clayoquot Regional District.



**DEVELOPMENT VARIANCE PERMIT NO. DVF12006**

Whereas, pursuant to Section 922 of the *Local Government Act*, a local government may by resolution, on application of a property owner, vary the provisions of a bylaw under Division 7 of Part 26 of the *Local Government Act*;

A Development Variance Permit is hereby issued to:

**Name:** Leo & Pamela Van Vliet

**Address:** 6088 Renton Road S

With respect to:

**Legal Description:** LOT 21, DISTRICT LOT 95, ALBERNI DISTRICT, PLAN 1021

**PID:** 008-095-761

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

- (i) Section 200 – Schedule No. II – Bulk and Site Regulations to reduce the Small Holdings (A1) District minimum lot width requirement from 165 feet to 163 feet for the proposed two (2) lots.

In accordance with the provision of Section 922 of the *Local Government Act*, approval of this permit was given by resolution of the Board of the Regional District of Alberni-Clayoquot on xxxxx.

This permit was issued under the seal of the Regional District of Alberni-Clayoquot on xxxxx.

\_\_\_\_\_  
Russell Dyson, CAO

\_\_\_\_\_  
Chair of the Board of Directors

**DVF12006**

Members: City of Port Alberni, Village of Ucluelet, District of Tofino



## Rezoning Application

**Date:** November 20, 2012

**Regional District File No.:** RF12005

**Applicants:** Zeal Holding Inc

**Agent:** Ray Dol

**Legal Description:** LOT 2, DISTRICT LOT 136, ALBERNI DISTRICT, PLAN 19384.

**Location:** 2450 Timberlane Road

**Electoral Area:** "F" Cherry Creek

**Applicant's Intention:** To rezone for use as a gas card lock and/or automotive sales.

---

**Recommendation:** That the Regional Board:

1. Receive the staff report;
2. Proceed with first reading of Bylaw P1302 to rezone the subject property from Small Holdings (A1) District to Highway Commercial (C4) District, subject to the following:
  - a. Approval from the Ministry of Transportation and Infrastructure under section 52 of the *Transportation Act*;
  - b. The applicant agreeing to remove the existing billboards;
  - c. Meeting technical referral agency requirements.
3. Pass the following resolution, "that the public hearing for Bylaw P1302 be delegated to the Director for Electoral Area "F", the Alternate Director, or the Chairperson of the Regional District.

---

**Observations:**

1. **Property Description:** This is a 2.06 acre property that fronts on Timberlane Road and is next to Highway 4. Access and turning lanes from Highway 4 already exist. Surrounding properties are zoned industrial and commercial. There is a 3 metre right of way in favour of Cherry Creek Waterworks District on the

### RF12005

west property line.

**2. Services:**

- (a) **Sewage Disposal:** On-site septic.
- (b) **Water Supply:** Cherry Creek Improvement District.
- (c) **Fire Protection:** Within Cherry Creek Fire Department protection area.
- (d) **Access:** Timberlane Road.

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

- A. **Agricultural Land Reserve:** Not in ALR
- B. **Official Community Plan:** The property is designated “Commercial” under the newly adopted Cherry Creek Official Community Plan. The property is also with “Development Permit Area III - Form and Character”. A development permit is required before any building construction takes place.
- C. **Zoning:**  
The proposed zoning is Highway Commercial (C4) District.  
Existing zoning is Small Holdings (A1) District

**Comments:** This property is located adjacent to Highway 4, with access via Timberlane Road. The property to the east is zoned a Tourist Commercial C6 District and Campground Commercial C8 District, the properties to the south and west are Industrial Park M1 District and Light Industrial M2 District.

The applicant has indicated that the proposed uses for the property are a gas card lock station or automotive sales. Commercial (C4) District would allow both (Please see attached C4 permitted uses). C4 is the appropriate zone for this property as allowable uses are geared towards highway traffic.

There are currently a number of billboards located on this property. Staff has discussed this with the applicant he is willing to remove the billboards as the contracts expire.

If supported by the Board, this proposal will require input from referral agencies followed by a public hearing. In addition to the referral, the Ministry of Transportation and Infrastructure must approve Bylaw P1302, as this property is within 800 metres of a controlled access highway. Staff recommends that this application be furthered.



Submitted by:

\_\_\_\_\_  
Mike Irg, Manager of Planning and Development



Reviewed by:

\_\_\_\_\_  
Russell Dyson, CAO

**RF12005**

This District provides for the accommodation of vehicular-oriented commercial uses of low intensity and for services essential to, or dependent upon highway traffic.

124.1 Uses Permitted:

(1) The following Retailers of Automotive Products:

- (a) Gasoline Service Stations, including car washing establishments and the incidental sale of bulk petroleum products
- (b) Motor Vehicle Dealers
- (c) Motor Vehicle Repair Shops including Auto Body repair shops and Auto Body spray painting shops
- (d) Boat repair and maintenance, small engine repair and service and boat storage facilities.

(2) The following Retail outlets, provided that the retail floor area shall not exceed 185.806 square meters [2,000 square feet]:

- (a) Food Stores
- (b) General Merchandise Stores
- (c) Other enterprises oriented to highway traffic, such as garden supplies, or gift shops
- (d) ship chandlery goods and sale of marine components and equipment.

(3) The following Personal Services:

- (a) Barber and Beauty shops
- (b) Self-service Laundries and Dry Cleaners
- (c) Tourist guide service.

(4) The following Other Services Industries:

- (a) Motor Vehicle Rental facilities.

(5) Restaurants and the like.

(6) One dwelling on the same lot as a permitted business or undertaking, for accommodation of the immediate family of the caretaker, manager or proprietor of the particular premises or centre, provided that:

- (a) Such dwelling may be contained in the same building as uses listed under clauses (2) and (3) above, where such uses are conducted within a completely closed building, in which case the permitted dwelling unit shall be located behind the commercial use and not closer than 6.096 meters [20 feet] to the front of the building, and shall be fully separated from the commercial use with the principal access to the dwelling unit being entirely separate from the related commercial use.
- (b) In the case of other types of business or undertaking, a permitted dwelling unit shall be located in a structure clearly separated from the related commercial use.
- (c) Not less than 46.452 square meters [500 square feet] of usable open space shall be provided in conjunction with the dwelling unit.

(7) Accessory buildings and uses.

124.2 Conditions of Use:

- (1) Every business or undertaking shall be conducted within a completely enclosed building except for drive-in businesses, fruit and vegetable markets, ice dispensaries and vending machines, outdoor garden shops, parking and loading facilities.
- (2) All goods produced on the premises shall be sold at retail on the same premises.

ZEAL HOLDINGS INC.

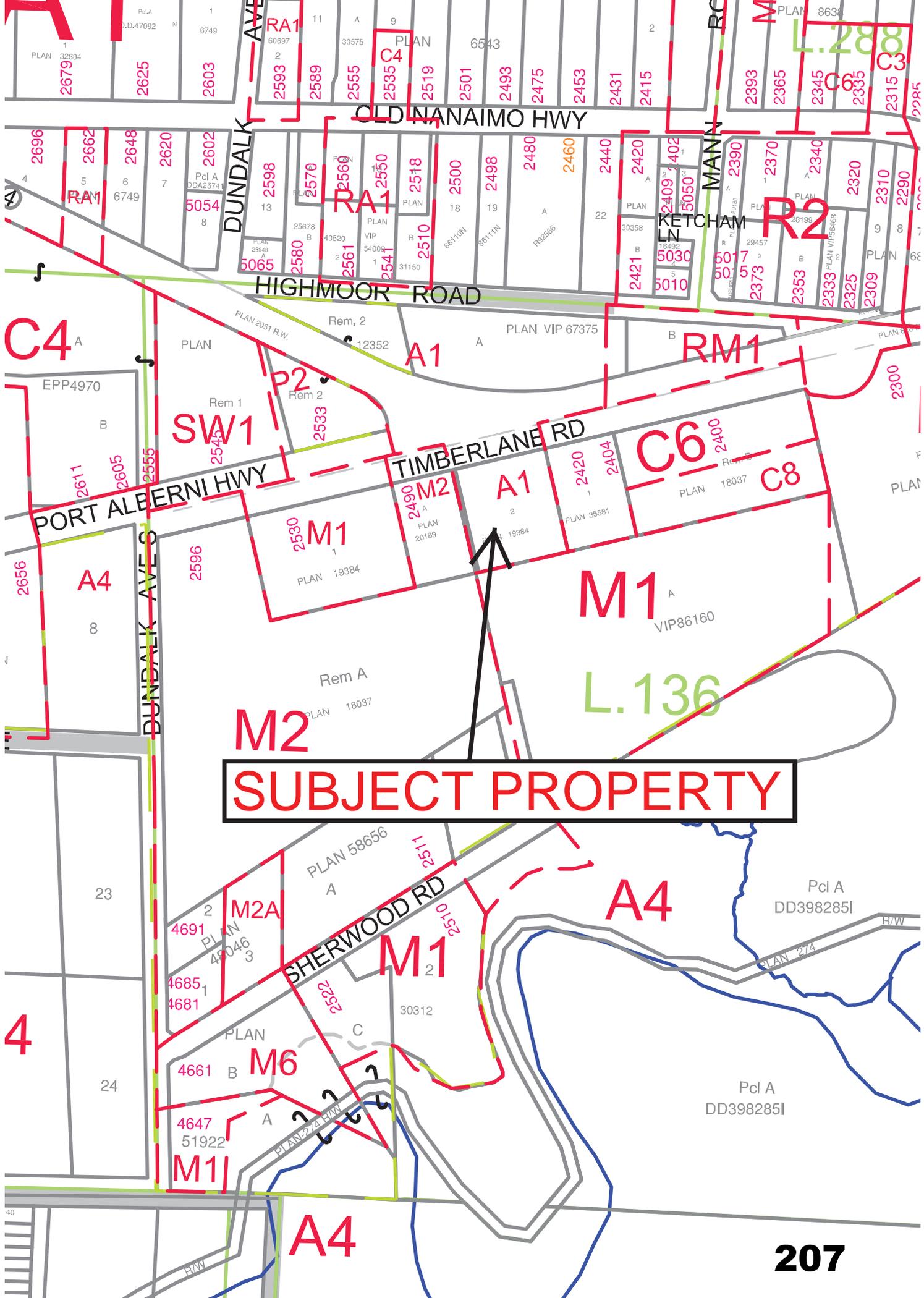
RE: Rezoning application, additional information.

Describe the proposed development of the subject property:

This property is intended to be developed to accommodate a commercial client that fits within the proposed zoning. This would likely consist of either a dealership such as vehicle, marine, trailer, or recreational vehicle sales; or petroleum sales outlet such as a fuel card lock and bulk sales.

Reasons and comments in support of the application:

1. The C-4 zoning fits within the OCP.
2. The frontage road, Timberlane, allows for development of this type without direct interference with highway traffic.
3. This is one of the few areas available in Port Alberni that has room for this type of growth. This neighborhood has experienced continues commercial / industrial growth in recent years.



**SUBJECT PROPERTY**

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1302**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 663**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

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

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

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1302.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 2, DISTRICT LOT 136, ALBERNI DISTRICT, PLAN 19384 from Small Holdings (A1) District to Highway Commercial (C4) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this    day of    , 2012  
Public Hearing held this    day of    , 2013  
Read a second time this    day of    , 2013  
Read a third time this    day of    , 2013

Adopted this    day of    , 2013

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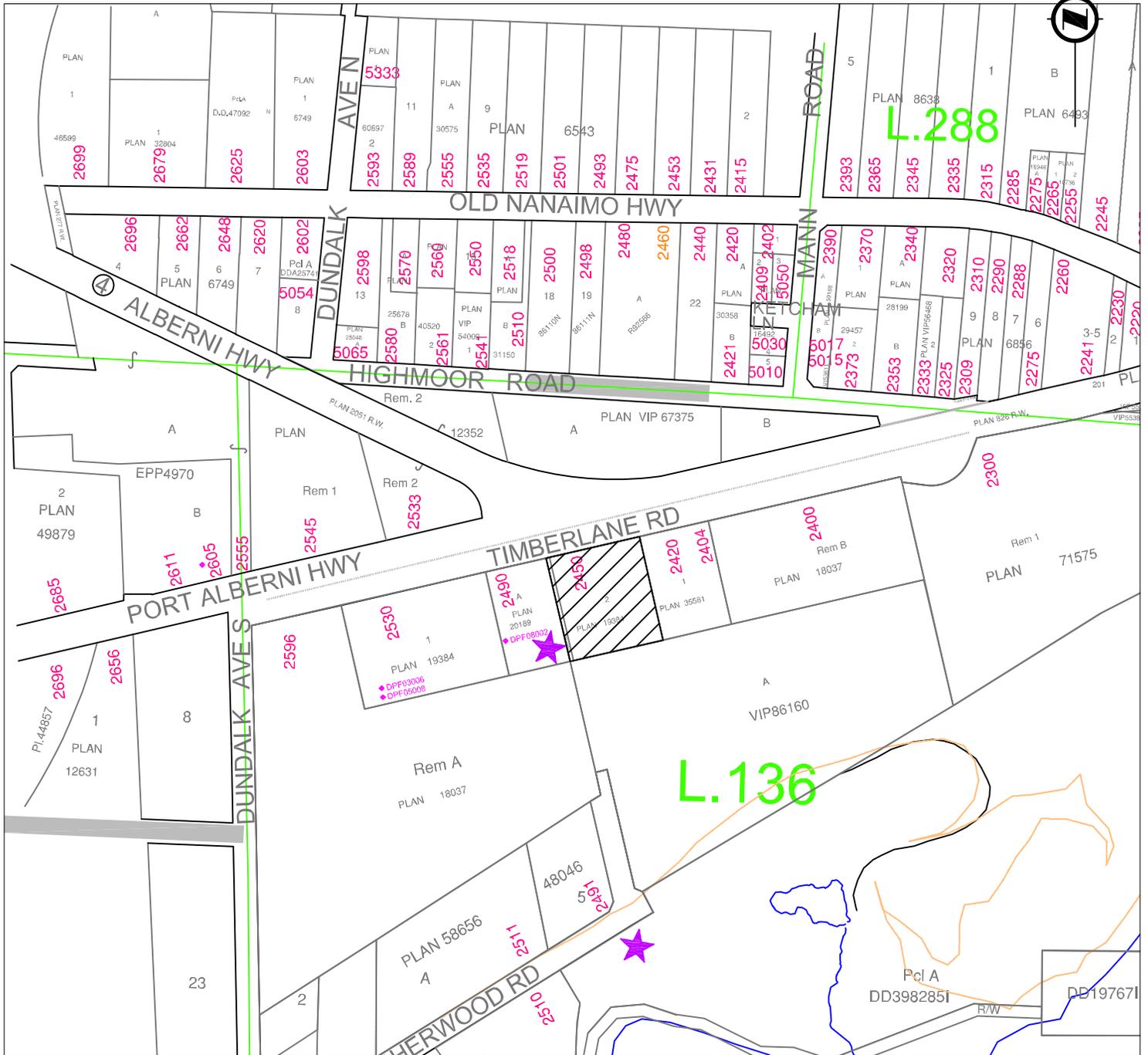
Russell Dyson, CAO

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Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1302



Legal Description: LOT 2, DISTRICT LOT 136, ALBERNI DISTRICT, PLAN 19384



To be rezoned from Small Holdings (A1) District to Highway Commercial (C4) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:5000





## MEMORANDUM

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

**FROM:** Lori Wilson, Mapping and Computer Technician

**DATE:** December 1, 2012

**SUBJECT:** Surveyed GPS Cadastral Tie Project

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### Recommendation

That the Board receive the staff memorandum.

### Background

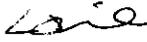
The District of Ucluelet and the ACRD partnered to access funding from ICIS (Integrated Cadastral Information Society) at the request of the Parcel Fabric Section of GeoBC which is a department of Ministry of Forests, Lands and Natural Resource Operations to increase the spatial accuracy of our cadastral database. We were successful in securing \$25000 of funding to have this project started. The funding will go towards surveying cadastral tie points within the District of Ucluelet and the ACRD. The Parcel Fabric Section will then take the surveyors data and correct our spatial data accordingly and feed it back to the District of Ucluelet and the ACRD. As the costs for surveying were much higher than anticipated based on recent projects of the same kind we will apply to ICIS again in 2013 to hopefully get a further \$25000 to finish the project. The project was to run over 2 years and cost a total of \$25000. At this time we will survey Electoral Areas B, E, F and the District of Ucluelet. In the spring we hope to finish Electoral Areas A, C and D.

The District of Ucluelet offered to handle the money and sent out the Request for Offers. We had 4 submissions to our Request for Offers:  
Sims and Associates at \$714 / survey point (limited to Electoral Area E)  
McElhanney Consulting Services Ltd. \$918 / survey point

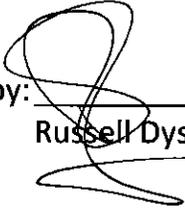
Bazett Land Surveying Inc. \$559 / survey point

Focus Corporation \$340 / survey point.

All of these offers were more than the \$25000 budget. After looking at the points GeoBC had recommended we eliminated 14-15 points and brought the cost down to \$25000 at the rate that Focus Corporation had submitted. John Towgood from the District of Ucluelet contacted Focus Corporation and they agreed to the contract. They have already started work.

Submitted by:   
Lori Wilson, Mapping and Commuter Technician

Reviewed by:   
Mike Irg, Manager of Planning and Development

Reviewed by:   
Russell Dyson, Chief Administrative Officer

**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of December 3, 2012**

#	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 presented to Parks Canada – Response requested
2.	Jan. 11/12 COW	Add RD History to website (Incorporated date 1967) consult with AV Museum on content	Wendy/ Lori	Coordinating with new website development – 2013
3.	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	Consulting with operators – new lease being drafted by ACRD lawyers
4.	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	Feb. 2013
5.	July 25 <sup>th</sup> Board	Review the ACRD's Purchasing/Tendering Policy and investigate options for flexibility in awarding tenders to local contractors/bidders	Russell/ Wendy	Initial background underway
6.	Sept. 19 <sup>th</sup> EA Directors	Evaluate staffing in the Environmental Services Department and provide options for consideration by the ACRD Board during 2013 budget discussions	Russell	In progress
7.	Oct. 10 <sup>th</sup> Board	The Board retained the services of R.F. Binnie & Associates to conduct a truck route study of the proposed Ring Road Route into Port Alberni to a maximum cost of \$10,000.00 with the funds coming out of General Government, Surveys, Studies and Reports	Russell	Proposal received, project underway, terms reviewed by Transportation Committee
8.	Oct. 24 <sup>th</sup> Board	Board of Directors conduct a by-election for Electoral Area "F" (Cherry Creek) in February 2013 and offer to conduct the School District No. 70 (Alberni) by-election at the same time	Wendy	Arranging Feb. 2013 Recomm. to appoint Chief/Deputy Chief Election Officer at December Board
9.	Nov. 14 <sup>th</sup> Board	New Elected Directors' be authorized to attend the Local Government Leadership Academy 2013 Leadership Forum, February 20 to 22, 2013 in Richmond, BC – Sign up interested Directors	Tracy	Further registration information coming shortly
10.	Nov. 14 <sup>th</sup>	Explore the conduct of a Transit Feasibility Study for	Russell/	BC Transit Meeting

#	Date	Action Item	Assigned to	Target Date/Update
	Board	the region by BC Transit	Tanis	December 7, 2012
11.	Nov. 28 <sup>th</sup> Board	Letter to Province supporting the ICET and requesting they continue to maintain the program	Russell	Done
<b>Finance Department</b>				
12.	Jan. 11/12 COW	Investigate other fuel providers for RD Fleet	Teri	Investigating
13.	April 25 <sup>th</sup> BD	Draft a new Directors expense for reflecting the changes adopted in Bylaw A1066-1	Andrew	Drafting
14.	June 27 <sup>th</sup> Board	Organize a joint meeting with the Ministry of Transportation, Ministry of Forests, Lands & Natural Resource Operations and ACRD staff to discuss the future of road maintenance in Salmon Beach	Teri	Arranging
15.	July 11 <sup>th</sup> Board	Provide the ACRD Board with a list of ACRD owned assets	Teri	January 2013
16.	Nov. 28 <sup>th</sup> Board	Renew membership in the Federation of Canadian Municipalities for 2013-2014 in the amount of \$4,690.49 and consider during budget discussion	Teri	1 <sup>st</sup> Quarter 2013
17.	Nov. 28 <sup>th</sup> Board	Notify Province, YG, HFN, BC Assessment of net taxable values being method of apportionment for General Government Services and Regional Hospital District	Teri	December 2013
18.	Nov. 28 <sup>th</sup>	Pay the 2012 Coastal Community Network Membership invoice in the amount of \$4731.30 and forward the 2013 membership request to budget deliberations	Teri	Done
<b>Environmental Services Department</b>				
19.	June 6/08	Bamfield Liquid Waste Management Infrastructure Planning Grant	Andy/ Janice	Arranging a community meeting to discuss the report
20.	Sept. 16/09 AV	Work with City of PA Staff or Engineer on Bell Road/Stuart Ave. Water	Andy/ Janice	RFD for Engineering Study Closes Dec.10
21.	Apr. 6/10	West Bamfield Harbour Authority Dock Improvements (ICET)	Andy/ Janice	Work to be completed in 2012 – In Progress
22.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
23.	Sept. 8/10	Investigate options for implementing passenger and airport improvement fees at the Long Beach Airport	Andy	Investigate with the Long Beach Airport

#	Date	Action Item	Assigned to	Target Date/Update
	WC			Authority (when formed)
24.	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
25.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/Russell	Background provided for review with Tseshaht First Nation
26.	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	Application submitted – To be determined December 2012
27.	Apr. 11 <sup>th</sup> Board	Arrange the first meeting of the Long Beach Airport Advisory Committee	Janice	Arranging for early 2013
28.	April 11 <sup>th</sup> BD	Investigate options for dumping land clearing debris on the West Coast	John	In Progress
29.	May 9 <sup>th</sup> BD	The Board approved applying through ICET for funding to construct a pedestrian bridge across China Creek to link Stage 1 & 2 of the Inlet Trail – Submit application	Janice	Stage II application being approved
30.	May 23/12 Board	The Board approved staff proceeding with option C – A new disposal field designed to accommodate a 25% to 50% increase in flows, including equalization tank, pumps & control panel for the Salmon Beach Wastewater System – proceed with project	Andy	In finishing stages
31.	July 9 <sup>th</sup> WC Comm	Investigate options for renting out the new tractor at the Long Beach Airport to the West Coast Communities	Mark/ John	In Progress
32.	July 25 <sup>th</sup> Board	The Board approved submitting a grant application for \$35,000 in funding to the Community Infrastructure Improvement Fund for the repair of the tennis courts and baseball field at Cougar Smith Park	Janice	Done – grant received – Work in progress
33.	Aug. 8 <sup>th</sup> Board	Submit C2C Forum application to host a forum with all First Nations in the region to share results of the Maa-nulth Treaty and to discuss collaboration with other partners in the region	Janice	Application granted Meeting to be scheduled early 2013
34.	Sept. 12 <sup>th</sup> Board	The Board awarded the contract to Adelhardt Concrete Plus Construction in the amount of \$20,720.00 including HST to build a	Andy	Construction in progress

#	Date	Action Item	Assigned to	Target Date/Update
		Share Shed at the Bamfield Transfer Station		
35.	Oct. 10 <sup>th</sup> Board	Work with the Air Quality council in the development of a draft valley wide woodstove bylaw based on the City of Port Alberni's bylaw following receipt by the Board of Directors a joint APC meeting will be called to review the proposal.	Andy/Janice	In progress
36.	Oct. 10 <sup>th</sup> Board	The Board allocated \$36,500.00 of Gas Tax funding for the Bamfield Water Chlorination project.	Andy/John	Projects being designed
37.	Nov. 28 <sup>th</sup> Board	Prepare 3 year lease for AV Drag Racing Association for Lots 9 and 16 at the AV Airport for purposes of storing equipment	Andy	Done
<b>Planning Department</b>				
38.	June 1/09	East Bamfield Parking Plan	Mike	Part of OCP review in 2012
39.	June 1/09	Bamfield OCP Review	Mike	Ongoing
40.	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
41.	n/a	Airport Zone Bylaw – Long Beach Airport	Mike	Ongoing
42.	n/a	Alberni Valley OCP Review	Mike	In progress
43.	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
44.	April 11 <sup>th</sup> BD	Apply to the Ministry of Transportation for a permit to construct the dock at the west end of Nuthatch Road & to Ministry of Forests for foreshore tenure	Mike	Application sent to Ministry of Transportation and Ministry of Forests
45.	June 13 <sup>th</sup> BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Mike	Increased signage has been requested – to be discussed at next Log Train Trail Advisory Meeting
46.	July 11 <sup>th</sup> Board	The Board passed a resolution instructing staff to investigate grant opportunities for trail construction in Bamfield and explore partnership with the Huu-ay-aht First Nation – Investigate	Mike	Investigating Grants
47.	Nov. 14 <sup>th</sup> Board	The Board referred the Bamfield Community Hall Society's request to approve & support their proposal to build a new hall to staff to review the request and provide a recommendation,	Mike	Reviewing

#	Date	Action Item	Assigned to	Target Date/Update
		following consultation with the Society, on the role of the ACRD		
48.	Nov. 14 <sup>th</sup> Board	Investigate and explore options and implications related to taking over the West Bamfield public port facility from Transport Canada	Mike	Investigating
49.	Nov. 28 <sup>th</sup> Board	The Board gave 1 <sup>st</sup> reading to Bylaw P1301 proceed to public hearing	Mike	January 2013

Issued: December 3, 2012



**MEMORANDUM**

**TO:** Regional Board of Directors

**FROM:** Mike Irg, Manager of Planning and Development

**DATE:** December 01, 2012

**RE:** **Monthly Activity Report – Planning and Development**

<b>2011 Total</b>	<b>2012 YTD</b>	<b>APPLICATION</b>
10	7	Rezoning
11	8	Development Permit and Development Variance Permit
13	6	Subdivisions
0	0	Agricultural Land Reserve
3	2	Board of Variance
14	12	Crown Leases
24	19	Bylaw Enforcement
5	17	Miscellaneous
80	71	TOTAL APPLICATION RECEIVED

Other Planning Projects

Cherry Creek OCP - Adopted.

Beaufort OCP - Adopted.

Beaver Creek OCP – 2<sup>nd</sup> and 3<sup>rd</sup> Readings given November 14<sup>th</sup>. Sent to the Ministry of Community, Sport and Cultural Development for approval.

Sproat Lake OCP – Open House held on November 1<sup>st</sup>, APC review held November 19<sup>th</sup>. Open House planned for January, 2013.

Bamfield OCP – Draft OCP has been reviewed with the APC. Open House planned for January, 2013.

Agricultural Development Committee initiatives.

Mapping for Sproat Lake Fire Department.

Work starting for GPS Cad tie project for spatial data accuracy update.

Beaver Creek Water System mapping.

Website updates and maintenance.

Bamfield Emergency Planning mapping

A handwritten signature in black ink, appearing to read "Michael Ray". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

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Mike Irg, Manager of Planning & Development



## MEMORANDUM

**To:** Board of Directors  
**From:** Andy Daniel, A.Sc.T., Manager of Environmental Services  
**Date:** December 3, 2012  
**Subject:** Environmental Services Department Staff Report

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In addition to day-to-day activities, the Environmental Services Department has been working on the following since the Board of Directors meeting on November 14, 2012:

### Long Beach Airport

- Submitted claim to Transport Canada for Runway Rehabilitation Project.
- Airport access road graded.
- Reservoir area brushed and vegetation removed.
- Brush cutting and wildlife management program ongoing.
- Site visits by Manager of Environmental Services (MES) for budget review.
- Well drilling planning proceeding.
- Two new water well exploration sites created.
- Reviewed water systems monthly reports
- Investigation into renting the airport tractor to West Coast areas.
- Reviewed job description for water operator.
- Discussions with water operator to install screens on reservoir overflow and to determine if the reservoir is leaking.

### AVRA

- Prepared lease lot agreements for Lots 16 and 9 for the Alberni Valley Drag Racing Association.

- Contractor unplugged culverts causing flooding from beaver activity.
- Winter caretaker overseeing activities and security.
- Monthly water testing performed.
- Reviewed McGill Engineering Operations and Monitoring Report

#### West Coast Landfill

- Meeting with MOE on site to review operating procedures.
- Meetings with Engineer and Contractor on proposed works.
- Environmental sampling performed.
- Installation of stairs by Berry and Vale to safely access sample site.
- Reviewed environmental testing results.

#### Alberni Valley Landfill

- Meeting with MOE on site to review operating procedures.
- Line painting performed.
- Repaired leachate line to lagoon
- Reviewed options with Tseshaht committee regarding Devil's Den Abandoned Recycling Tire plant.
- Reviewed environmental testing results.
- Consultation with landfill operator and public regarding contaminated soil.

#### Bamfield

- Installed chlorination alarms and systems at pump house.
- Technician met on site with Contractor to review system.
- Worked with DFO to try and obtain water main easement for west Bamfield.
- Preliminary design of re-chlorination of Bamfield Water System' reservoirs.
- Awarded proposal from consulting engineers for a review of the water system.
- Reviewed water systems monthly reports.
- Chlorine Alarm System at pump house.

- Annual fire hydrant maintenance performed.
- Removal of partially full old chlorine containers as possible hazardous waste.
- Discussions with Ministry of Transportation regarding location of re-chlorination building.
- Performed water sampling at Sugsaw Lake and Reservoirs.
- Consultation with BC Hydro for power installation to reservoirs.
- Discussions with instrumentation contractor regarding flow meter for re-chlorination.
- Investigation into intermittent pumping problems at pump house.

### Salmon Beach

- Reviewing Salmon Beach Services contract proposals.
- Contractor and engineer testing sanitation field installation.
- BC Hydro completed power installation.
- Curtain drain ditching completed.
- Drainage concerns investigated by MES.

### Sproat Lake

- Submitted claim for Harold Bishop Firehall and Lakeshore Firehall seismic upgrade funding.
- Prepared and advertised for RFP for Bell Road and Stuart Avenue Water System engineering study.
- Culvert Installation Harold Bishop Fire Hall.
- Review maintenance manual for new water supply infrastructure.
- Communications with VIHA regarding water licence application.
- Reviewed Bell Road and Steward for water feasibility study.
- Cougar Smith Park lake water supply and disinfection system completed. VIHA authorized “potable” water status to system and drinking fountain reactivated.
- Working towards certifying Cougar Smith Park water system with VIHA.
- Repair CSP asphalt on the tennis courts.

- Applied for Water Licence for Cougar Smith Park to withdraw water from Sproat Lake

#### City of Port Alberni

- Coordinated using City water source for BCWS.

#### Millstream

- MES attended South Long Beach APC meeting.
- Reviewed water systems monthly reports.
- Consultation with water contractor to purchase new chlorine pumps.

#### Beaver Creek

- Back-flushing weekly related to turbidity events and high water levels in river.
- Continuing meter replacement program.
- Casual Water Operator working full time on 5 month contract.
- Annual hydrant maintenance completed.
- Received approval from VIHA to use pumper truck based on water test results.
- Reservoir construction - poured concrete base and erecting tank.
- Sent out letter requesting exposed meters to be buried.
- Beaver Creek Water Advisory Committee Meeting.
- Avoided boil water by using pumper truck on November 29<sup>th</sup>.
- Beaver Creek Water System radio system moved to ACRD office
- Consulted with Industry Canada regarding changing Radio Licence ownership and location.
- Alberni Communications to provide radio details for change of licensing.
- Inventory costing of Beaver Creek Water.
- Developing procedure for Emergency Pumper Truck operation.
- Flow sampling of Emergency Pumper Truck for water quality parameters and plasticizer.
- Consultation with VIHA regarding use of Emergency Pumper Truck.

- Attended and repaired water main breaks on Strick Road and Grandview Road.
- Implementation of water sampling of Truman Creek for fecal coliforms.

General

- Meetings with Bulldogs to prepare for 3R's Initiative, which included two Shaw Cable tapings and training session.
- Met with Rick and Libby Avis and Pat Deakin to discuss Stage II application to be submitted to ICET for the China Creek Bridge.
- Reviewing upcoming and current engineering projects with McGill Engineering.
- Reviewed water systems for infrastructure replacements regarding Gas Tax.



Submitted by: \_\_\_\_\_  
Andy Daniel, A.Sc.T., Manager of Environmental Services



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** December 3, 2012  
**Subject:** Finance Department Staff Report

In addition to day-to-day activities, the finance department has been working on the following in November 2012:

- Began drafting the 2013-2017 Financial Plan including:
  - Setting up a proposed timetable.
  - Began drafting 2013 budgets for Beaver Creek Water System, Millstream Water and Alberni Valley Regional Airport with Manager of Environmental Services.
- Attended the Beaver Creek Water Advisory Committee meeting on December 3, 2012 to assist the auditor in presenting the final Financial Statements of the Beaver Creek Improvement District and to present a draft of the 2013 operating expenditures.
- Created the 2013 Provisional Regional Hospital District Budget Bylaw 113 including investigating options for surplus funds.
- Met with members of the Salmon Beach Committee to discuss the Salmon Beach Manager's contract proposals and provide recommendations.
- Amended the Grant in Aid policy to reflect current practice of discussing all grant applications at one Committee of the Whole meeting instead of multiple smaller meetings.
- Began an audit of the parcels in the Beaver Creek Water System to compare BC Assessment data with former Improvement District data.
- Assisted with the West Coast Multiplex Referendum on November 24, 2012.
- Began developing an Administration Allocation policy to be presented to the Board during budget discussions in early 2013.
- Met with Duncan, Sabine, Collyer Partners to begin preliminary documentation for audit purposes.

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

Teri Fong, CGA, Manager of Finance