



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, MARCH 13, 2013, 1:30 pm

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

## AGENDA

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	PAGE #
1. <b><u>CALL TO ORDER</u></b>	
2. <b><u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <b><u>DECLARATIONS</u></b> <i>(conflict of interest or gifts)</i>	
4. <b><u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – February 27, 2013</b>	<b>6-21</b>
<i>THAT the minutes of the Board of Directors meeting held on February 27, 2013 be adopted.</i>	
5. <b><u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS</u></b>	
a. <b>Ms. Tamara Cocco, Port Alberni Victim Services Society regarding Grant-In-Aid Request</b>	
<i>THAT Ms. Tamara Cocco, Port Alberni Victim Services Society be invited to address the Regional District Board.</i>	
6. <b><u>CORRESPONDENCE FOR ACTION</u></b>	
a. <b>REQUEST REGARDING THREE RINGS RIDING FACILITY</b>	<b>22-23</b>
Back Country Horsemen of British Columbia and Members of the Beaufort Gang, February 27, 2012, requesting that the Three Rings Riding Facility be included in the Regional Parks Plan.	
<i>THAT the Board of Directors refer this correspondence to the Regional Parks Planning process.</i>	
b. <b>REQUEST FOR SPONSORSHIP</b>	<b>24-25</b>
Art Rave Society of Alberni, February 4, 2013, regarding a request for financial support or donations in-kind gifts.	
<i>(Board Direction Requested)</i>	

**7. CORRESPONDENCE FOR INFORMATION**

- |    |   |              |
|----|---|--------------|
| a. | <b>UNION OF BRITISH COLUMBIA MUNICIPALITIES</b>   | <b>26-27</b> |
|    | 2012 Resolutions  |              |
| b. | <b>B.C. GOVERNMENT &amp; SERVICE EMPLOYEES' UNION/HOSPITAL EMPLOYEES' UNION/CUPE BC/HEALTH SCIENCES ASSOCIATION</b> | <b>28-29</b> |
|    | Community Social Services Awareness Month   |              |
| c. | <b>FEDERATION OF CANADIAN MUNICIPALITIES</b>  | <b>30-33</b> |
|    | FCM News  |              |
|    | President's Corner  |              |
| d. | <b>MINISTRY OF JUSTICE</b>  | <b>34-35</b> |
|    | BC Policing and Community Safety Plan   |              |
| e. | <b>ALBERNI VALLEY CHAMBER OF COMMERCE</b>   | <b>36</b>    |
|    | Community Excellence Awards   |              |
| f. | <b>MINISTER OF FISHERIES AND OCEANS</b>   | <b>37</b>    |
|    | Canadian Coast Guard's Marine Communications and Traffic Services Centre in Ucluelet                                |              |
| g. | <b>VANCOUVER ISLAND UNIVERSITY</b>  | <b>38</b>    |
|    | Thank you   |              |
| h. | <b>AVICC</b>  | <b>39</b>    |
|    | BCUC Decision Forits BC's Application for Common Rates, Amalgamation and Rate Design Application                    |              |

*THAT the Board of Directors receive correspondence for information a-h.*

**8. REQUEST FOR DECISIONS & BYLAWS**

- |    |  |              |
|----|--|--------------|
| a. | <b>REQUEST FOR DECISION</b>  | <b>40-44</b> |
|    | Bylaw E1011-2, South Long Beach Multi Purpose Path Contribution Local Service Amendment, 2013 - Adoption |              |

*THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1011-2, South Long Beach Multi Purpose Path Contribution Local Service Amendment, 2013.*

- |    |  |              |
|----|--|--------------|
| b. | <b>REQUEST FOR DECISION</b>                                      | <b>45-47</b> |
|    | South Long Beach Multi Purpose Path – Parcel Tax Bylaw Amendment |              |

*THAT the Alberni-Clayoquot Regional District Board of Directors give four readings to bylaw F1032-1 cited as South Long Beach Multi Purpose Path Contribution Local Service Area Parcel Tax Amendment, 2013.*





12. **LATE BUSINESS**

13. **QUESTION PERIOD**

14. **IN CAMERA**

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

*i. Information that is prohibited from disclosure under Section 21 of the Freedom of Information and Privacy Act.*

*ii. Labour or other employee relations*

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

16. **ADJOURN**

**Next Board of Directors Meeting: Wednesday, March 27, 1:30 pm**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, FEBRUARY 27, 2013, 1:30PM

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

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**DIRECTORS PRESENT:** Cindy Solda, Chairperson, City of Port Alberni  
Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)  
Eric Geall, Electoral Area "A" (Bamfield)  
Mike Kokura, Electoral Area "B" (Beaufort)  
Pam Craig, Alternate Director, Electoral Area "E" (Beaver Creek)  
Lucas Banton, Electoral Area "F" (Cherry Creek)  
John Jack, Councillor, Huu-ay-aht First Nation  
Jack McLeman, Councillor, City of Port Alberni  
Josie Osborne, Mayor, District of Tofino  
Bill Irving, Mayor, District of Ucluelet  
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government

**REGRETS:** Tony Bennett, Electoral Area "C" (Long Beach)

**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 1:30 pm.

### 2. APPROVAL OF AGENDA

*MOVED: Director Kokura*

*SECONDED: Director Irving*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. OATHS OF OFFICE

The CAO conducted the Oath of Office for:

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)  
Pam Craig, Alternate Director, Electoral Area "E" (Beaver Creek)  
Rene Lacoursiere, Alternate Director, Electoral Area "D" (Sproat Lake)

**4. DECLARATIONS**

**5. ADOPTION OF MINUTES**

**a. Committee-of-the-Whole Meeting – February 13, 2013**

*MOVED: Director Kokura*

*SECONDED: Director Geall*

*THAT the minutes of the Committee-of-the-Whole meeting held on February 13, 2013 be adopted with amendments to grant-in-aid no. 5 and 13 stating funded through the West Coast Landfill budget.*

**CARRIED**

**b. Board of Directors Meeting – February 13, 2013**

*MOVED: Director Geall*

*SECONDED: Director McLeman*

*THAT the minutes of the Board of Directors meeting held on February 13, 2013 be adopted.*

**CARRIED**

**c. Regional Fisheries Resource Committee - February 7, 2013.**

*MOVED: Director Irving*

*SECONDED: Director Osborne*

*THAT the minutes of the Alberni-Clayoquot Regional District Fisheries Resource Committee meeting held on February 7, 2013 be adopted.*

**CARRIED**

**d. Electoral Area Directors Committee, - February 19, 2013.**

*MOVED: Director Kokura*

*SECONDED: Director Geall*

*THAT the minutes of the Electoral Area Directors Committee meeting held on February 19, 2013 be adopted.*

**CARRIED**

**6. PETITIONS, DELEGATIONS & PRESENTATIONS**

- a. Mr. Rod Davis, MSc., PAg., Chair, Private Managed Forest Land Council regarding update.**

*MOVED: Director Kokura*  
*SECONDED: Director Lacoursiere*

*THAT Mr. Rod Davis, Private Managed Forest Land Council of BC be invited to address the Regional District Board.*

**CARRIED**

Mr. Davis provided an overview of the mandate and regulations of the Private Managed Forest Land Council. The Council is an independent provincial agency established under the Private Managed Forest Land Act protecting key public environmental values on private managed forest land in BC.

**b. Mr. Gary Swann, Alberni Environmental Coalition regarding Mitigating Reports dealing with Raven Coal.**

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

*THAT Mr. Gary Swann, Alberni Environmental Coalition be invited to address the Regional District Board.*

**CARRIED**

Mr. Swann reported that the Raven Underground Coal Project is expected to enter the final stages of the environmental review in the coming weeks. The Regional District's representative on the working group of the environmental review will be receiving approximately 10,000 pages of studies undertaken by scientists hired by Compliance Energy prior to these studies being released to the public. Mr. Swann encouraged the Regional District's representative to participate in the working group review of these studies.

**c. Ms. Gillian Trumper, Mr. Russ McLaughlin regarding Wood Tech 21 request for support in making the North Island College in Port Alberni the Center for Forestry for the College.**

*MOVED: Director Jack*  
*SECONDED: Director Kokura*

*THAT Ms. Gillian Trumper and Mr. Russ McLaughlin be invited to address the Regional District Board.*

**CARRIED**

Ms. Trumper provided an overview of the activities of Wood Tech 21 over the past 18 months. She spoke to their proposal submitted to North Island College for the

development of the Culture of Wood Institute. North Island College is seeking to establish applied research programs in their educational institutes. Wood Tech 21 is of the opinion that an Applied Research Centre for Forestry best fits in the Alberni Valley with its diverse assets that support this kind of program. The Wood Tech 21 Board of Directors is looking for support from local government and industry for their proposal. Mr. McLaughlin said they want the forestry centre to be here in the Alberni Valley where it belongs.

*MOVED: Director Jack*  
*SECONDED: Director Banton*

*THAT the Alberni-Clayoquot Regional District Board of Directors forward a letter to North Island College supporting Wood Tech 21's proposal for the development of the Culture of Wood Institute in the Alberni Valley.*

**CARRIED**

## **7. CORRESPONDENCE FOR ACTION**

### **a. REQUEST FOR DEVELOPMENT**

Mr. John Mass, Broken Island Adventures Ltd., February 14, 2013, Request for the development of a pedestrian and cycle path between the Villages of Anacla and Bamfield.

*MOVED: Director Geall*  
*SECONDED: Director Kokura*

*THAT the request from Mr. John Mass for the development of a pedestrian and cycle path between the Village of Anacla and Bamfield be forwarded to the Regional Parks planning process and forward a thank you letter to Mr. Mass.*

**CARRIED**

## **8. CORRESPONDENCE FOR INFORMATION**

### **a. UNION OF BRITISH COLUMBIA MUNICIPALITIES**

UBCM Membership

### **b. HEALTHY FORESTS-HEALTHY COMMUNITIES**

Press Release – Results of a Two Year Dialogue with Communities, Experts and Concerned Citizens

### **c. SQUAMISH-LILLOOET REGIONAL DISTRICT**

Schlenker v. Torgrimson: Deemed Conflict of Interest for Elected Officials as Directors of Non-Profit Societies

### **d. COLUMBIA SHUSWAP REGIONAL DISTRICT**

2013 Flood Management Responsibility on Crown Land

### **e. HONOURABLE STEVE THOMSON, MINISTER, MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS**

2012 UBCM Convention Discussion with Minister regarding  
Unauthorized Float Homes and Invasive Aquatic Species

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

*THAT the Board of Directors receives correspondence for information a - e.*

**CARRIED**

**9. REQUEST FOR DECISIONS & BYLAWS**

**a. REQUEST FOR DECISION**  
2013 Regional Water Improvement Project - Revised

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

*THAT the Board of Directors of the Alberni-Clayoquot Regional District allocate \$2.0 million in gas tax monies to the 2013 Regional Water Improvement project as follows:*

- 1. Bamfield Water System – a total expenditure of \$455,000, to be completed by 2014, for projects prioritized with input from the BWC and Regional District engineer.*
- 2. Millstream Water System– a total expenditure of \$121,000, for the interconnection with the District of Ucluelet and associated water main upgrades following consultation with District of Ucluelet for water agreement, works to be completed by 2014.*
- 3. Beaver Creek Water System – a total expenditure of \$750,000 for the Strick Road water main and booster pump to be completed in 2013.*
- 4. Long Beach Airport – a contribution of \$250,000 for well development and water effluent treatment, to proceed in 2013, subject to security of required funds.*
- 5. Beaver Creek – Cherry Creek – a commitment of \$385,000 for integration of the Beaver Creek and Cherry Creek systems subject to confirming viability through an engineer’s report and agreement with the Cherry Creek Improvement District, with works commencing in 2014; and*
- 6. Bell Road / Stuart Avenue – a commitment of \$264,000 (to a maximum of 50% total construction costs), subject to all required approvals and work proceeding in 2015.*

**CARRIED**

Several Directors expressed concern that they were not given the opportunity to speak to the above motion.

*MOVED: Director Banton*  
*SECONDED: Director Lacoursiere*

*THAT the above motion be rescinded.*

**CARRIED**

*MOVED: Director Irving*  
*SECONDED: Director McLeman*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District allocate \$2.0 million in gas tax monies to the 2013 Regional Water Improvement project as follows:*

- 1. Bamfield Water System – a total expenditure of \$455,000, to be completed by 2014, for projects prioritized with input from the BWC and Regional District engineer.*
- 2. Millstream Water System– a total expenditure of \$121,000, for the interconnection with the District of Ucluelet and associated water main upgrades following consultation with District of Ucluelet for water agreement, works to be completed by 2014.*
- 3. Beaver Creek Water System – a total expenditure of \$750,000 for the Strick Road water main and booster pump to be completed in 2013.*
- 4. Long Beach Airport – a contribution of \$250,000 for well development and water effluent treatment, to proceed in 2013, subject to security of required funds.*
- 5. Beaver Creek – Cherry Creek – a commitment of \$385,000 for integration of the Beaver Creek and Cherry Creek systems subject to confirming viability through an engineer’s report and agreement with the Cherry Creek Improvement District, with works commencing in 2014; and*
- 6. Bell Road / Stuart Avenue – a commitment of \$264,000 (to a maximum of 50% total construction costs), subject to all required approvals and work proceeding in 2015.*

*MOVED: Director Banton*  
*SECONDED: Director Jack*

*THAT the main motion be amended as follows: Item 5 to read: Beaver Creek – Cherry Creek – a commitment of \$385,000 for integration of the Beaver Creek and Cherry Creek systems with \$45,000 set aside out of the \$385,000 for moving the Cherry Creek water*

*intake subject to confirming viability through an engineer's report and agreement with the Cherry Creek Improvement District, with works commencing in 2014.*

The CAO asked Director Banton if he has given consideration to being in a potential conflict of interest as a member of the Cherry Creek Improvement District. Director Banton advised that he did consider this and does not feel he is in conflict.

**CARRIED**

*The main motion, as amended, was;*

**CARRIED**

*MOVED: Director Kokura*

*SECONDED: Director Craig*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District Instruct staff to amend the contract with UBCM to allow gas tax funds to be allocated to the Beaver Creek Community Club for upgrades to the hall in the amount of \$25,000.00.*

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the main motion be amended to include the Cherry Creek Improvement District.*

**CARRIED**

*The main motion, as amended, was;*

**CARRIED**

*MOVED: Director Geall*

*SECONDED: Director Craig*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District direct staff to proceed immediately to prepare the required engineered drawings for the completion of the Strick Road water main replacement and booster pump, conduct discussions with the City of Port Alberni regarding a regional approach to Alberni Valley water supply and consult with residents of Beaver Creek regarding options and plans for the water system.*

**CARRIED**

*MOVED: Director Irving*

*SECONDED: Director McLeman*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District forward a letter to the District of Tofino and District of Ucluelet outlining electoral area directors*

*recommended use of gas tax funds at the Long Beach Airport for well development and effluent treatment and request the Districts' to consider budgeting funds in 2014 for the Long Beach Airport.*

**CARRIED**

*MOVED: Director McLeman*

*SECONDED: Director Geall*

*THAT the Board of Directors amend the agenda to allow the Port Alberni RCMP Inspector to address the Board.*

**CARRIED**

The Inspector provided an overview of his written report to the Board on page 68 of the agenda and answered questions from Directors.

**b. REQUEST FOR DECISION**

Amendments to the 2013 Committee Appointment

*MOVED: Director Kokura*

*SECONDED: Director Craig*

*THAT the Alberni-Clayoquot Regional District Board of Directors approve amendments to the 2013 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies and Commissions as presented.*

**CARRIED**

**c. REQUEST FOR DECISION**

Porsche Club of America – Use of Long Beach Airport

*MOVED: Director Geall*

*SECONDED: Director Irving*

*THAT the Alberni-Clayoquot Regional District Board of Directors authorize the Vancouver Island Region Porsche Club of America to use the North half of Runway 16-34, Apron #2, Taxiways A, B and C at the Long Beach Airport on Friday, May 25<sup>th</sup> and Saturday, May 26<sup>th</sup> 2013, to conduct a driver training session and autocross event.*

**CARRIED**

**d. REQUEST FOR DECISION**

ACRD Vehicle Maintenance

*MOVED: Director McLeman*

*SECONDED: Director Kokura*

*THAT the Alberni-Clayoquot Regional District Board of Directors award Hometown Automotive Ltd. the ACRD vehicle maintenance contract for two-years commencing March 1, 2013.*

**CARRIED**

**e. REQUEST FOR DECISION**

Letter of Support for West Coast Fisheries

*MOVED: Director Irving*

*SECONDED: Director Osborne*

*THAT the Alberni-Clayoquot Regional District Board of Directors send a letter requesting that during the national consultation with stakeholders around Section 10.1 of the Fisheries Act, the use of Fish Allocation for Financing Purposes, that the need for west coast salmon habitat restoration and salmon enhancement be included as legitimate activities for the use of fish funds.*

**CARRIED**

**f. ADMINISTRATIVE MEMORANDUM**

Bamfield Wastewater Treatment Options – February 20, 2013

*MOVED: Director Geall*

*SECONDED: Director Kokura*

*THAT the Board of Directors receives the Bamfield Wastewater Treatment Options – February 20, 2013.*

**CARRIED**

**g. REQUEST FOR DECISION**

Bylaw 896-1, Vancouver Island Regional Library District Participation Amendment, 2013

*MOVED: Director Irving*

*SECONDED: Director Jack*

*THAT Bylaw 896-1, Vancouver Island Regional Library District Participation Amendment, 2013 be read a first time.*

**CARRIED**

*MOVED: Director Jack*

*SECONDED: Director Geall*

*THAT Bylaw 896-1, Vancouver Island Regional Library District Participation Amendment, 2013 be read a second time.*

**CARRIED**

*MOVED: Director Geall*  
*SECONDED: Director Lacoursiere*

*THAT Bylaw 896-1, Vancouver Island Regional Library District Participation Amendment, 2013 be read a third time.*

**CARRIED**

**h. REQUEST FOR DECISION**

*Bylaw E1053-1, Franklin River Road Fire Protection Service Area Amendment, 2013*

*MOVED: Director Banton*  
*SECONDED: Director McLeman*

*THAT the Board of Directors proceed with the three recommended readings of Bylaw E1053-1.*

**CARRIED**

*MOVED: Director McLeman*  
*SECONDED: Director Irving*

*THAT Bylaw E1053-1, Franklin River Road Fire Protection Service Area Amendment, 2013 be read a first time.*

**CARRIED**

*MOVED: Director Irving*  
*SECONDED: Director Lacoursiere*

*THAT Bylaw E1053-1, Franklin River Road Fire Protection Service Area Amendment, 2013, be read a second time.*

**CARRIED**

*MOVED: Director Jack*  
*SECONDED: Director Banton*

*THAT Bylaw E1053-1, Franklin River Road Fire Protection Service Area Amendment, 2013, be read a third time.*

**CARRIED**

**i. REQUEST FOR DECISION**

*By-Election Results – ACRD Director & SWD 70 (Alberni) Trustee*

*MOVED: Director McLeman*  
*SECONDED: Director Craig*

*THAT the Alberni-Clayoquot Regional District Board of Directors receives the Declaration of Official Election Results for Director, Electoral Area "F" (Cherry Creek) and School District No. 70 (Alberni) Trustee representing the City of Port Alberni and Electoral Areas "A" (Bamfield), "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek) for the 2013 by-election.*

**CARRIED**

**j. REQUEST FOR DECISION**

Ring Road Connector – Highway 4 to Franklin River Road Route Study

*MOVED: Director Kokura*

*SECONDED: Director Irving*

*THAT the Board of Directors of the Alberni-Clayoquot Regional District receive the Ring Road Connector – Highway 4 to Franklin River Road Route Study prepared by R.F. Binnie and Associates' and refer the study to the Transportation Committee.*

**CARRIED**

**k. REQUEST FOR DECISION**

First Reading of the 2013-2017 Financial Plan

*MOVED: Director Kokura*

*SECONDED: Director Banton*

*THAT the 2013 – 2015 Alberni-Clayoquot Regional District Financial Plan be amended to reflect allocations of gas tax funds for the Cherry Creek Improvement District water intake improvements.*

**CARRIED**

*MOVED: Director Kokura*

*SECONDED: Director Geall*

*THAT Bylaw F1103, 2013 to 2017 Alberni-Clayoquot Regional District Financial Plan be read a first time as amended.*

**CARRIED**

**10. PLANNING MATTERS**

**10.1 ELECTORAL AREA DIRECTORS ONLY**

**a. SE12007, ANDERSON, 5722 MERSEY ROAD**

Subdivision Application – Cash in Lieu of Parkland Memorandum

*MOVED: Director Craig*

*SECONDED: Director Kokura*

*THAT the Board of Directors pass a resolution that cash in lieu of parkland be provided by the owners of the subject property in order to meet the requirements of Section 941 of the Local Government Act.*

**CARRIED**

- b. **RE09009, EVANS, 7955 BEAVER CREEK ROAD**  
Rezoning Application – Public Hearing Report, Public Hearing Minutes, and Bylaws P1243 and P1244

*MOVED: Director Craig*

*SECONDED: Director Geall*

*THAT the Board of Directors receive the public hearing report for Bylaws P1243, P1244, P1306, and P1286.*

**CARRIED**

*MOVED: Director Craig*

*SECONDED: Director Kokura*

*THAT the Board of Directors receive the public hearing minutes for Bylaws P1243, P1244, P1306, and P1286.*

**CARRIED**

*MOVED: Director Craig*

*SECONDED: Director Kokura*

*THAT Bylaw P1243, Beaver Creek Official Community Plan Amendment Bylaw, be read a third time.*

**CARRIED**

*MOVED: Director Craig*

*SECONDED: Director Lacoursiere*

*THAT Bylaw P1244, Regional District of Alberni-Clayoquot Zoning Atlas Amendment, be read a third time.*

**CARRIED**

- c. **RF11009, ABC ALBERNI BOAT CENTRE, 2945 ALBERNI HIGHWAY**  
Rezoning Application – Bylaws P1306 and P1286

*MOVED: Director Banton*

*SECONDED: Director Craig*

*THAT Bylaw P1306, Cherry Creek Official Community Plan Amendment Bylaw, be read a second time.*

**CARRIED**

*MOVED: Director Banton  
SECONDED: Director Kokura*

*THAT Bylaw P1306, Cherry Creek Official Community Plan Amendment Bylaw, be read a third time.*

**CARRIED**

*MOVED: Director Banton  
SECONDED: Director Craig*

*THAT Bylaw P1286, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.*

**CARRIED**

- d. **RF12006, VERHAEGHE, 205 FRANKLIN RIVER ROAD**  
Rezoning Application – Bylaw P1301

*MOVED: Director Banton  
SECONDED: Director Craig*

*THAT Bylaw P1301, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

## **11 REPORTS**

### **11.1 STAFF REPORTS**

- a. **Staff Action Items Report – February 20, 2013**

*MOVED: Director Geall  
SECONDED: Director Craig*

*THAT the Board of Directors receives the Staff Action Items Report for February 20, 2013*

**CARRIED**

- b. **Board of Directors Meeting Schedule for March 2013**

*MOVED: Director Geall*  
*SECONDED: Director Kokura*

*THAT the Board of Directors receives the Board of Directors Meeting Schedule for March 2013.*

**CARRIED**

**b. Monthly Activity Report – Planning & Development – February 21, 2013**

*MOVED: Director Kokura*  
*SECONDED: Director McLeman*

*THAT the Board of Directors receives the Monthly Activity Report - Planning & Development for February 21, 2013.*

**CARRIED**

**d. Building Inspector's Report – January 2013**

*MOVED: Director McLeman*  
*SECONDED: Director Kokura*

*THAT the Board of Directors receives the Building Inspector's Report for January 2013.*

**CARRIED**

**11.2 COMMITTEE REPORTS**

**11.3 MEMBER REPORTS**

**a.** RCMP Update

**b.** 9-1-1 Corporation – C. Solda

The Chairperson reported that all Directors have been provided a copy of the minutes from the last meeting via email.

**c.** Vancouver Island Regional Library - P. Cote – No Report

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

**e.** Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda – No Report

**f.** Alberni Valley Chamber of Commerce – C. Solda – No Report

**g.** Coastal Communities Network – T. Bennett/B. Irving/C. Solda – No Report

**h.** West Island Woodlands Advisory Group – J. Jack

Director Jack reported on the meeting held a couple of weeks ago. The group discussed their future direction. The group has agreed to continue but refocus on more local matters instead of federal and provincial matters.

- i. Island Coastal Economic Trust – C. Solda – No Report
- j. Air Quality Council, Port Alberni – J. McNabb – No Report
- k. West Coast Aquatic Board – T. Bennett – No Report
- l. Association of Vancouver Island & Coastal Communities – C. Solda – No Report
- m. Beaver Creek Water Advisory Committee – J. McNabb – No Report
- n. Other Reports

Director Geall reported that the Bamfield Harbor Authority has a brand new Board he is a director at large.

*MOVED: Director Banton*

*SECONDED: Director Lacoursiere*

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

**CARRIED**

## **12. UNFINISHED BUSINESS**

## **13. LATE BUSINESS**

### **a. Late Business**

*MOVED: Director Irving*

*SECONDED: Director Geall*

*THAT the following be allowed for consideration as a late item: consideration of a letter to the province.*

**CARRIED**

*MOVED: Director Irving*

*SECONDED: Director McLeman*

*THAT a letter be forwarded to the province requesting discussions regarding the need for private land harvesting and the cumulative effect with regards to watersheds.*

**CARRIED**

## **14. QUESTION PERIOD**

**15. IN-CAMERA**

*MOVED: Director Kokura*  
*SECONDED: Director Geall*

*THAT the meeting be closed to the public to discuss matters relating to litigation or potential litigation affecting the Regional District and negotiations and related discussion regarding the provision of a proposed service which are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

**CARRIED**

The meeting was closed to the public at 3:34 pm.

The meeting was re-opened to the public at 4:10 pm.

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

**17. ADJOURN**

*MOVED: Director Kokura*  
*SECONDED: Director McLeman*

*THAT this meeting be adjourned at 4:11 pm.*

**CARRIED**

Certified Correct:

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Cindy N. Solda,  
Chairperson

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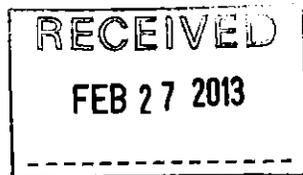
Russell Dyson,  
Chief Administrative Officer

Back Country Horsemen of British Columbia  
Alberni Valley Chapter

Melody Francoeur  
Chair, Alberni Valley BCHBC  
c/o 6900 Bainbridge Road, Port Alberni, BC V9Y 8M4  
melodyfrancoeur@shaw.ca

Wednesday, February 27, 2013

Andy Daniel  
ACRD Manager of Environmental Services  
3008 Fifth Avenue, Port Alberni BC V9Y2E3  
www.acrd.bc.ca | adaniel@acrd.bc.ca



**Subject: Three Rings Riding Facility**

Hello Andy,

The Back Country Horsemen of BC (BCHBC) works together with other recreational groups, government agencies and the general public to promote awareness and understanding for a cooperative wilderness experience. Our goals include maintaining and preserving existing trails and facilities, developing new trails, and educating members and the public about safety, courtesy and the environment.

Recreational riding is dependent on the use of facilities and trails located on local, provincial and federal land. As a community that is reliant on recreational access, we understand and support the Regional District of Alberni-Clayoquot in its goal of recognizing that parks and trails are an essential component of the physical / ecological, social and economic well being of the ACRD. Suitable, easily accessible community infrastructure is fundamental to promoting sport and leisure participation, and equestrian facilities play an important role in meeting the recreation and sporting needs of the community. Land use planning is an important activity that assists a community grow and function in the manner that is needed and desired by its residents. Local equestrian organizations and individuals promote and cater for a mix of sport, recreation and leisure activities.

The Three Rings Facility located on Fayette Road in Beaver Creek supports a substantial equestrian-oriented population and is the only rural equestrian amenity available for public use. Used by 4H groups, trainers, clinicians and different equestrian groups, the Three Rings facility was once widely used for shows, clinics, lessons, working and training horses and other 4H animals. This facility is still used, but there are concerns regarding the safety of the infrastructure.

The Alberni Valley chapter of the Back Country Horsemen of British Columbia (AV BCHBC) would like to voice their support for the rehabilitation and maintenance of equestrian land and recreational opportunities, and expects that this property/facility will be included in the Alberni-Clayoquot Regional District's (ACRD) Regional Parks Plan budget.

Many members of the Alberni Valley Chapter of Back Country Horsemen have volunteered time, labour and equipment contributing to the maintenance of local trails and facilities. We work to coordinate efforts with other recreational users and organizations whenever possible. We propose to work with the ACRD and other Equestrian groups to support a safe, functioning facility.

Regards,

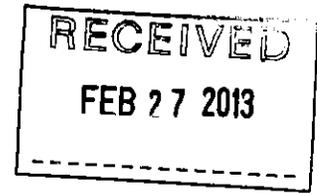
A handwritten signature in cursive script, appearing to read "Melody Francoeur".

Melody Francoeur  
(Chair) on behalf of the Members of the Alberni Valley Chapter BCHBC

cc: Russell Dyson  
Members of the Alberni-Clayoquot Regional District Board of Directors

Wednesday, February 27, 2013

Andy Daniel  
ACRD Manager of Environmental Services  
3008 Fifth Avenue,  
Port Alberni BC V9Y2E3  
www.acrd.bc.ca | adaniel@acrd.bc.ca



**Subject: Three Rings Riding Facility & ACRD Regional Parks Plan**

Hello Andy,

The Beaufort Gang is an active equestrian group that participates in mock Train Robberies during the McLean Mill and Steam Train operating season. This group operates on a volunteer basis, in support of Alberni Valley tourism. Additionally, recreational riding has a direct and significant impact on the local economy, which is extremely important at this time.

Many of our Beaufort Gang members utilize the Three Ring equestrian facility on Fayette Road, which is also used by other equestrian groups and individuals. Given that this property is actively used by equestrians, is centrally located, and provides a public place to ride, train and exercise horses, it would be a shame to let the existing infrastructure fall into further disrepair, and more importantly, become more of a safety concern than exists today. We have some concerns regarding the ACRD's support of maintenance and upkeep of this property, and want to be sure that the ACRD includes this facility in their review of the Regional Parks Plan.

The Beaufort Gang trusts that the proposed Regional Parks budget will include funding to support the rehabilitation of the Three Rings Equestrian Facility on Fayette Road in Beaver Creek.

Regards,

A handwritten signature in black ink, appearing to read "Melody Francoeur".

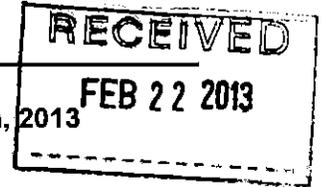
Melody Francoeur  
(Chair) on behalf of the Members of the Beaufort Gang

cc: Russell Dyson, CAO  
Board of Directors, Alberni-Clayoquot Regional District



# Art Rave Society of Alberni

5060 Argyle Street, Port Alberni BC V9Y 1V4



Dear Sir or Madam  
Alberni-Clayoquot Regional District

February 4th, 2013

The Art Rave Society of Alberni is a non-profit organization dedicated to establishing one of Vancouver Island's premier art festivals. Vancouver Island has a unique and diverse population of talented artists whose works are recognized locally and worldwide. As enthusiasts of art and proud citizens of Port Alberni, we have formed a group that is dedicated to organizing the First Annual Alberni Art Festival to be held in August 2013, where we can welcome these artists to share their works with our community.

An undertaking of this size requires a significant amount of resources and relies on a number of volunteers and sponsors. The Art Rave Society has recently received a grant in the amount of \$3000 from the City of Port Alberni's Community Investment Program. We are incredibly grateful for the support and recognition that the City has shown. However, the Art Rave Society requires additional funding if the event is to be successful. Now we are appealing to local service groups such as yours for financial support, either monetary donations or in-kind gifts.

Sponsorship opportunities include

- Advertising on outdoor pavilions, which will be clustered in the Harbour Quay area. Each 400 square foot pavilion will contain the juried art of 3 to 4 artists.
- Partnerships with musicians, entertainers, local restaurants, food merchants, and organizations that will provide their special talents and products, adding to this unique arts festival weekend.
- Partnerships with non-juried artists, who will collaborate with businesses to create a venue for showing their work for the month of August. Participating businesses will each sponsor an artist, displaying art in their establishments.
- Advertising on Workshop Pavilion, featuring workshops and "Art on the Quay" for children, youth, and their families.

Participating sponsors and donors will have an opportunity to play a crucial role in Port Alberni's cultural blossoming and the revitalization of the uptown area. There are various levels of sponsorship, and all sponsors will be recognized for their support. More information about different sponsorship opportunities is attached. Art Rave Society of board members would be happy to provide additional information about the event itself.

Sincerely,

A handwritten signature in black ink, appearing to read "Wes Bloxham". The signature is stylized with long, sweeping strokes and is positioned above the typed name.

Wes Bloxham, President  
Art Rave Society of Alberni  
Society of BC Registration S-0059716

# Art Rave Society of Alberni

5060 Argyle Street, Port Alberni BC V9Y 1V4

---

## Available Sponsorships

### Patron Sponsors - \$2500+

- Name mentioned in all print media and public messages
- Logo appears on sponsor banner at the show, printed event promotional materials, website, and in the show program
- Complimentary half-page advertisement in the show program
- Opportunity to sponsor an Artist Award
- 6 tickets to Friday Night Preview

### Art Lover - \$1000+

- Logo appears on sponsor banner at the show, printed event promotional materials, website, and in the show program
- Complimentary quarter-page advertisement in show program
- Opportunity to sponsor an Artist Award
- 4 tickets to Friday Night Preview

### Pavilion Sponsors - \$500+

- Logo appears in the show program and on the website
- Logo appears on one side of a pavilion
- Opportunity to sponsor an Artist Award
- 2 tickets to Friday Night Preview

### Art Rave Sponsors - \$100+

- Name appears in the show program and on the website
- 2 tickets to Friday Night Preview

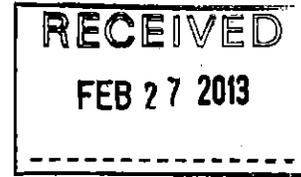


Union of BC Municipalities  
Suite 60 10551 Shellbridge Way  
Richmond, BC, Canada V6X 2W9

Phone: 604.270.8226  
Email: [ubcm@ubcm.ca](mailto:ubcm@ubcm.ca)

February 15, 2013

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



Dear Chair Solda:

**Re: 2012 Resolutions**

Please find attached the provincial response to the 2012 resolution(s) put forward by your Board and endorsed by the UBCM membership at Convention.

I trust this information will be of assistance to you. Please feel free to contact Reiko Tagami, UBCM Information & Resolutions Coordinator with any questions.

Tel: 604.270.8226 ext. 115 Email: [rtagami@ubcm.ca](mailto:rtagami@ubcm.ca)

Sincerely,

A handwritten signature in cursive script that reads "Mayor Mary Sjostrom". The signature is written in black ink and is positioned above the typed name and title.

Mayor Mary Sjostrom  
President

*Enclosure*

WHEREAS it is reported that a giant mass of floating debris the size of California has been swept out into the ocean by the Japanese tsunami, and this debris could reach the shores of the West Coast by 2014;

AND WHEREAS coastal communities on the West Coast of Vancouver Island do not have the resources or capacity to deal with a clean-up of this magnitude:

THEREFORE BE IT RESOLVED that coastal communities that may be impacted by the tsunami debris from Japan be involved in any federal/provincial planning processes, including representation on the Provincial Tsunami Debris Working Group that has been developed by the Ministry of Public Safety and Solicitor General;

AND BE IT FURTHER RESOLVED that the provincial and federal governments develop a funding strategy for removal of tsunami debris, to offset potential costs to local governments.

CONVENTION DECISION: ENDORSED AS AMENDED

## PROVINCIAL RESPONSE

### *Ministry of Environment*

*The Joint Tsunami Debris Coordinating Committee, led by the BC Ministry of Environment Assistant Deputy Minister and Environment Canada Director General, has been pleased to welcome local government representatives, including Port Alberni CAO Russell Dyson, Joan Merrick, CAO of Skeena / Queen Charlotte, Karla Robson, District of Ucluelet, and George Harvey, CAO of Delta (as the UBCM representative), as members of the planning committee.*

*Despite early reports that pointed to 20-30 million tonnes of debris, recent research places the quantity of debris entering the ocean at approximately 1.5 million tonnes. By way of comparison, this is roughly half the amount of solid waste generated in Metro Vancouver in one year. That debris has been at sea for over a year and has been dispersed over a wide area. Subjected to the tides and winds, it is expected that the volume has been further reduced as more debris breaks up and sinks. What remains is expected to arrive along the coast of North America gradually over the next few years.*

*While some wind-blown tsunami debris has made its way to BC shores, it is too early to tell exactly where, when or how much of the bulk of the tsunami debris, driven by ocean currents, will land in BC. Any response to the debris needs to reflect this uncertainty and be scalable over time as our understanding grows. The province, in close cooperation with the federal government, local governments and other agencies is monitoring the debris situation and is prepared, in collaboration with other governments, to deal with human health or environmental issues arising from the debris.*

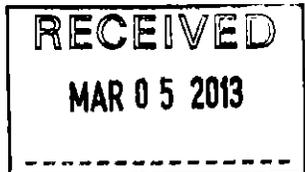
*No one agency or group has the sole responsibility or jurisdiction for responding to this challenge. It will require the resources and collaborative efforts of all, including Local Governments, to effectively manage any debris that washes ashore along BC's coast and to ensure communities have accurate information. While the Province may consider assistance to local governments where the management of tsunami debris overwhelms local resources, this would be assessed on a case by case basis and is not deemed necessary at the present time.*

*Phase 1 of the Tsunami Debris Management Plan has been completed. Phase 2 is being developed in partnership with local governments and other partners and will provide scalable options for disposal of collected debris.*



February 28, 2013

**RE: Community Social Services Awareness Month**



Dear Mayor and Council:

Each year, around this time, we write to your municipality seeking your council's endorsement of March as **Community Social Services Awareness Month**. Last year, more than 50 municipal councils in B.C. passed such resolutions—a meaningful public acknowledgement of the value and contribution of the sector.

Each day, across our province, some of our most vulnerable citizens need assistance with basic life issues. Women and children fleeing domestic violence. Immigrants and refugees looking for work or coping with language and settlement issues. People with disabilities who need help with speech, occupational or physical therapies. Parents who need child care or infant development assistance. People who are unemployed, seeking job training or skills development. People living in poverty, or with addictions, who need supported social housing or counseling. And aboriginal families, who have culturally specific needs around one or more of these issues.

When people need this kind of help, they turn to one or more community social service agencies. Most of us know someone who, at some time, has relied on these services to keep house and home together, to maintain basic health, or even to survive. It's reassuring to know the services are there.

But B.C. community social services cannot survive without the government's recognition of the crucial role of these services—and the caring professionals who provide them.

Sadly, for nearly 15 years, government mandated program cuts, wage freezes, and agency closures have left the sector chronically under-funded. Since 2004, the sector has been cut by more than \$300 million—with more cuts to come, according to the recent provincial budget.

The consequences are obvious. Cuts to health care, mental health services, women's services, and now services for adults with developmental disabilities have only increased the pressure on an already overstressed community social services sector. Workers are dealing with unsustainable workloads due to service cuts, program closures, growing wait lists, and chronic underfunding. Recruitment and retention of skilled workers remain a serious challenge, with many dedicated professionals forced to hold down two or three jobs in order to make ends meet. This is not sustainable.

cep 467 / cope 378

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

March is Community Social Services Awareness Month. Sector workers from across B.C. will be engaging in a range of public awareness activities. Some of these events may take place in your community, such as information booths at shopping centres, libraries, and other venues. We are enclosing an assortment of print materials that will be displayed and distributed at these events throughout the month.

This year, in recognition of Community Social Services Awareness Month, we are respectfully requesting that your council bring forward a resolution highlighting the current challenges faced by the sector as well as the unique value that community social services contribute to your municipality. We further ask you to share this resolution or letter with the Premier and/or the Minister of Social Development as an expression of the urgent need for the provincial government to reinvest in B.C.'s community social services sector.

If you would like additional posters, postcards, or brochures, we would be pleased to mail them to you. As well, we would appreciate receiving a copy of your approved resolution or letter so that we can post it on the CSS Month section of our website ([www.communitysocialservicesmatter.ca](http://www.communitysocialservicesmatter.ca)). *Requests for print materials and copies of resolutions/letters can be sent to: Emet Davis, Staff Representative, Research and Campaigns, BCGEU, 4911 Canada Way, Burnaby, BC V5G 3W3 (or by email: [emet.davis@bcgeu.ca](mailto:emet.davis@bcgeu.ca)).*

Thank you for your continued support.

Yours truly



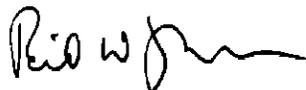
Darryl Walker, President  
B.C. Government and Service Employees' Union



Victor Elkins, President  
Hospital Employees' Union



Barry O'Neill, President  
BC Division of the Canadian Union of Public Employees BC



Reid Johnson, President  
Health Sciences Association

## FCM News

March 1, 2013

### IN THIS ISSUE:

FCM starts Jack Layton Fellowship program

BC municipalities make final cut in Earth Hour City Challenge

Now accepting nominations for the 2013 Ann MacLean Award!

### FCM starts Jack Layton Fellowship program ▲

Earlier this week, FCM launched the Jack Layton Fellowship — a new program honouring the late NDP Leader and former FCM president's contributions to Canada's cities and communities. The program will provide an opportunity for four young, community-minded university students to work in FCM's offices in Ottawa over the spring and summer and turn their good ideas into real action and real change. Please spread the word about [this opportunity](#) within your community. The application deadline is **March 10**.

### BC municipalities make final cut in Earth Hour City Challenge ▲

Colwood, Surrey and Vancouver, BC are among the 17 finalists in the Earth Hour City Challenge. This initiative by the World Wildlife Federation celebrates cities working toward a renewable future. The BC municipalities — all of which have shared their green expertise at FCM's [Sustainable Communities Conferences](#) and [webinars](#) — were chosen from 66 communities worldwide that submitted plans for low carbon development and increased renewable energy use. Congratulations!

## Now accepting nominations for the 2013 Ann MacLean Award!



Each year, FCM recognizes a retired female municipal politician who has shown exemplary service to her community and to her constituents, and who has mentored women already elected to municipal office or who want to run for municipal office. If you know someone like this, nominate her today for our 2013 Ann Maclean Award. For more information, visit our [award page](#) or contact [women@fcm.ca](mailto:women@fcm.ca). Nominations close **April 15**.

SINCE 1901

DEPUIS 1901



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Federation of Canadian Municipalities • 24 Clarence Street, Ottawa, Ontario K1N 5P3 • T. 613-241-5221 • F. 613-241-7440

## President's Corner

Dear FCM Members,

We are just weeks away from the federal Budget, which means we will soon know what the future holds for municipal infrastructure investment in Canada.



With Budget Day fast approaching, I would like to spend some time in this month's message discussing our strategy. Our focus has been to gain a positive result from our ask by building broader partnerships with other orders of government and other stakeholders. Since Budget 2011 when the long-term infrastructure plan was announced, we have been working with the federal government, provincial and territorial governments, and non-government organizations on an unprecedented scale.

These linkages have enabled us to share information, understand each other's priorities and concerns, and build consensus around our approach to the new long-term infrastructure plan.

Outside of government, we have connected with other organizations through our Municipal Infrastructure Forum, and we have worked closely with the Canadian Construction Association, Chambers of Commerce, the Public Works Association and other groups. These partnerships have enabled us to build a much broader base of support for our ask.

Just as important, these partnerships will give us strength down the road, in the aftermath of the long-term infrastructure plan announcement. And they will provide a model for how to reach out beyond the municipal sector to forge ties with influential organizations whose interests and values intersect with ours.

We continue to focus on the municipal sector's need for a long-term infrastructure plan which delivers predictable, sustainable funding, and to advocate strenuously in support of our ask.

There are many meetings occurring between FCM and the federal government, and we continue to stress the importance of predictability and sustainability while at the same time recognizing the current fiscal constraints of the federal government.

There are many factors that will affect their budget decisions. We know that the government's top priority is balancing the budget within two years. There is also uncertainty about how much revenue the government can count on in future due to the fragile global economy.

We'll also be keeping up the momentum of our nationwide campaign in support of our ask. I will be representing FCM at key events such as the Association of Yukon Municipalities Board meeting, the Canadian Construction Association's Annual Conference, and the Saskatchewan Association of Rural Municipalities' Annual Convention.

We are now in the countdown to Budget 2013. I will keep you posted on the latest developments in my next message to you. In the meantime, we need to forge together to make sure we do everything we can to gain a positive outcome that sets the stage for long-term, predictable and sustainable infrastructure investment. So, once again let your MP know how important this is!

Before signing off, I want to let you know about something that happened to me recently. Let me start by saying that I'm now wearing a new fashion accessory — a splint on my left hand and forearm! Long story short, on a beautiful Saturday in February, I laced up my skates and took to one of Edmonton's outdoor rinks. While practicing one of my best moves, I somehow found myself on the ice and broke my wrist in bracing my fall. I have had minor surgery and now I'm on the mend and ready for action — municipal action, but not skating action (that will have to wait until next year).

I would like to thank everyone who has sent me best wishes for a speedy recovery, and I would especially like to thank the judges who gave me a near-perfect score for my flamboyant fall. Next time I will strive for true perfection!

Warmest regards,

Karen Leibovici  
President  
Councillor, City of Edmonton

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**From:** [Wendy Thomson](#)  
**To:** [Tracy Bond](#)  
**Subject:** Re: BC Policing and Community Safety Plan  
**Date:** Wednesday, February 27, 2013 10:11:01 AM

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Next bd agenda info

Sent from my iPad

On 2013-02-27, at 9:16 AM, "Tracy Bond" <[tbond@acrd.bc.ca](mailto:tbond@acrd.bc.ca)> wrote:

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**From:** JAG PSD BC Policing Plan JAG:EX [<mailto:BCPolicingPlan@gov.bc.ca>]  
**Sent:** Tuesday, February 26, 2013 10:34 AM  
**Subject:** BC Policing and Community Safety Plan

*Sent on behalf of Clayton Pecknold and Lynda Cavanaugh:*

Dear Stakeholders,

Last year, the Ministry of Justice engaged with stakeholders and community members to develop a strategic plan for policing and community safety in British Columbia. We started with a series of regional stakeholder roundtables and the launch of the BC Policing Plan blog in the spring, followed by a telephone survey in the summer, and a series of focus groups with stakeholders and subject matter experts in the fall. We committed to releasing the draft plan for public and stakeholder input before finalizing it.

Over the past months, we have reviewed the results of these engagement processes as well as the findings and recommendations from the Missing Women Commission of Inquiry, and developed a draft BC Policing and Community Safety Plan. The stakeholder roundtables and focus groups were fundamental in developing the draft Plan. We want to thank everyone who participated in these discussions for sharing their knowledge and suggestions on how to improve policing and community safety in B.C.

We are pleased to inform you that the draft Plan is now available for review and feedback on the BC Policing Plan website at <http://blog.gov.bc.ca/bcpolicingplan>. By following this link you will be able to access a PDF copy of the draft Plan. You can post your comments directly on the blog or submit them by email to [BCPolicingPlan@gov.bc.ca](mailto:BCPolicingPlan@gov.bc.ca).

We look forward to receiving your feedback and continuing the dialogue on policing and community safety in British Columbia.

Thank you in advance for your consideration.

Sincerely,

Clayton Pecknold  
Assistant Deputy Minister and  
Director of Police Services  
Prevention Branch  
Ministry of Justice

Lynda Cavanaugh  
Assistant Deputy Minister  
Community Safety and Crime  
  
Ministry of Justice



March 6, 2013

2533 Port Alberni Hwy  
Port Alberni, BC V9Y 8P2  
Tel: 250.724.6535  
Fax: 250.724.6560  
avcoc@alberni.net

Dear Alberni Clayoquot Regional District Directors:

The Alberni Valley Chamber of Commerce hosts the Community Excellence Awards each year.

The awards ceremony will be held on Thursday, April 18<sup>th</sup>, 2013 at 6pm at the Best Western Barclay Hotel.

The Chamber would like to extend a formal invitation to yourself and a guest to attend the evening.

Tickets are \$35.00 each.

Please email or call to let us know if you will be able to attend.

Thank you,

A handwritten signature in black ink that reads "Mike Carter".

Mike Carter  
Executive Director  
Alberni Valley Chamber of Commerce  
250-724-6535  
office@avcoc.com

avcoc.com



Ottawa, Canada K1A 0E6

RECEIVED

MAR 06 2013

Ms. Cindy Solda  
Chair  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, British Columbia  
V9Y 2E3

Dear Ms. Solda:

Thank you for your correspondence of November 16, 2012, regarding the Canadian Coast Guard's (CCG's) Marine Communications and Traffic Services (MCTS) centre in Ucluelet.

The decision to modernize the CCG's MCTS Program was made with careful consideration for public safety.

I can assure you that the CCG will continue to provide the same level of coverage and services to mariners as it currently does by relying on its communication towers and other related equipment. Additionally, the CCG is making investments in new technology that will improve its ability to deliver high-quality safety services to Canadians, and will increase the reliability of marine communications. Modern technology is such that these services can be provided far more efficiently from consolidated centres than otherwise.

The CCG's number one priority is maritime safety. As Minister responsible for marine search and rescue, I remain committed to ensuring maritime safety in British Columbia as well as in the rest of Canada.

Thank you for taking the time to write.

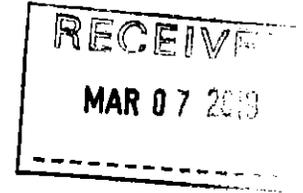
Yours sincerely,

Keith Ashfield



VANCOUVER ISLAND  
UNIVERSITY

ADVANCEMENT &  
ALUMNI RELATIONS



March 1, 2013

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

Dear Cindy,

Thank you for the opportunity to make a presentation to your members concerning the Regional Innovation Chair in Tourism & Sustainable Rural Development.

Vancouver Island University and the Alberni-Clayoquot Regional District have a shared interest in fostering a prosperous and sustainable future for communities in this region. We look forward to working towards these goals together, on this and other projects.

We are available to provide any further information you may require, and would like to know when it might be appropriate for us to follow up with you about our request.

Thank you for your consideration, and we look forward to hearing from you.

Sincerely,

A handwritten signature in black ink, appearing to read "Julie Keenan".

Julie Keenan  
Director, Advancement & Alumni Relations  
VIU, 250.740.6602, [julie.keenan@viu.ca](mailto:julie.keenan@viu.ca)

**From:** [Brenda Sauve](#)  
**To:** [Brenda Sauve](#)  
**Subject:** FW: BCUC Decision FortisBC s Application for Common Rates, Amalgamation and Rate Design Application  
**Date:** Friday, March 08, 2013 1:12:07 PM

---

-----Original Message-----

From: avicc@ubcm.ca [<mailto:avicc@ubcm.ca>]  
Sent: Friday, March 08, 2013 11:22 AM  
To: Wendy Thomson  
Cc: iheskethboles@ubcm.ca  
Subject: BCUC Decision FortisBC s Application for Common Rates, Amalgamation and Rate Design Application

Dear Wendy Thomson,

Please forward to AVICC elected officials and the CAO.

AVICC Executive members were very disappointed to receive the recent BC Utilities Commission decision to not approve FortisBC Energy Utilities Common Rates, Amalgamation and Rate Design Application. AVICC will continue to work closely with FortisBC staff to understand the implications and the next steps to be taken and expect that FortisBC representatives will be able to provide an update to the delegates of the 2013 AVICC AGM & Convention.

A complete report of the February 25, 2013 BCUC Decision is available here  
[http://www.bcuc.com/Documents/Decisions/2013/DOC\\_33727\\_02-25-2013\\_FEU-Amalgamtion-WEB.pdf](http://www.bcuc.com/Documents/Decisions/2013/DOC_33727_02-25-2013_FEU-Amalgamtion-WEB.pdf)

-----  
Iris Hesketh-Boles  
AVICC Executive Coordinator  
525 Government St, Victoria, BC V8V 0A8  
Tel: 250-356-5122 Fax: 250-356-5119  
EM: iheskethboles@ubcm.ca  
avicc.ca

This advisory is provided through a distribution system that is maintained and monitored by UBCM. To change or update the contact information for your organization, please contact [radamson@ubcm.ca](mailto:radamson@ubcm.ca).



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** March 13, 2013

**Subject:** **Bylaw E1011-2, South Long Beach Multi Purpose Path Contribution Local Service Amendment, 2013 - Adoption**

---

**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw E1011-2, South Long Beach Multi Purpose Path Contribution Local Service Amendment, 2013.**

**Desired Outcome:**

To amend the establishing bylaw for the service increasing the maximum amount that may be requisitioned per year.

**Background:**

The Alberni-Clayoquot Regional District established the South Long Beach Multi Purpose Path Contribution service area by bylaw in 1999. The multi-purpose path is maintained by the District of Ucluelet.

The ACRD received a letter from the District of Ucluelet, advising that the cost to maintain the multi-purpose path has tripled in the past thirteen years. The District of Ucluelet is requesting an increase in the contribution from the South Long Beach service area from \$3,400.00 to \$7,000.00 annually. The District of Ucluelet 2013 budget for the path maintenance is \$25,000. The annual work plan for the maintenance is as follows:

- Salting and sanding 3 months (Nov-Jan)
- Garbage pickup monthly (4 hours per month in winter and 8 hours in summer)
- Sweeping monthly (Mar-Sep)
- Cutting 4 times annually
- Miscellaneous repairs approximately 20 hours per year

The District of Ucluelet estimates that they spend approximately 800 man hours per year maintaining the path.

At the February 13<sup>th</sup> regular Board Meeting, Directors gave three readings to Bylaw E1011-2, South Long Beach Multi Purpose Path Contribution Amendment, 2013. This bylaw increases the maximum annual requisition for the service.

**Request for Decision - Bylaw E1011-2, South Long Beach Multi Purpose Path  
Contribution Local Service Amendment, 2013**

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Director Bennett has consented to the adoption of the amending bylaw and approval was received from the Inspector of Municipalities on February 21, 2013. Bylaw E1011-2 is submitted for consideration of adoption by the ACRD Board.

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

Minimal staff time required to amend the bylaw.

**Financial:**

The service area pays for this service. There are 99 parcels in the service area and the current parcel tax amount is \$36.36 per year. If the amendment bylaw is adopted, the new parcel tax rate will be \$70.71.

**Policy or Legislation:**

*Local Government Act* deals with requirements to amend establishing bylaws.

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

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



# *Statutory Approval*

*Under the provisions of section* \_\_\_\_\_ 802 \_\_\_\_\_

*of the* \_\_\_\_\_ Local Government Act \_\_\_\_\_

*I hereby approve Bylaw No.* \_\_\_\_\_ E1011-2 \_\_\_\_\_

*of the* \_\_\_\_\_ Regional District of Alberni-Clayoquot \_\_\_\_\_,

*a copy of which is attached hereto.*

*Dated this* \_\_\_\_\_ 21st \_\_\_\_\_ *day*

*of* \_\_\_\_\_ February \_\_\_\_\_, 2013

\_\_\_\_\_  
*[Signature]*  
**Deputy Inspector of Municipalities**

Stat App1 14/02/2013



Regional District of Alberni-Clayoquot

**Bylaw E1011-2**

**A Bylaw to amend the South Long Beach Multi Purpose Path Contribution Local Service within a portion of Electoral Area “C” (Long Beach)**

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**WHEREAS** the Regional District Board may, by bylaw, establish and operate a service under provisions of the *Local Government Act*;

**AND WHEREAS** the Regional District Board has established and operates the South Long Beach Multi Purpose Path Local Service as described in Bylaw E1011 cited as, “South Long Beach Multi Purpose Path Contribution Local Service Establishment, 1997”;

**AND WHEREAS** the Regional District Board wishes to amend the establishing bylaw to allow for the increased cost of the service;

**AND WHEREAS** the Director of Electoral Area “C” (Long Beach) has consented in writing, to the adoption of the Bylaw;

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

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

1. Bylaw E1011 cited as, “South Long Beach Multi Purpose Path Contribution Local Service Establishment, 1997” is hereby amended by replacing Section 4 – Limit on Annual Cost with:
  4. The maximum that may be requisitioned under Section 3 for the service provided under Section 1 is \$7,000.00 per year.
2. This Bylaw may be cited as **“Bylaw E1011-2, South Long Beach Multi Purpose Path Contribution Local Service Amendment, 2013”**.

Read a first time this            13<sup>th</sup>    day of            February            2013.

Read a second time this        13<sup>th</sup>    day of            February            2013.

Read a third time this 13<sup>th</sup> day of February 2013.

I hereby certify the foregoing is a true and correct copy of the Bylaw cited as "Bylaw E1011-2, South Long Beach Multi Purpose Path Contribution Local Service Amendment, 2013" as read a third time by the Board of the Regional District of Alberni-Clayoquot on the 13<sup>th</sup> day of February, 2013.

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

Consented to on behalf of the electors on the 13<sup>th</sup> day of February , 2013.

Approved by the Inspector of Municipalities the 21<sup>st</sup> day of February , 2013.

ADOPTED this day of 2013.

Certified true and correct copy of  
**"Bylaw E1011-2, South Long Beach  
Multi Purpose Path Contribution  
Local Service Amendment, 2013."**

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

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

\_\_\_\_\_  
Cindy Solda,  
Chairperson



## **REQUEST FOR DECISION**

**To:** Board of Directors

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

**Meeting Date:** March 13, 2013

**Subject:** **South Long Beach Multi Purpose Path – Parcel Tax Bylaw Amendment**

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**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors give four readings to bylaw F1032-1 cited as South Long Beach Multi Purpose Path Contribution Local Service Area Parcel Tax Amendment, 2013.**

**Desired Outcome:**

To amend the parcel tax bylaw for the service to increase the annual parcel tax levy.

**Background:**

The Alberni-Clayoquot Regional District is considering adopting Bylaw E1011-2, South Long Beach Multi Purpose Path Contribution Local Service Amendment, 2013 to increase the maximum annual requisition for the service from \$3,600.00 to \$7,000.00 in order to meet increased costs for the service.

If Bylaw E1011-2 is adopted, the Board also needs to amend the parcel tax bylaw for the service (Bylaw F0132) increasing the annual tax that can be levied for the service. Attached for consideration by the ACRD Board of Directors is Bylaw F1032-1, "South Long Beach Multi Purpose Path Contribution Local Service Area Parcel Tax Amendment, 2013".

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

n/a

**Financial:**

The service area participants pay for this service. There are 99 parcels in the service area and the current parcel tax amount is \$36.36 per year. With the amending bylaw adopted, the new parcel tax rate will be \$70.71.

**Policy or Legislation:**

*Local Government Act and Community Charter applies.*

**Request for Decision - Bylaw F1032-1**

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

Approved by: Russell Dyson  
Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

**Bylaw F1032-1**

**A Bylaw to amend the South Long Beach Multi Purpose Path  
Contribution Local Service Area Parcel Tax Bylaw**

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**WHEREAS** the Regional District Board has established by bylaw, the South Long Beach Multi Purpose Path Contribution Local Service within a portion of Electoral Area “C” (Long Beach);

**AND WHEREAS** the Regional District Board is empowered by the *Local Government Act* to impose and levy a parcel tax to recover the costs of its services;

**AND WHEREAS** the Regional District Board adopted Bylaw F1032 cited as “South Long Beach Multi Purpose Path Contribution Local Service Area Parcel Tax Bylaw, 2000”;

**AND WHEREAS** the Regional District Board wishes to amend Bylaw F1032 to increase the annual parcel tax levied for the service;

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

1. Bylaw F1032 cited as, “South Long Beach Multi Purpose Path Contribution Local Service Area Parcel Tax Bylaw” is hereby amended by replacing Section 3 with the following:
  3. The annual tax shall be \$7,000.00 divided by the number of parcels in the Assessment Roll Authenticated by the Court of Revision on February 28, 2000 or later amended and authenticated in accordance with the provisions of the *Local Government Act*.
2. This Bylaw may be cited as “**Bylaw F1032-1, South Long Beach Multi Purpose Path Contribution Local Service Area Parcel Tax Amendment, 2013**”.

Read a first time 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,  
Chief Administrative Officer

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Cindy Solda,  
Chairperson



## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Teri Fong, CGA, Manager of Finance  
**DATE:** March 7, 2013  
**RE:** Finance Warrant No.526

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### **Recommendation:**

That the Board of Directors approves Finance Warrant Number 526 in the amount of \$704,128.61 dated February 28, 2013.

### **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-CLAYQUOQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



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**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0001 To 9193  
**Trans. Date :** 01-Feb-2013 To 28-Feb-2013  
**Cheque Date :** 01-Feb-2013 To 28-Feb-2013  
**Cheque No. :** All  
**Batch No. :** All

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0016</b>	<b>ACE COURIER SERVICES</b>					
33584	19-Feb-2013	Issued	23	C		21.47
1473523	01-4-2500-000	PAYABLES - TRADE		21.47		
Invoice Description --> BCWS - SHIPPING						
<b>Total :</b>				21.47	0.00	21.47
<b>Supplier Total :</b>				21.47	0.00	21.47
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>					
33586	19-Feb-2013	Issued	23	C		26.96
4354 0505798	01-4-2500-000	PAYABLES - TRADE		8.05		
Invoice Description --> BCWS - SMALL TOOLS - SAFETY						
4354 0506210	01-4-2500-000	PAYABLES - TRADE		18.91		
Invoice Description --> BCWS - SMALL TOOLS & SUPPLIES						
<b>Total :</b>				26.96	0.00	26.96
<b>Supplier Total :</b>				26.96	0.00	26.96
33661	28-Feb-2013	Issued	29	C		192.81
4354 0506505	01-4-2500-000	PAYABLES - TRADE		25.46		
Invoice Description --> BCWS - SMALL TOOLS & SUPPLIES						
4354 0506506	01-4-2500-000	PAYABLES - TRADE		167.35		
Invoice Description --> BCWS - SMALL TOOLS & SUPPLIES						
<b>Total :</b>				192.81	0.00	192.81
<b>Supplier Total :</b>				192.81	0.00	192.81
<b>0059</b>	<b>ADELHARDT CONCRETE PLUS</b>					
33662	28-Feb-2013	Issued	29	C		6090.38
528311	01-4-2500-000	PAYABLES - TRADE		6090.38		
Invoice Description --> BWS - CHLORINE SHED - GAS TAX INITIATIVE						
<b>Total :</b>				6090.38	0.00	6090.38
<b>Supplier Total :</b>				6090.38	0.00	6090.38
<b>0056</b>	<b>AIRGAS CANADA INC.</b>					
33588	19-Feb-2013	Issued	23	C		12.00
140258	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>0035</b>	<b>AKERLEY, KARMYN</b>					
33587	19-Feb-2013	Issued	23	C		459.23
KAFEB16	01-4-2500-000	PAYABLES - TRADE		459.23		
Invoice Description --> ELECTION OFFICIAL 2013						

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



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 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>				459.23	0.00	459.23
<b>Supplier Total :</b>				459.23	0.00	459.23

**0073 ALBERNI ATHLETIC HALL ASSOCIATION**

33582	14-Feb-2013		Issued	21	C	50.00
ELECTFEB16/13	01-4-2500-000	PAYABLES - TRADE			50.00	
Invoice Description -->		ELECTION - HALL RENTAL				
<b>Total :</b>				50.00	0.00	50.00
<b>Supplier Total :</b>				50.00	0.00	50.00

**0021 ALBERNI DISTRICT CO-OP ASSOCIATION**

33585	19-Feb-2013		Issued	23	C	888.31
JAN31/13	01-4-2500-000	PAYABLES - TRADE			271.89	
Invoice Description -->		BCVFD - JANUARY 2013 FUEL COSTS				
BCWS - JAN31/13	01-4-2500-000	PAYABLES - TRADE			616.42	
Invoice Description -->		BCWS - JANUARY 2013 FUEL COSTS				
<b>Total :</b>				888.31	0.00	888.31
<b>Supplier Total :</b>				888.31	0.00	888.31

**0455 ALBERNI VALLEY REFRIGERATION LTD.**

33590	19-Feb-2013		Issued	23	C	347.20
201336774	01-4-2500-000	PAYABLES - TRADE			347.20	
Invoice Description -->		LBA - HEATING & COOLOING SYSTEM MAINTENANCE				
<b>Total :</b>				347.20	0.00	347.20
<b>Supplier Total :</b>				347.20	0.00	347.20

**0270 ANDREW SHERET LTD.**

33589	19-Feb-2013		Issued	23	C	1994.26
03-030083	01-4-2500-000	PAYABLES - TRADE			314.26	
Invoice Description -->		BCWS - BCWS SUPPLIES				
03-031263	01-4-2500-000	PAYABLES - TRADE			1680.00	
Invoice Description -->		BCWS SUPPLIES - METER PROJECT				
<b>Total :</b>				1994.26	0.00	1994.26

33663	28-Feb-2013		Issued	29	C	3069.54
03-032858	01-4-2500-000	PAYABLES - TRADE			84.00	
Invoice Description -->		BCWS SUPPLIES - METER PROJECT				
03-033089	01-4-2500-000	PAYABLES - TRADE			687.09	
Invoice Description -->		BCWS - WATER SYSTEM REPAIRS - WATER MAIN REPAIR				
03-032420	01-4-2500-000	PAYABLES - TRADE			2298.45	
Invoice Description -->		BCWS - WATER SYSTEM REPAIRS - WARDROP LEAK				

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>Total :</b>					3069.54	0.00	3069.54
<b>Supplier Total :</b>					5063.80	0.00	5063.80
<hr/>							
<b>0508</b>	<b>BAMFIELD BUILDERS SUPPLY</b>						
33591	19-Feb-2013		Issued	23	C	346.11	
162440	01-4-2500-000	PAYABLES - TRADE			6.83		
	Invoice Description --> BWS SUPPLIES						
162394	01-4-2500-000	PAYABLES - TRADE			25.03		
	Invoice Description --> BWS SUPPLIES						
162459	01-4-2500-000	PAYABLES - TRADE			30.23		
	Invoice Description --> BCEP - OFFICE SUPPLIES						
162433	01-4-2500-000	PAYABLES - TRADE			53.16		
	Invoice Description --> BCEP - SUPPLIES						
162482	01-4-2500-000	PAYABLES - TRADE			59.42		
	Invoice Description --> BCEP - SUPPLIES						
162376	01-4-2500-000	PAYABLES - TRADE			80.47		
	Invoice Description --> BWS SUPPLIES						
162457	01-4-2500-000	PAYABLES - TRADE			90.97		
	Invoice Description --> BCEP - SUPPLIES						
<b>Total :</b>					346.11	0.00	346.11
<b>Supplier Total :</b>					346.11	0.00	346.11
<hr/>							
<b>1050</b>	<b>BAMFIELD VOLUNTEER FIRE DEPARTMENT</b>						
33558	08-Feb-2013		Issued	20	C	2191.35	
BVDFEB2/13	01-4-2500-000	PAYABLES - TRADE			2191.35		
	Invoice Description --> BCEP - GENERATOR AND CABLES						
<b>Total :</b>					2191.35	0.00	2191.35
<b>Supplier Total :</b>					2191.35	0.00	2191.35
<hr/>							
<b>0556</b>	<b>BARKLEY SOUND MANAGEMENT</b>						
33554	08-Feb-2013		Issued	20	C	2179.13	
495468	01-4-2500-000	PAYABLES - TRADE			2179.13		
	Invoice Description --> SALMON BEACH - TRANS \$856.80, SEWAGE \$1088.85						
<b>Total :</b>					2179.13	0.00	2179.13
33615	19-Feb-2013		Issued	24	C	5600.00	
2013-02	01-4-2500-000	PAYABLES - TRADE			5600.00		
	Invoice Description --> SB MGMT & SECURITY FEBRUARY 1 TO 28, 2013						
<b>Total :</b>					5600.00	0.00	5600.00
<b>Supplier Total :</b>					7779.13	0.00	7779.13

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
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**Supplier :** 0001 To 9193  
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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	
33592	19-Feb-2013	Issued	23	C		2178.31
400002036412	01-4-2500-000	PAYABLES - TRADE		2178.31		
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
<b>Total :</b>				2178.31	0.00	2178.31
<b>Supplier Total :</b>				2178.31	0.00	2178.31

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0998	<b>BC LIFE AND CASUALTY COMPANY</b>					
33617	20-Feb-2013	Issued	28	C		269.11
BCLIFEMAR13	01-4-2500-000	PAYABLES - TRADE		269.11		
Invoice Description --> GROUP INSURANCE MARCH 2013						
<b>Total :</b>				269.11	0.00	269.11
<b>Supplier Total :</b>				269.11	0.00	269.11

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0700	<b>BC TRANSIT</b>					
33665	28-Feb-2013	Issued	29	C		11613.00
113602	01-4-2500-000	PAYABLES - TRADE		11613.00		
Invoice Description --> JANUARY 2013 CUSTOM TRANSIT						
<b>Total :</b>				11613.00	0.00	11613.00
<b>Supplier Total :</b>				11613.00	0.00	11613.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0524	<b>BC/YUKON COMMAND - ROYAL CANADIAN LEGION</b>					
33664	28-Feb-2013	Issued	29	C		575.00
2013AD	01-4-2500-000	PAYABLES - TRADE		575.00		
Invoice Description --> AD - MILITARY SERVICE RECOGNITION BOOK						
<b>Total :</b>				575.00	0.00	575.00
<b>Supplier Total :</b>				575.00	0.00	575.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0740	<b>BEAVER CREEK HOME CENTER</b>					
33593	19-Feb-2013	Issued	23	C		19.21
467984	01-4-2500-000	PAYABLES - TRADE		19.21		
Invoice Description --> AVLF - BAMFIELD SHARE SHED						
<b>Total :</b>				19.21	0.00	19.21
<b>Supplier Total :</b>				19.21	0.00	19.21

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0791	<b>BERRY &amp; VALE CONTRACTING LTD</b>					
33555	08-Feb-2013	Issued	20	C		105484.16
1025	01-4-2500-000	PAYABLES - TRADE		35920.64		
Invoice Description --> WCLF JANUARY CONTRACTOR & FREON REMOVAL \$72						
1026	01-4-2500-000	PAYABLES - TRADE		69563.52		
Invoice Description --> AVLF DECEMBER CONTRACTOR, FREON REMOVAL \$120, OLD OIL DISPOSAL \$750						

ALBERNI-CLAYOQUOT 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		
<b>Total :</b>						105484.16	0.00	105484.16
<b>Supplier Total :</b>						105484.16	0.00	105484.16
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<b>0825</b>	<b>BLACK PRESS GROUP LTD.</b>							
33595	19-Feb-2013		Issued	23	C	545.16		545.16
31849578	01-4-2500-000	PAYABLES - TRADE				545.16		
Invoice Description --> ADVERTISING - ELECTIONS \$338.25, GIA \$148.50								
<b>Total :</b>						545.16	0.00	545.16
<b>Supplier Total :</b>						545.16	0.00	545.16
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<b>0827</b>	<b>BLAKEY ELECTRIC</b>							
33596	19-Feb-2013		Issued	23	C	3174.78		3174.78
91420	01-4-2500-000	PAYABLES - TRADE				3174.78		
Invoice Description --> BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE								
<b>Total :</b>						3174.78	0.00	3174.78
<b>Supplier Total :</b>						3174.78	0.00	3174.78
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<b>0935</b>	<b>BRAKER ELECTRIC LTD</b>							
33598	19-Feb-2013		Issued	23	C	805.53		805.53
370953	01-4-2500-000	PAYABLES - TRADE				805.53		
Invoice Description --> LBA WATER SYSTEM REPAIRS								
<b>Total :</b>						805.53	0.00	805.53
<b>Supplier Total :</b>						805.53	0.00	805.53
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<b>0949</b>	<b>BRETT, DONNA</b>							
33599	19-Feb-2013		Issued	23	C	245.77		245.77
DBFEB6/13	01-4-2500-000	PAYABLES - TRADE				245.77		
Invoice Description --> ELECTION OFFICIAL 2013								
<b>Total :</b>						245.77	0.00	245.77
<b>Supplier Total :</b>						245.77	0.00	245.77
-----								
<b>0955</b>	<b>BRETT, GARY</b>							
33600	19-Feb-2013		Issued	23	C	164.85		164.85
GBFEB6/13	01-4-2500-000	PAYABLES - TRADE				164.85		
Invoice Description --> ELECTION OFFICIAL 2013								
<b>Total :</b>						164.85	0.00	164.85
<b>Supplier Total :</b>						164.85	0.00	164.85
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<b>0950</b>	<b>BRETT, KENNETH</b>							

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



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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 :  
 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	
33616	20-Feb-2013	Issued	28	C		1000.00
BRE158187	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>					
33557	08-Feb-2013	Issued	20	C		448.00
NSDUES2013	01-4-2500-000	PAYABLES - TRADE		448.00		
Invoice Description --> NIGEL SUTTON MEMBERSHIP DUES 2013						
<b>Total :</b>				448.00	0.00	448.00
<b>Supplier Total :</b>				448.00	0.00	448.00
<b>1035</b>	<b>BUTLER, LES</b>					
33601	19-Feb-2013	Issued	23	C		3360.00
2013-01	01-4-2500-000	PAYABLES - TRADE		3360.00		
Invoice Description --> BWS - JANUARY 2013 CONTRACTOR						
<b>Total :</b>				3360.00	0.00	3360.00
<b>Supplier Total :</b>				3360.00	0.00	3360.00
<b>1058</b>	<b>C. BOWNE ENTERPRISES</b>					
33602	19-Feb-2013	Issued	23	C		55.55
8265	01-4-2500-000	PAYABLES - TRADE		55.55		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES						
<b>Total :</b>				55.55	0.00	55.55
<b>Supplier Total :</b>				55.55	0.00	55.55
<b>1110</b>	<b>CANADA POST</b>					
33603	19-Feb-2013	Issued	23	C		20.45
9508512301	01-4-2500-000	PAYABLES - TRADE		20.45		
Invoice Description --> PLANNING - REGISTERED LETTER						
<b>Total :</b>				20.45	0.00	20.45
<b>Supplier Total :</b>				20.45	0.00	20.45
<b>1197</b>	<b>CARVELLO LAW CORPORATION</b>					
33559	08-Feb-2013	Issued	20	C		3977.96
520	01-4-2500-000	PAYABLES - TRADE		3977.96		
Invoice Description --> SPROAT LAKE OCP REVIEW						
<b>Total :</b>				3977.96	0.00	3977.96

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**Supplier :** 0001 To 9193  
**Trans. Date :** 01-Feb-2013 To 28-Feb-2013  
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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date				Debit	Credit	
Invoice No.	Account No.	Account Description					
<b>Supplier Total :</b>					3977.96	0.00	3977.96
<hr/>							
<b>1270</b>	<b>CDW CANADA INC</b>						
33604	19-Feb-2013		Issued	23	C	891.35	
X197203	01-4-2500-000	PAYABLES - TRADE			77.31		
Invoice Description --> BCWS - OTTER BOX FOR IPAD							
X217972	01-4-2500-000	PAYABLES - TRADE			814.04		
Invoice Description --> ACRD OFFICE - COMPUTER EXPENSE							
<b>Total :</b>					891.35	0.00	891.35
<hr/>							
33618	20-Feb-2013		Issued	28	C	686.82	
X670968	01-4-2500-000	PAYABLES - TRADE			686.82		
Invoice Description --> BCWS - IPAD WATER SERVICES							
<b>Total :</b>					686.82	0.00	686.82
<hr/>							
<b>Supplier Total :</b>					1578.17	0.00	1578.17
<hr/>							
<b>1316</b>	<b>CERTITECH IT SERVICES</b>						
33560	08-Feb-2013		Issued	20	C	5600.00	
111	01-4-2500-000	PAYABLES - TRADE			5600.00		
Invoice Description --> JAUNARY 2013 IT SUPPORT SERVICES							
<b>Total :</b>					5600.00	0.00	5600.00
<hr/>							
<b>Supplier Total :</b>					5600.00	0.00	5600.00
<hr/>							
<b>1322</b>	<b>CHASE&amp; WARREN ESTATE WINES</b>						
33605	19-Feb-2013		Issued	23	C	101.85	
130201	01-4-2500-000	PAYABLES - TRADE			101.85		
Invoice Description --> REG PLAN - AGRICULTURE PLAN/INITIATIVES							
<b>Total :</b>					101.85	0.00	101.85
<hr/>							
<b>Supplier Total :</b>					101.85	0.00	101.85
<hr/>							
<b>1378</b>	<b>CIT</b>						
33606	19-Feb-2013		Issued	23	C	245.28	
MAR13LEASE	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
<hr/>							
<b>Supplier Total :</b>					245.28	0.00	245.28
<hr/>							
<b>1360</b>	<b>CLOCK TOWER GALLERY</b>						
33561	08-Feb-2013		Issued	20	C	168.03	
09	01-4-2500-000	PAYABLES - TRADE			168.03		
Invoice Description --> ACRD OFFICE - FRAMING OF DIRECTORS PHOTO							

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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>					168.03	0.00	168.03
<b>Supplier Total :</b>					168.03	0.00	168.03
-----							
<b>1382</b>	<b>COAST CATERING COMPANY</b>						
33619	20-Feb-2013		Issued	28	C		309.12
61	01-4-2500-000	PAYABLES - TRADE			309.12		
Invoice Description -->		COMMITTEE MEALS - ACRD OFFICE FEBRUARY 5 & 13					
<b>Total :</b>					309.12	0.00	309.12
<b>Supplier Total :</b>					309.12	0.00	309.12
-----							
<b>1434</b>	<b>COLUMBIA ICE</b>						
33562	08-Feb-2013		Issued	20	C		54.74
099393/017643	01-4-2500-000	PAYABLES - TRADE			54.74		
Invoice Description -->		OFFICE SUPPLIES					
<b>Total :</b>					54.74	0.00	54.74
<b>Supplier Total :</b>					54.74	0.00	54.74
-----							
<b>0801</b>	<b>CORIX WATER PRODUCTS LTD.</b>						
33594	19-Feb-2013		Issued	23	C		208.79
1031500288	01-4-2500-000	PAYABLES - TRADE			-319.20		
Invoice Description -->		BWS - SUPPLIES - CREDIT MEMO					
1031306769	01-4-2500-000	PAYABLES - TRADE			527.99		
Invoice Description -->		LBA WATER SYSTEM SUPPLIES \$353.56, MS WATER SYSYTEM SUPPLIES \$117.86					
<b>Total :</b>					208.79	0.00	208.79
<b>Supplier Total :</b>					208.79	0.00	208.79
-----							
<b>1661</b>	<b>DAGERT, TANIS</b>						
33620	20-Feb-2013		Issued	28	C		4583.33
107	01-4-2500-000	PAYABLES - TRADE			4583.33		
Invoice Description -->		HEALTH NETWORK COORDINATOR - JANUARY 2013 CONTRACT					
<b>Total :</b>					4583.33	0.00	4583.33
<b>Supplier Total :</b>					4583.33	0.00	4583.33
-----							
<b>1675</b>	<b>DAVID STALKER EXCAVATING LTD.</b>						
33607	19-Feb-2013		Issued	23	C		73701.71
8506	01-4-2500-000	PAYABLES - TRADE			73701.71		
Invoice Description -->		BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE - PPC #5					
<b>Total :</b>					73701.71	0.00	73701.71

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				73701.71	0.00	73701.71
<hr/>						
<b>1709</b>	<b>DEER BAY CONTRACTING</b>					
33563	08-Feb-2013	Issued	20	C		3318.56
2204	01-4-2500-000	PAYABLES - TRADE			364.00	
Invoice Description --> SALMON BEACH - RECREATION						
2212	01-4-2500-000	PAYABLES - TRADE			425.60	
Invoice Description --> SALMON BEACH - SEWAGE						
2213	01-4-2500-000	PAYABLES - TRADE			1064.00	
Invoice Description --> SALMON BEACH - TRANSPORTATION						
2210	01-4-2500-000	PAYABLES - TRADE			1464.96	
Invoice Description --> SALMON BEACH - TRANSPORTATION						
<b>Total :</b>				3318.56	0.00	3318.56
<b>Supplier Total :</b>				3318.56	0.00	3318.56
<hr/>						
<b>1845</b>	<b>DUMAS FREIGHT CO.</b>					
33622	20-Feb-2013	Issued	28	C		287.53
16497	01-4-2500-000	PAYABLES - TRADE			287.53	
Invoice Description --> BCWS FREIGHT						
<b>Total :</b>				287.53	0.00	287.53
<b>Supplier Total :</b>				287.53	0.00	287.53
<hr/>						
<b>1847</b>	<b>DUPERE, JOHANNE</b>					
33623	20-Feb-2013	Issued	28	C		200.00
DUP158188	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
<hr/>						
<b>0940</b>	<b>DUVALL, E.</b>					
33556	08-Feb-2013	Issued	20	C		1650.00
BRA125658081	01-4-2500-000	PAYABLES - TRADE			1650.00	
Invoice Description --> JANITORIAL EXP						
<b>Total :</b>				1650.00	0.00	1650.00
<b>Supplier Total :</b>				1650.00	0.00	1650.00
<hr/>						
<b>1971</b>	<b>ENVIRONMENTAL OPERATORS CERTIFICATION PROGRAM</b>					
33624	20-Feb-2013	Issued	28	C		78.40
20130107	01-4-2500-000	PAYABLES - TRADE			78.40	
Invoice Description --> LOOKER - 2013 MEMBERSHIP DUES						
<b>Total :</b>				78.40	0.00	78.40

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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>					78.40	0.00	78.40
-----							
<b>1979</b>	<b>ERIK LARSEN DIESEL CO. LTD.</b>						
33666	28-Feb-2013	Issued	29	C			92.68
710240	01-4-2500-000	PAYABLES - TRADE			92.68		
Invoice Description -->		LBA - OIL FOR TRUCK 86					
<b>Total :</b>					92.68	0.00	92.68
<b>Supplier Total :</b>					92.68	0.00	92.68
-----							
<b>2043</b>	<b>FISHER'S REGALIA</b>						
33667	28-Feb-2013	Issued	29	C			153.89
21544	01-4-2500-000	PAYABLES - TRADE			153.89		
Invoice Description -->		BCVFD - UNIFORMS					
<b>Total :</b>					153.89	0.00	153.89
<b>Supplier Total :</b>					153.89	0.00	153.89
-----							
<b>2067</b>	<b>FORTISBC</b>						
33626	20-Feb-2013	Issued	28	C			588.08
JAN25/13	01-4-2500-000	PAYABLES - TRADE			588.08		
Invoice Description -->		BCVFD - MONTHLY NATURAL GAS FOR HALL					
<b>Total :</b>					588.08	0.00	588.08
<b>Supplier Total :</b>					588.08	0.00	588.08
-----							
<b>3818</b>	<b>GARCIA, COLLEEN</b>						
33643	20-Feb-2013	Issued	28	C			456.87
CGFEB16/13	01-4-2500-000	PAYABLES - TRADE			456.87		
Invoice Description -->		ELECTION POLL CLERK 2013					
<b>Total :</b>					456.87	0.00	456.87
<b>Supplier Total :</b>					456.87	0.00	456.87
-----							
<b>4156</b>	<b>GENIVAR INC.</b>						
33647	20-Feb-2013	Issued	28	C			1332.41
0305098	01-4-2500-000	PAYABLES - TRADE			1332.41		
Invoice Description -->		LBA JAN TO MAR 2013 LANDING FEE SOFTWARE MAINTENANCE AGREEMENT					
<b>Total :</b>					1332.41	0.00	1332.41
-----							
33682	28-Feb-2013	Issued	29	C			312.89
307321	01-4-2500-000	PAYABLES - TRADE			312.89		
Invoice Description -->		LBA - ACAP PROJECTS					
<b>Total :</b>					312.89	0.00	312.89

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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			

**Supplier Total :** 1645.30 0.00 1645.30

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2233</b>	<b>GFOA CONFERENCE 2013 c/o CIVICINFO BC</b>					
33564	08-Feb-2013	Issued	20	C	616.00	
GFOA-CONF13	01-4-2500-000	PAYABLES - TRADE		616.00		
Invoice Description --> 2013 GFOA ANNUAL CONFERENCE						
<b>Total :</b>				616.00	0.00	616.00
<b>Supplier Total :</b>				616.00	0.00	616.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2253</b>	<b>GLOBAL MEDICAL SERVICES</b>					
33668	28-Feb-2013	Issued	29	C	322.00	
13-0240	01-4-2500-000	PAYABLES - TRADE		322.00		
Invoice Description --> BCVFD - LP 500 LITHUIM BATTERY						
<b>Total :</b>				322.00	0.00	322.00
<b>Supplier Total :</b>				322.00	0.00	322.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2300</b>	<b>GRAND &amp; TOY</b>					
33565	08-Feb-2013	Issued	20	C	221.59	
E386324	01-4-2500-000	PAYABLES - TRADE		221.59		
Invoice Description --> OFFICE SUPPLIES \$12.12, OFFICE PAPER \$41.15, ELECTION \$87.36, BCWS \$57.22						
<b>Total :</b>				221.59	0.00	221.59
33669	28-Feb-2013	Issued	29	C	431.42	
E477079	01-4-2500-000	PAYABLES - TRADE		199.64		
Invoice Description --> ACRD OFFICE - PAPER						
E476569	01-4-2500-000	PAYABLES - TRADE		231.78		
Invoice Description --> OFFICE SUPPLIES \$123.01, PLANNING OFFICE \$83.94						
<b>Total :</b>				431.42	0.00	431.42
<b>Supplier Total :</b>				653.01	0.00	653.01

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>2330</b>	<b>GW SOLUTIONS</b>					
33628	20-Feb-2013	Issued	28	C	1832.54	
GWS 11-13-9	01-4-2500-000	PAYABLES - TRADE		1832.54		
Invoice Description --> LBA HYDROGEOLOGY TESTING						
<b>Total :</b>				1832.54	0.00	1832.54
<b>Supplier Total :</b>				1832.54	0.00	1832.54

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
<b>1664</b>	<b>HARTWELL, DAVINA</b>				
33621	20-Feb-2013	Issued	28	C	719.76
DHFEB16/13	01-4-2500-000	PAYABLES - TRADE		719.76	
Invoice Description --> PRESIDING ELECTION OFFICIAL 2013					

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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>				719.76	0.00	719.76
<b>Supplier Total :</b>				719.76	0.00	719.76

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2452</b>	<b>HEATHERBRAE BUILDERS CO. LTD.</b>					
33608	19-Feb-2013	Issued	23	C	49482.71	
PC#3	01-4-2500-000	PAYABLES - TRADE		49482.71		
Invoice Description --> SLVFD - FIREHALL SEISMIC UPGRADE - PAYMENT CERTIFICATE #3						
<b>Total :</b>				49482.71	0.00	49482.71
33671	28-Feb-2013	Issued	29	C	73038.70	
PC#4	01-4-2500-000	PAYABLES - TRADE		73038.70		
Invoice Description --> SLVFD - FIREHALL SEISMIC UPGRADE - PAYMENT CERTIFICATE #4						
<b>Total :</b>				73038.70	0.00	73038.70
<b>Supplier Total :</b>				122521.41	0.00	122521.41

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2485</b>	<b>HOLDER, DAN</b>					
33609	19-Feb-2013	Issued	23	C	4497.92	
FEB6/13	01-4-2500-000	PAYABLES - TRADE		4497.92		
Invoice Description --> FIRE SERVICE COORDINATOR CONTRACTOR - JANUARY 2013						
<b>Total :</b>				4497.92	0.00	4497.92
<b>Supplier Total :</b>				4497.92	0.00	4497.92

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2490</b>	<b>HOLLAND, KATHLEEN</b>					
33566	08-Feb-2013	Issued	20	C	500.00	
KHMLEJAN/13	01-4-2500-000	PAYABLES - TRADE		500.00		
Invoice Description --> SB MANAGER MILEAGE JANUARY 2013						
<b>Total :</b>				500.00	0.00	500.00
<b>Supplier Total :</b>				500.00	0.00	500.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2491</b>	<b>HOLLAND KATHLEEN (PETTY CASH)</b>					
33567	08-Feb-2013	Issued	20	C	230.21	
PCJAN16/13	01-4-2500-000	PAYABLES - TRADE		230.21		
Invoice Description --> SALMON BEACH - SECURITY \$73.65, SEWAGE\$134.27						
<b>Total :</b>				230.21	0.00	230.21
<b>Supplier Total :</b>				230.21	0.00	230.21

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
<b>2560</b>	<b>HOULE PRINTING</b>				
33629	20-Feb-2013	Issued	28	C	267.68
11772	01-4-2500-000	PAYABLES - TRADE		267.68	
Invoice Description --> SPROAT LAKE COMMUNITY NEWSLETTERS - WINTER 2013					

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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>				267.68	0.00	267.68
<b>Supplier Total :</b>				267.68	0.00	267.68

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2651</b>	<b>INSIGHT CANADA INC.</b>					
33672	28-Feb-2013	Issued	29	C	922.67	
720005973	01-4-2500-000	PAYABLES - TRADE		922.67		
Invoice Description --> ACRD OFFICE - COMPUTER IT DESK						
<b>Total :</b>				922.67	0.00	922.67
<b>Supplier Total :</b>				922.67	0.00	922.67

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2690</b>	<b>INSURANCE CORPORATION OF B.C.</b>					
33553	05-Feb-2013	Issued	17	C	103.00	
ADDINS2013	01-4-2500-000	PAYABLES - TRADE		103.00		
Invoice Description --> BVFD (\$69) & SLMP INSURANCE (\$34) INCREASES FOR CONSISTANT COVERAGE						
<b>Total :</b>				103.00	0.00	103.00
<b>Supplier Total :</b>				103.00	0.00	103.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2750</b>	<b>IRWIN AIR LTD</b>					
33568	08-Feb-2013	Issued	20	C	252.00	
30837	01-4-2500-000	PAYABLES - TRADE		252.00		
Invoice Description --> BCVFD - EQUIPMENT - Z180 AIR TEST KIT						
<b>Total :</b>				252.00	0.00	252.00
<b>Supplier Total :</b>				252.00	0.00	252.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2734</b>	<b>ISLAND AGRICULTURE SHOW</b>					
33610	19-Feb-2013	Issued	23	C	3012.80	
IAS0121	01-4-2500-000	PAYABLES - TRADE		212.80		
Invoice Description --> REG PLAN - AGRICULTURE PLAN/INITIATIVES						
IAS 0121	01-4-2500-000	PAYABLES - TRADE		2800.00		
Invoice Description --> REG PLAN - AGRICULTURE PLAN/INITIATIVES						
<b>Total :</b>				3012.80	0.00	3012.80
<b>Supplier Total :</b>				3012.80	0.00	3012.80

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2736</b>	<b>ISLAND TIMBERLANDS</b>					
33673	28-Feb-2013	Issued	29	C	672.00	
REG130158	01-4-2500-000	PAYABLES - TRADE		672.00		
Invoice Description --> SPROAT PARK ACCESS AGREEMENT- 5 YEAR LEASE						
<b>Total :</b>				672.00	0.00	672.00

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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
<b>Supplier Total :</b>				672.00	0.00		672.00
-----							
<b>2785</b>	<b>JACK'S EXCEL TIRE CENTRE</b>						
33631	20-Feb-2013	Issued	28	C			22.40
112018	01-4-2500-000	PAYABLES - TRADE		22.40			
Invoice Description -->		JEEP LIBERTY - FLAT REPAIR					
<b>Total :</b>				22.40	0.00		22.40
<b>Supplier Total :</b>				22.40	0.00		22.40
-----							
<b>2787</b>	<b>JACKSON, ROBERT</b>						
33632	20-Feb-2013	Issued	28	C			60.00
CSPNOV1258191	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
-----							
<b>2827</b>	<b>JAL DESIGNS</b>						
33633	20-Feb-2013	Issued	28	C			308.00
40493288	01-4-2500-000	PAYABLES - TRADE		308.00			
Invoice Description -->		PLANNING - AGRICULTURE FAIR					
<b>Total :</b>				308.00	0.00		308.00
<b>Supplier Total :</b>				308.00	0.00		308.00
-----							
<b>2840</b>	<b>JUSTICE INSTITUTE</b>						
33634	20-Feb-2013	Issued	28	C			224.00
20033368	01-4-2500-000	PAYABLES - TRADE		224.00			
Invoice Description -->		BCVFD - FIRST RESPONDER COURSE JANUARY 12 & 13					
<b>Total :</b>				224.00	0.00		224.00
<b>Supplier Total :</b>				224.00	0.00		224.00
-----							
<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>						
33611	19-Feb-2013	Issued	23	C			19243.70
1304-001	01-4-2500-000	PAYABLES - TRADE		1819.87			
Invoice Description -->		BWS - RESERVIOR RECHLORINATION - CAPITAL					
1265-002	01-4-2500-000	PAYABLES - TRADE		2352.00			
Invoice Description -->		BWS - WATER SYSTEM STUDY - CAPITAL					
1204-013	01-4-2500-000	PAYABLES - TRADE		15071.83			
Invoice Description -->		BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE					
<b>Total :</b>				19243.70	0.00		19243.70

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>Supplier Total :</b>					19243.70	0.00	19243.70
<hr/>							
<b>3025</b>	<b>LADY ROSE MARINE SERVICES</b>						
33635	20-Feb-2013		Issued	28	C	1299.20	
LRJAN13	01-4-2500-000	PAYABLES - TRADE			1299.20		
Invoice Description -->		BAMFIELD BINS					
<b>Total :</b>					1299.20	0.00	1299.20
<b>Supplier Total :</b>					1299.20	0.00	1299.20
<hr/>							
<b>3027</b>	<b>LADYBIRD ENGRAVING &amp; WEB CREATIONS LTD</b>						
33569	08-Feb-2013		Issued	20	C	133.73	
16	01-4-2500-000	PAYABLES - TRADE			22.29		
Invoice Description -->		BCVFD - 2 NAME TAGS					
5	01-4-2500-000	PAYABLES - TRADE			111.44		
Invoice Description -->		BCVFD - 10 NAME TAGS					
<b>Total :</b>					133.73	0.00	133.73
<b>Supplier Total :</b>					133.73	0.00	133.73
<hr/>							
<b>3008</b>	<b>LAND TITLE AND SURVEY AUTHORITY OF B.C.</b>						
33674	28-Feb-2013		Issued	29	C	23.90	
NOT-LYLE	01-4-2500-000	PAYABLES - TRADE			23.90		
Invoice Description -->		PLANNING - NOTICE ON TITLE					
<b>Total :</b>					23.90	0.00	23.90
<b>Supplier Total :</b>					23.90	0.00	23.90
<hr/>							
<b>3029</b>	<b>LEE, VICKI</b>						
33676	28-Feb-2013		Issued	29	C	484.14	
VLFE27	01-4-2500-000	PAYABLES - TRADE			484.14		
Invoice Description -->		PLANNING - AGR PLAN INITIATIVE					
<b>Total :</b>					484.14	0.00	484.14
<b>Supplier Total :</b>					484.14	0.00	484.14
<hr/>							
<b>3024</b>	<b>LITTLE VALLEY DELI</b>						
33675	28-Feb-2013		Issued	29	C	145.04	
37	01-4-2500-000	PAYABLES - TRADE			145.04		
Invoice Description -->		ELECTIONS - LUNCHES FOR ELECTION OFFICERS					
<b>Total :</b>					145.04	0.00	145.04
<b>Supplier Total :</b>					145.04	0.00	145.04
<hr/>							
<b>3205</b>	<b>MAGIC MOMENTS</b>						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33570	08-Feb-2013	Issued	20	C		67.20
136920	01-4-2500-000	PAYABLES - TRADE		67.20		
Invoice Description --> BCVFD - 12 ENGRAVED NAME PLATES						
<b>Total :</b>				67.20	0.00	67.20
<b>Supplier Total :</b>				67.20	0.00	67.20

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33207	20-Feb-2013	Issued	28	C		482.78
33636	01-4-2500-000	PAYABLES - TRADE		482.78		
Invoice Description --> ELECTION OFFICIAL 2013						
<b>Total :</b>				482.78	0.00	482.78
<b>Supplier Total :</b>				482.78	0.00	482.78

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33272	20-Feb-2013	Issued	28	C		2059.70
33638	01-4-2500-000	PAYABLES - TRADE		818.84		
Invoice Description --> JANUARY 2013 MILLSTREAM WATER CONTRACTOR						
746586	01-4-2500-000	PAYABLES - TRADE		1240.86		
Invoice Description --> JANUARY 2013 LONG BEACH AIRPORT WATER CONTRACTOR						
<b>Total :</b>				2059.70	0.00	2059.70
<b>Supplier Total :</b>				2059.70	0.00	2059.70
33678	28-Feb-2013	Issued	29	C		127.20
746588	01-4-2500-000	PAYABLES - TRADE		127.20		
Invoice Description --> LBA WATER & MSWS FEES						
<b>Total :</b>				127.20	0.00	127.20
<b>Supplier Total :</b>				127.20	0.00	127.20

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33270	20-Feb-2013	Issued	28	C		2009.84
33637	01-4-2500-000	PAYABLES - TRADE		715.12		
Invoice Description --> BCWS - PLYMOUTH ROAD SERVICE LEAK						
22218	01-4-2500-000	PAYABLES - TRADE		1294.72		
Invoice Description --> SLVFD - CAPITAL - CULVERT ADDITION BETWEEN PARKING AREA AND HIGHWAY						
<b>Total :</b>				2009.84	0.00	2009.84
<b>Supplier Total :</b>				2009.84	0.00	2009.84
33677	28-Feb-2013	Issued	29	C		2705.92
2225	01-4-2500-000	PAYABLES - TRADE		1058.40		
Invoice Description --> BEAVER CREEK PARKS - EVERGREEN PARK						
2224	01-4-2500-000	PAYABLES - TRADE		1647.52		
Invoice Description --> BCWS - WARDROP ROAD SERVICE LEAK						
<b>Total :</b>				2705.92	0.00	2705.92
<b>Supplier Total :</b>				2705.92	0.00	2705.92

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				4715.76	0.00	4715.76

<b>33280 MCGILL &amp; ASSOCIATES ENGINEERING</b>							
33571	08-Feb-2013		Issued	20	7799.65		
14126	01-4-2500-000	PAYABLES - TRADE			58.80		
Invoice Description -->		AVLF OPERATIONS & MANAGEMENT PLAN					
14124	01-4-2500-000	PAYABLES - TRADE			87.36		
Invoice Description -->		WCLF WATER QUALITY SAMPLING					
14125	01-4-2500-000	PAYABLES - TRADE			88.20		
Invoice Description -->		WCLF OPERATIONS & MANAGEMENT PLAN					
14129	01-4-2500-000	PAYABLES - TRADE			156.74		
Invoice Description -->		LBA WATER SYSTEM EVALUATION					
14127	01-4-2500-000	PAYABLES - TRADE			323.40		
Invoice Description -->		AVLF GENERAL CONSULTING COSTS					
14128	01-4-2500-000	PAYABLES - TRADE			453.60		
Invoice Description -->		WCLF GENERAL CONSULTING COSTS					
14130	01-4-2500-000	PAYABLES - TRADE			3163.66		
Invoice Description -->		AVLF NORTH EAST EXPANSION					
14135	01-4-2500-000	PAYABLES - TRADE			3467.89		
Invoice Description -->		SLVFD - HAROLD BISHOP FIREHALL SEISMIC UPGRADE					
<b>Total :</b>					7799.65	0.00	7799.65
<b>Supplier Total :</b>					7799.65	0.00	7799.65

<b>3505 MFA LEASING</b>							
AUTO58189	28-Feb-2013		Issued	27	2724.23		
BAMFIRE58189	01-4-2500-000	PAYABLES - TRADE			2724.23		
Invoice Description -->		BAMFIELD FIRE HALL LEASE PAYMENT					
<b>Total :</b>					2724.23	0.00	2724.23
AUTO58190	28-Feb-2013		Issued	27	1654.31		
LBTRACT58190	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

<b>3370 MINISTER OF FINANCE</b>							
33679	28-Feb-2013		Issued	29	1023.49		
WSI124062	01-4-2500-000	PAYABLES - TRADE			23.49		
Invoice Description -->		SL PARKS - COUGAR SMITH WATER LICENCE					
WSI124750	01-4-2500-000	PAYABLES - TRADE			500.00		
Invoice Description -->		BCWS - TRANSFER OF APPURTENANCY					
WSI124751	01-4-2500-000	PAYABLES - TRADE			500.00		
Invoice Description -->		BCWS - TRANSFER OF APPURTENANCY					
<b>Total :</b>					1023.49	0.00	1023.49

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				1023.49	0.00	1023.49
<hr/>						
<b>3401</b>	<b>MISA BC</b>					
33639	20-Feb-2013	Issued	28	C		257.60
2013109	01-4-2500-000	PAYABLES - TRADE		257.60		
Invoice Description -->		PLANNING - WILSON - 2013 MEMBERSHIP				
<b>Total :</b>				257.60	0.00	257.60
<b>Supplier Total :</b>				257.60	0.00	257.60
<hr/>						
<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY</b>					
EFT-2	01-Feb-2013	Issued	34	E		19.84
01/2013/TEMP	01-4-2500-000	PAYABLES - TRADE		19.84		
Invoice Description -->		TEMPORARY BORROWING INTEREST				
<b>Total :</b>				19.84	0.00	19.84
<b>Supplier Total :</b>				19.84	0.00	19.84
<hr/>						
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>					
EFT-3	01-Feb-2013	Issued	14	E		7059.38
JAN23/13 - SUPER	01-4-2500-000	PAYABLES - TRADE		7059.38		
Invoice Description -->		PP ENDING JANUARY 20 - SUPERANNUATION				
<b>Total :</b>				7059.38	0.00	7059.38
EFT-4	15-Feb-2013	Issued	25	E		7071.22
FEB3/13 - SUPER	01-4-2500-000	PAYABLES - TRADE		7071.22		
Invoice Description -->		PP ENDING FEBRUARY 3 - SUPERANNUATION				
<b>Total :</b>				7071.22	0.00	7071.22
<b>Supplier Total :</b>				14130.60	0.00	14130.60
<hr/>						
<b>3551</b>	<b>MYRES, LINDA</b>					
33640	20-Feb-2013	Issued	28	C		673.62
LMFEB12/13	01-4-2500-000	PAYABLES - TRADE		673.62		
Invoice Description -->		BCEP - OFFICE EXPENSES				
<b>Total :</b>				673.62	0.00	673.62
<b>Supplier Total :</b>				673.62	0.00	673.62
<hr/>						
<b>3647</b>	<b>NORTH ISLAND COLLEGE</b>					
33680	28-Feb-2013	Issued	29	C		120.00
7017381	01-4-2500-000	PAYABLES - TRADE		60.00		
Invoice Description -->		BCWS - PROFESSIONAL DEVELOPMENT- DANGEROUS GOODS - FORSYTH				
8010146	01-4-2500-000	PAYABLES - TRADE		60.00		
Invoice Description -->		BCWS - PROFESSIONAL DEVELOPMENT- DANGEROUS GOODS - LOOKER				

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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>						120.00	0.00	120.00
<b>Supplier Total :</b>						120.00	0.00	120.00
-----								
<b>3651</b>	<b>NORTH ISLAND LABORATORIES</b>							
33641	20-Feb-2013		Issued	28	C			3351.04
84670	01-4-2500-000	PAYABLES - TRADE				112.00		
	Invoice Description --> SALMON BEACH WATER TESTING							
84488	01-4-2500-000	PAYABLES - TRADE				1498.56		
	Invoice Description --> AVLF WATER TESTING							
84565	01-4-2500-000	PAYABLES - TRADE				1740.48		
	Invoice Description --> AVLF WATER TESTING							
<b>Total :</b>						3351.04	0.00	3351.04
<b>Supplier Total :</b>						3351.04	0.00	3351.04
-----								
<b>2010</b>	<b>OUGHTRED COFFEE &amp; TEA LTD.</b>							
33625	20-Feb-2013		Issued	28	C			100.48
63741	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>						100.48	0.00	100.48
-----								
<b>3792</b>	<b>PACIFIC BLUE CROSS</b>							
33681	28-Feb-2013		Issued	29	C			4506.42
BCWS - PBCMAR13	01-4-2500-000	PAYABLES - TRADE				209.66		
	Invoice Description --> BCWS - MARCH 2013 PREMIUMS							
PBCMAR13	01-4-2500-000	PAYABLES - TRADE				4296.76		
	Invoice Description --> MARCH 2013 PREMIUMS							
<b>Total :</b>						4506.42	0.00	4506.42
<b>Supplier Total :</b>						4506.42	0.00	4506.42
-----								
<b>4010</b>	<b>PETRO CANADA</b>							
33645	20-Feb-2013		Issued	28	C			513.80
PCJAN28/13	01-4-2500-000	PAYABLES - TRADE				513.80		
	Invoice Description --> FUEL RD VEHICLES							
<b>Total :</b>						513.80	0.00	513.80
<b>Supplier Total :</b>						513.80	0.00	513.80
-----								
<b>3876</b>	<b>PFANNENSCHMIDT, JANE</b>							
33644	20-Feb-2013		Issued	28	C			459.23
JPFEB16/13	01-4-2500-000	PAYABLES - TRADE				459.23		
	Invoice Description --> ELECTION OFFICIAL 2013							

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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>						459.23	0.00	459.23
<b>Supplier Total :</b>						459.23	0.00	459.23
-----								
<b>4101</b>	<b>PLUMBING OFFICIALS' ASSOC. OF B.C.</b>							
33572	08-Feb-2013		Issued	20	C	80.00		
NS2013DUES	01-4-2500-000	PAYABLES - TRADE			80.00			
Invoice Description -->		NIGEL SUTTON 2013 MEMBERSHIP						
<b>Total :</b>						80.00	0.00	80.00
<b>Supplier Total :</b>						80.00	0.00	80.00
-----								
<b>3800</b>	<b>PORT ALBERNI EFAP SUPPORT SOCIETY</b>							
33642	20-Feb-2013		Issued	28	C	2016.00		
83	01-4-2500-000	PAYABLES - TRADE			2016.00			
Invoice Description -->		2013 EFAP MEMBERSHIP						
<b>Total :</b>						2016.00	0.00	2016.00
<b>Supplier Total :</b>						2016.00	0.00	2016.00
-----								
<b>4122</b>	<b>PRICE, MICHELLE</b>							
33646	20-Feb-2013		Issued	28	C	459.23		
MPFEB16/13	01-4-2500-000	PAYABLES - TRADE			459.23			
Invoice Description -->		ELECTION OFFICIAL 2013						
<b>Total :</b>						459.23	0.00	459.23
<b>Supplier Total :</b>						459.23	0.00	459.23
-----								
<b>4187</b>	<b>QUALITY FOODS-PORT ALBERNI</b>							
33648	20-Feb-2013		Issued	28	C	51.13		
62 251749	01-4-2500-000	PAYABLES - TRADE			51.13			
Invoice Description -->		OFFICE SUPPLIES						
<b>Total :</b>						51.13	0.00	51.13
<b>Supplier Total :</b>						51.13	0.00	51.13
-----								
<b>4323</b>	<b>R.F. BINNIE &amp; ASSOCIATES LTD.</b>							
33683	28-Feb-2013		Issued	29	C	7730.80		
29926	01-4-2500-000	PAYABLES - TRADE			7730.80			
Invoice Description -->		ACRD - RING ROAD PROJECT						
<b>Total :</b>						7730.80	0.00	7730.80
<b>Supplier Total :</b>						7730.80	0.00	7730.80

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Supplier : 0001 To 9193  
 Trans. Date : 01-Feb-2013 To 28-Feb-2013  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33649	20-Feb-2013	Issued	28	C		1142.40
2013013	01-4-2500-000	PAYABLES - TRADE		1142.40		
Invoice Description --> BAMFIELD BIN CHARGES						
<b>Total :</b>				1142.40	0.00	1142.40
<b>Supplier Total :</b>				1142.40	0.00	1142.40

4510	RBC ROYAL BANK VISA					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33574	08-Feb-2013	Issued	20	C		1231.36
JAN25/13	01-4-2500-000	PAYABLES - TRADE		1231.36		
Invoice Description --> BCVFD - OFFICE \$386.08, BUILDING \$161.68, TRAINING \$299.71, EQUIPMENT \$282.71						
<b>Total :</b>				1231.36	0.00	1231.36
<b>Supplier Total :</b>				1231.36	0.00	1231.36

2647	RECEIVER GENERAL - INDUSTRY CANADA					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33630	20-Feb-2013	Issued	28	C		1496.00
3004546	01-4-2500-000	PAYABLES - TRADE		488.00		
Invoice Description --> RADIO LICENSE - EMEG PLAN \$68, AVLF \$68, AVRA \$41, BCWS \$106, LBA \$123						
3004537	01-4-2500-000	PAYABLES - TRADE		1008.00		
Invoice Description --> BCVFD - RADIO LICENSES						
<b>Total :</b>				1496.00	0.00	1496.00
<b>Supplier Total :</b>				1496.00	0.00	1496.00

4280	RECEIVER GENERAL FOR CANADA					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33573	08-Feb-2013	Issued	20	C		16176.37
PD7A - JAN20/13 DII	01-4-2500-000	PAYABLES - TRADE		499.95		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING JANUARY 20, 2013 - DIRECTORS						
PD7A - JAN20/13	01-4-2500-000	PAYABLES - TRADE		15676.42		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING JANUARY 20, 2013						
<b>Total :</b>				16176.37	0.00	16176.37
33612	19-Feb-2013	Issued	23	C		15781.97
PD7A - FEB3/13 - DI	01-4-2500-000	PAYABLES - TRADE		59.89		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING FEBRUARY 3, 2013 - DIRECTORS						
PD7A - FEB3/13	01-4-2500-000	PAYABLES - TRADE		15722.08		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING FEBRUARY 3, 2013						
<b>Total :</b>				15781.97	0.00	15781.97
<b>Supplier Total :</b>				31958.34	0.00	31958.34

4645	SHAW CABLE					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33650	20-Feb-2013	Issued	28	C		727.44
09-FEB-13	01-4-2500-000	PAYABLES - TRADE		727.44		
Invoice Description --> ACRD MONTHLY CONSOLIDATED INTERNET/CABLE - MARCH 2013						

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**Supplier :** 0001 To 9193  
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Supplier	Supplier Name						Amount		
Chq/Ref #	Cheque Date	Status	Batch	Medium					
Invoice No.	Account No.	Account Description		Debit	Credit				
<b>Total :</b>							727.44	0.00	727.44
<b>Supplier Total :</b>							727.44	0.00	727.44
-----									
<b>4725</b>	<b>SOFTCHOICE CORPORATION</b>								
33684	28-Feb-2013	Issued	29	C			275.52		
33285229	01-4-2500-000	PAYABLES - TRADE					275.52		
Invoice Description --> ACRD OFFICE - COMPUTER EXPENSES									
<b>Total :</b>							275.52	0.00	275.52
<b>Supplier Total :</b>							275.52	0.00	275.52
-----									
<b>4728</b>	<b>SONBIRD REFUSE &amp; RECYCLING LTD.</b>								
33613	19-Feb-2013	Issued	23	C			20163.82		
14864	01-4-2500-000	PAYABLES - TRADE					20163.82		
Invoice Description --> JANUARY WC GARBAGE & RECYCLING									
<b>Total :</b>							20163.82	0.00	20163.82
<b>Supplier Total :</b>							20163.82	0.00	20163.82
-----									
<b>4742</b>	<b>SONORA CONTRACTING</b>								
33575	08-Feb-2013	Issued	20	C			352.80		
811164	01-4-2500-000	PAYABLES - TRADE					352.80		
Invoice Description --> BWS - DITCH CLEAN OUT									
<b>Total :</b>							352.80	0.00	352.80
<b>Supplier Total :</b>							352.80	0.00	352.80
-----									
<b>4859</b>	<b>STANTEC CONSULTING LTD.</b>								
33685	28-Feb-2013	Issued	29	C			1493.86		
739078	01-4-2500-000	PAYABLES - TRADE					1493.86		
Invoice Description --> CONCEPTUAL WASTEWATER STUDY - BAMFIELD									
<b>Total :</b>							1493.86	0.00	1493.86
<b>Supplier Total :</b>							1493.86	0.00	1493.86
-----									
<b>4845</b>	<b>STAPLES BUSINESS DEPOT #321</b>								
33652	20-Feb-2013	Issued	28	C			356.41		
1629274	01-4-2500-000	PAYABLES - TRADE					356.41		
Invoice Description --> EMERG PLAN \$239.76, AGRPLAN/INIT \$28.55, ACRD COMP \$44.95, ACRD OFFICE \$4.96									
<b>Total :</b>							356.41	0.00	356.41
<b>Supplier Total :</b>							356.41	0.00	356.41
-----									

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
33651	20-Feb-2013		Issued	28	C	2630.92		
63271	01-4-2500-000	PAYABLES - TRADE				296.03		
Invoice Description -->		LEGAL FEES						
63273	01-4-2500-000	PAYABLES - TRADE				443.52		
Invoice Description -->		LEGAL FEES						
63274	01-4-2500-000	PAYABLES - TRADE				936.66		
Invoice Description -->		LEGAL FEES						
63272	01-4-2500-000	PAYABLES - TRADE				954.71		
Invoice Description -->		LEGAL FEES						
<b>Total :</b>						2630.92	0.00	2630.92
<b>Supplier Total :</b>						2630.92	0.00	2630.92

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
<b>4885</b>	<b>SUN COAST WASTE SERVICES</b>							
33576	08-Feb-2013		Issued	20	C	24589.22		
100328	01-4-2500-000	PAYABLES - TRADE				24589.22		
Invoice Description -->		JANUARY AV RECYCLING CONTRACT						
<b>Total :</b>						24589.22	0.00	24589.22
<b>Supplier Total :</b>						24589.22	0.00	24589.22

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
<b>4917</b>	<b>SUPERIOR PROPANE</b>							
33686	28-Feb-2013		Issued	29	C	724.73		
13362179	01-4-2500-000	PAYABLES - TRADE				724.73		
Invoice Description -->		BWS - PROPANE						
<b>Total :</b>						724.73	0.00	724.73
<b>Supplier Total :</b>						724.73	0.00	724.73

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
<b>4929</b>	<b>SUSTAINABILITY SUPPORT SERVICES</b>							
33687	28-Feb-2013		Issued	29	C	1000.00		
13-0050	01-4-2500-000	PAYABLES - TRADE				1000.00		
Invoice Description -->		BC PRODUCT STEWARDSHIP COUNCIL - 2013 MEMBERSHIP						
<b>Total :</b>						1000.00	0.00	1000.00
<b>Supplier Total :</b>						1000.00	0.00	1000.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
<b>5410</b>	<b>TD VISA</b>							
33659	20-Feb-2013		Issued	28	C	2250.97		
FEB7/13	01-4-2500-000	PAYABLES - TRADE				2250.97		
Invoice Description -->		LGMA ED \$1160, COMPUTER 31.88, BCWS ED \$265.17, AVL F & WCLF ED \$260, PLAN OFFICE \$						
<b>Total :</b>						2250.97	0.00	2250.97
<b>Supplier Total :</b>						2250.97	0.00	2250.97

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
33654	20-Feb-2013	Issued	28	C		3365.39
FEB7/13-1	01-4-2500-000	PAYABLES - TRADE		218.61		
Invoice Description --> BCWS - MAINTENANCE OFFICE PHONE, FAX & PHONES PUMPHOUSE						
FEB7/13	01-4-2500-000	PAYABLES - TRADE		3146.78		
Invoice Description --> ACRD CONSOLIDATED						
<b>Total :</b>					3365.39	0.00
<b>Supplier Total :</b>					3365.39	0.00

<b>4983 TELUS MOBILITY (BC)</b>						
33653	20-Feb-2013	Issued	28	C		1107.58
SBFEB13/13	01-4-2500-000	PAYABLES - TRADE		178.30		
Invoice Description --> SALMON BEACH CELL PHONE						
020322435145	01-4-2500-000	PAYABLES - TRADE		929.28		
Invoice Description --> ACRD CELLPHONES						
<b>Total :</b>					1107.58	0.00
<b>Supplier Total :</b>					1107.58	0.00

<b>2320 THE GRAPHICS FACTORY</b>						
33627	20-Feb-2013	Issued	28	C		66.08
20590	01-4-2500-000	PAYABLES - TRADE		66.08		
Invoice Description --> BUSINESS CARDS - MCNABB						
<b>Total :</b>					66.08	0.00
<b>Supplier Total :</b>					66.08	0.00
33670	28-Feb-2013	Issued	29	C		728.00
20422	01-4-2500-000	PAYABLES - TRADE		728.00		
Invoice Description --> AVLF - RECYCLING EDUCATION - 3000 STICKERS						
<b>Total :</b>					728.00	0.00
<b>Supplier Total :</b>					794.08	0.00

<b>5069 TOTAL DELIVERY SYSTEMS</b>						
33655	20-Feb-2013	Issued	28	C		289.92
148032	01-4-2500-000	PAYABLES - TRADE		45.84		
Invoice Description --> WCLF WATER TESTING \$23.96, SB WATER \$16.96						
147428	01-4-2500-000	PAYABLES - TRADE		244.08		
Invoice Description --> AVLF WATER TESTING \$38.73, BCWS FREIGHT CHG \$162.63, SB WATER \$16.56						
<b>Total :</b>					289.92	0.00
<b>Supplier Total :</b>					289.92	0.00

<b>0900 TRACY BOND (PETTY CASH)</b>						
33583	14-Feb-2013	Issued	21	C		200.00
TBFEB14/13	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> ELECTION PETTY CASH FUND						

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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>				200.00	0.00	200.00
33597	19-Feb-2013	Issued	23	C		176.30
TBFEB18/13	01-4-2500-000	PAYABLES - TRADE		176.30		
Invoice Description --> ACRD BUILDING MAIN \$20, ELECTIONS \$112.52, COMM MTGS \$17.58, TRAVEL \$14.79						
<b>Total :</b>				176.30	0.00	176.30
<b>Supplier Total :</b>				376.30	0.00	376.30
-----						
<b>5114</b>	<b>TRINEX INTERNET SOLUTIONS INC</b>					
33656	20-Feb-2013	Issued	28	C		448.00
6044	01-4-2500-000	PAYABLES - TRADE		448.00		
Invoice Description --> FEBRUARY 2013 WEBSITE MAINTENANCE						
<b>Total :</b>				448.00	0.00	448.00
<b>Supplier Total :</b>				448.00	0.00	448.00
-----						
<b>5180</b>	<b>UNION OF B.C. MUNICIPALITIES</b>					
33657	20-Feb-2013	Issued	28	C		5359.98
D-3556	01-4-2500-000	PAYABLES - TRADE		5359.98		
Invoice Description --> 2013 UBCM ANNUAL DUES						
<b>Total :</b>				5359.98	0.00	5359.98
<b>Supplier Total :</b>				5359.98	0.00	5359.98
-----						
<b>5263</b>	<b>VADIM SOFTWARE</b>					
33577	08-Feb-2013	Issued	20	C		558.88
JAN31/13-TF	01-4-2500-000	PAYABLES - TRADE		558.88		
Invoice Description --> VADIM TRAINING - NANAIMO FIN101 - FONG						
<b>Total :</b>				558.88	0.00	558.88
<b>Supplier Total :</b>				558.88	0.00	558.88
-----						
<b>5278</b>	<b>VANCOUVER ISLAND PUBLISHING GROUP A/R</b>					
33658	20-Feb-2013	Issued	28	C		2685.51
VCL-263867	01-4-2500-000	PAYABLES - TRADE		383.84		
Invoice Description --> ADVERTISING - RFP VEHICLES						
PEND00001989	01-4-2500-000	PAYABLES - TRADE		1119.56		
Invoice Description --> ADVERTISING - PLANNING						
PEND0001915	01-4-2500-000	PAYABLES - TRADE		1182.11		
Invoice Description --> ADVERTISING - PLANNING \$423.36, ELECTIONS \$632.10						
<b>Total :</b>				2685.51	0.00	2685.51
<b>Supplier Total :</b>				2685.51	0.00	2685.51
-----						
<b>5287</b>	<b>VANCOUVER ISLAND REGIONAL LIBRARY</b>					

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
33614	19-Feb-2013		Issued	23	C	93655.00		
1STQTR2013	01-4-2500-000	PAYABLES - TRADE				93655.00		
Invoice Description --> 1ST QUARTER LIBRARY LEVY 2013								
<b>Total :</b>						93655.00	0.00	93655.00
<b>Supplier Total :</b>						93655.00	0.00	93655.00
<b>5417</b>	<b>VOLUNTEER FIREFIGHTERS ASSOCIATION OF BC</b>							
33578	08-Feb-2013		Issued	20	C	180.00		
2013MEMBER	01-4-2500-000	PAYABLES - TRADE				180.00		
Invoice Description --> BCVFD - 2013 MEMBERSHIP								
<b>Total :</b>						180.00	0.00	180.00
<b>Supplier Total :</b>						180.00	0.00	180.00
<b>5423</b>	<b>WALCO INDUSTRIES LTD.</b>							
33579	08-Feb-2013		Issued	20	C	562.24		
19493	01-4-2500-000	PAYABLES - TRADE				562.24		
Invoice Description --> BCWS - GRANDVIEW WATER MAIN BREAK								
<b>Total :</b>						562.24	0.00	562.24
<b>Supplier Total :</b>						562.24	0.00	562.24
<b>5468</b>	<b>WEST COAST AQUATIC</b>							
33660	20-Feb-2013		Issued	28	C	2200.80		
19728	01-4-2500-000	PAYABLES - TRADE				2200.80		
Invoice Description --> BCWS - WATER BREAK FEBRUARY 7								
<b>Total :</b>						2200.80	0.00	2200.80
<b>Supplier Total :</b>						2200.80	0.00	2200.80
<b>5468</b>	<b>WEST COAST AQUATIC</b>							
33580	08-Feb-2013		Issued	20	C	35000.00		
195	01-4-2500-000	PAYABLES - TRADE				35000.00		
Invoice Description --> WEST COAST AQUATIC COASTAL PLAN 2012 - AS PER 2012 BUDGET								
<b>Total :</b>						35000.00	0.00	35000.00
<b>Supplier Total :</b>						35000.00	0.00	35000.00
<b>5543</b>	<b>WL SOLUTIONS LTD</b>							
33581	08-Feb-2013		Issued	20	C	532.00		
1964	01-4-2500-000	PAYABLES - TRADE				532.00		
Invoice Description --> BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE								
<b>Total :</b>						532.00	0.00	532.00
<b>Supplier Total :</b>						532.00	0.00	532.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date		Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description			Debit	Credit
<b>Total Computer Paid :</b>	685,599.63	<b>Total EFT PAP :</b>		18,528.98		<b>Total Paid :</b> 704,128.61
<b>Total Manually Paid :</b>	0.00	<b>Total EFT File Transfer :</b>		0.00		



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Teri Fong, CGA, Manager of Finance

**Meeting Date:** March 13, 2013

**Subject:** 2013 Deferred Grant-in-Aid Applications

**Recommendation:**

**That the Board of Directors consider each grant-in-aid application that was deferred at the February 13, 2013 Committee of the Whole meeting and either approve or deny.**

**Background**

The Alberni-Clayoquot Regional District (ACRD) Board of Directors considers grant-in-aid applications once a year from local non-profit organizations that provide a benefit to one or more electoral areas in the region or the entire regional district. This year the Regional District received 31 grant-in-aid applications.

At a Special Committee of the Whole meeting held on February 13, 2013, Directors considered the 2013 grant-in-aid applications. The following grant-in-aid applications were deferred:

	<b>Organization</b>	<b>Requested Amount</b>	<b>Benefits Which Areas</b>
GIA 9	Port Alberni Victim Services Society	\$15,000.00	Port Alberni & Areas "A", "B", "D", "E", "F"
GIA 23	Leadership Vancouver Island – West Coast Chapter (additional information provided)	Different levels available	Area "C"

The following applications were referred to the Alberni-Clayoquot Health Network and Network Coordinator, Tanis Dagert, will be in attendance to speak to the status:

	<b>Organization</b>	<b>Requested Amount</b>	<b>Benefits Which Areas</b>
GIA 17	AV Neighbour Link Society (additional information provided)	\$5,000.00	Port Alberni & Areas "B", "D", "E", "F"
GIA 18	Eighth Avenue School Backpack Club under Alberni Valley Community School	\$1,000.00	Port Alberni & Areas "B", "D", "E", "F"
GIA 19	Port Alberni Shelter Society	\$4,245.28	Port Alberni & Areas "B", "D", "E", "F"
GIA 26	Alberni Community & Women's Services Society	\$3,086.16	Port Alberni & Areas "B", "D", "E", "F"

A list the decisions that were made on the 2013 grant-in-aids at the February 13<sup>th</sup> meeting have been attached for your information.

**Desired Outcomes:**

To consider and award grant-in-aids to assist local non-profit organizations which provide a benefit to the region.

**Time Requirements**

Some staff time required to advise the applicants of the outcome of their application and to process the grants.

**Financial**

To date, \$182,649.00 has been committed. In 2012 the grant-in-aids totalled \$111,139.00.

A motion to include the deferred grants-in-aids that the Directors award will be required during 2<sup>nd</sup> reading of the Alberni-Clayoquot Regional District 2013-2017 Financial Plan at the Public Consultation session in the evening of March 13<sup>th</sup>.

**Policy or Legislation**

Alberni-Clayoquot Regional District Grant-in-Aid Policy.



Submitted by: \_\_\_\_\_  
Teri Fong, CGA, Manager of Finance



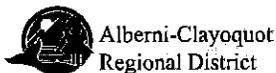
Approved by: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer

Name	2012 Granted	Participants	2013 Request	All (Except YG & HFN)	AV Grant	WC Grant	Other Grant	Participants
GIA 1 - Alberni District Fall Fair	\$1,000.00	ACRD	\$1,000.00	\$1,000.00				
GIA 2 - Alberni Valley Hospice Society	\$10,000.00	B, D, E, F	\$10,000.00				\$10,000.00	B, D, E, F
GIA 3 - Alberni Valley Rescue Squad	\$6,000.00	ACRD	\$10,000.00	\$6,000.00				
GIA 4 - Westcoast Inland Search & Rescue	\$6,000.00	ACRD	\$6,000.00	\$6,000.00				
GIA 5 - Central Westcoast Forest Society			\$3,500.00					WCLF Illegal Dumping
GIA 6 - City of Port Alberni (Economic Development)	\$6,000.00	Tofino	\$27,000.00				\$6,000.00	Tofino
	\$2,000.00	A						A
	\$2,000.00	B					\$2,000.00	B
	\$1,000.00	C					\$1,000.00	C
	\$5,333.00	D					\$5,333.00	D
	\$5,333.00	E					\$5,333.00	E
	\$5,334.00	F					\$5,334.00	F
GIA 7 - Vancouver Island North Film Commission	\$7,500.00	ACRD	\$10,000.00	\$7,500.00				
GIA 8 - Music by the Sea	\$2,000.00	ACRD	\$2,000.00	\$2,000.00				
GIA 9 - Port Alberni Victim Services Society	\$11,000.00	CPA, A, B, D, E, F	\$15,000.00					Defer & invite
GIA 10 - Strawberry Isle Marine Research Society	\$0.00		\$1,500.00	\$1,000.00				
GIA 11 - West Coast Aquatic Management Association	\$17,000.00	ACRD	\$32,500.00	\$17,000.00				
GIA 12 - Alberni District Secondary School Project Based Learning	\$0.00		\$10,000.00					Denied
GIA 13 - Raincoast Education Society	\$0.00		\$2,000.00					WCLF School Program
GIA 14 - Vancouver Island University	\$0.00		\$20,522.00				\$10,261.00	All areas except B, \$10,261 in 2014
GIA 15 - Clayoquot Biosphere Trust Society	\$0.00		\$5,000.00					Deny & refer to Health Network & VIU
GIA 16 - West Coast Multiplex Society	\$0.00		\$15,000.00					General Government Studies
			\$6,000.00			\$6,000.00		
GIA 17 - AV Neighbour Link Society	\$0.00		\$5,000.00					Refer to Health Network
GIA 18 - 8th Ave School Backpack Club	\$0.00		\$1,000.00					Refer to Health Network
GIA 19 - Port Alberni Shelter Society	\$0.00		\$4,245.28					Refer to Health Network
GIA 20 - Port Alberni Navy League Cadet Building Society	\$0.00		\$5,000.00					Denied
GIA 21 - Port Alberni Marine Rescue Society	\$0.00		\$5,800.00					Denied
GIA 22 - North Island Wildlife Recovery Association	\$0.00		\$2,000.00					Denied
GIA 23 - Leadership Vancouver Island - WC Chapter	\$0.00							Defer & invite
GIA 24 - Tofino Arts Council Society	\$0.00		\$1,500.00					Denied
GIA 25 - Special Olympics BC - Port Alberni	\$0.00		\$3,000.00	\$1,500.00				
GIA 26 - Alberni Community & Women's Services Society	\$0.00		\$3,086.16					Refer to Health Network
GIA 27 - Port Alberni Aquatic Club	\$0.00		\$5,000.00					Denied
GIA 28 - Port Alberni Junior Hockey Society	\$0.00		\$2,500.00					Denied
	\$0.00		\$5,000.00					Denied
GIA 29 - Pacific Rim Whale Festival	\$0.00		\$2,000.00	\$2,000.00				
GIA 30 - Carving on the Edge Festival - Tofino	\$0.00		\$1,000.00					Denied
GIA 31 - Alberni Valley Chamber of Commerce	\$1,000.00	A	\$12,000.00				\$1,000.00	A
	\$1,000.00	D					\$1,000.00	D
	\$1,000.00	E					\$0.00	E
	\$1,000.00	F					\$1,000.00	F
2012 - West Coast Community Resources	\$5,000.00	WC	\$0.00					
2012 - Canadian Cancer Society	\$500.00	ACRD	\$0.00					
2012 - Port Alberni Centennial	\$9,124.00	Tof, Ucl, all EA's	\$0.00					
2012 - Canadian Red Cross	\$5,015.00	ACRD	\$0.00					
Totals	\$111,139.00		\$235,153.44	\$44,000.00	\$0.00	\$6,000.00	\$48,261.00	
Total Committed 2013	\$98,261.00							
Increase/Decrease from Prior Year	-\$12,878.00							

Island Corridor Foundation

\$115,200.00

\$84,388.00 CPA, Ucl, D, E, F (over 2 years) A?



## Grant-in-Aid Application Form

Name of Organization <b>PORT ALBERNI VICTIM SERVICE SOCIETY</b>	
Mailing Address: <b>4444 MORTON PT. ALBERNI BC V9Y 4M8</b>	
Contact Name: <b>Tamara Cocco</b>	Phone Number: <b>250 724-8910</b>
Email Address: <b>tamara.cocco@rcmp-grc.gc.ca</b>	

Grant Requested: <b>\$ 15 000</b>	<input checked="" type="checkbox"/> Grant Assistance	<input type="checkbox"/> In-Kind Assistance
	Amount \$ <u>15 000</u>	Details: _____

1. Is your organization non-profit?  yes  no
2. Is your organization a registered non-profit society in BC?  yes  no

If yes, please provide your Society Registration Number: **S-0046397**

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:

See attached

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4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:

- |   |   |
|---|---|
| <input type="checkbox"/> Entire Regional District                     | <input checked="" type="checkbox"/> City of Port Alberni              |
| <input type="checkbox"/> District of Tofino                           | <input type="checkbox"/> District of Ucluelet                         |
| <input checked="" type="checkbox"/> Electoral Area "A" (Bamfield)     | <input checked="" type="checkbox"/> Electoral Area "B" (Beaufort)     |
| <input type="checkbox"/> Electoral Area "C" (Long Beach)              | <input checked="" type="checkbox"/> Electoral Area "D" (Sproat Lake)  |
| <input checked="" type="checkbox"/> Electoral Area "E" (Beaver Creek) | <input checked="" type="checkbox"/> Electoral Area "F" (Cherry Creek) |

5. Please describe how the services provided by your organization fill a need in the community:

see attached

6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

N/A

7. Has your organization received a Grant-in-Aid in the past from the Regional District?

yes  no

If yes, complete the following:

Year: 2012 Amount: 11,000  
Year: 2011 Amount: 11,000

8. Please include with your application, copies of the following:

- (a) **Annual Report;**
- (b) **A copy of your organizations current year budget and latest financial statement;**
- (c) **A brief report outlining what the Grant-in-Aid would be used for.**

6. Submit your completed Grant-in-Aid Application, including the above documentation to:

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

The **Deadline** to Submit Grant-in-Aid Applications is **January 31<sup>st</sup>** of each year.

Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required, please call (250) 720-2700.

[Signature]  
Signature of Applicant

Jan 24 / 13  
Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas:

3. Port Alberni Victim Services provided support and referrals to over 400 victims of crime and trauma in the Alberni-Clayoquot Regional District in 2012. Crime affects people financially, emotionally and physically. Victim services workers strive to help victims of crime in our community to deal with these needs.

Workers and volunteers provide in person and telephone support to any victim of crime or trauma in need of assistance. This service may take the form of emotional crisis support at the scene of a crime or traumatic incident, practical assistance as needs arise in the days and weeks following an incident and on going court support as the file goes through the justice system. We provide a unique service as we are able to provide up to date police and court information that can assist with a victim's safety plans and sense of empowerment within the justice system.

5. Workers and volunteers also provide community education at public events around domestic violence, grieving and home security

Through these services we are able to

- lessen the impact of crime and trauma on victims and their families and to assist in their recovery;
- increase victim safety and to help reduce the risk of further victimization,
- increase victims' level of participation in, and sense of empowerment under, the criminal justice system;
- support and therefore increase the effectiveness of victims acting as witnesses in court proceedings.

Supporting victims contributes to a healthier more productive community.

## FISCAL 2013 – 2014 BUDGET PROPOSAL

**Your Budget Proposal should reflect the costs of delivering a program.  
Incomplete Budget Proposals may cause a delay in the assessment of your application.**

Program Type:

CWWA       STV       OR       Multi OR       CBVS       PBVS

### 1. PROGRAM REVENUES

SOURCE	CASH	IN-KIND	TOTAL
Ministry of Justice - VSCPD	53 024		
Municipal Government / Regional District	15 000	10 600	25 600
Applicant Organization			
Other: (Please specify)			
<b>TOTAL PROGRAM REVENUES</b>	68 024	10 600	78 624

**NOTE: Police-Based programs**

*If the program is cost-shared with your municipality/regional district, the maximum "in kind" amount that may be claimed for under "Municipal Government" or "Regional District" is 20% of cash. "In kind" expenditures include costs for facilities (e.g. rent, utilities and maintenance), telephone, fax, and office supplies, etc.*

### 2. PROGRAM EXPENDITURES

#### A. Salaries and Benefits (For direct service delivery and clinical supervision costs only.)

POSITION(S) by Job Title:	YEARLY SALARY	YEARLY BENEFITS	TOTAL YEARLY COST	FUNDED FROM VSCPD	FUNDED FROM OTHER SOURCES*
1. Manager	35 661	4279	39 940	39 940	
2. Assistant	22 932	2751	25 683	13 084	12 599
3.					
4.					
5.					
6.					
<b>TOTAL SALARIES AND BENEFITS</b>	58 593	7030	65 623	53 024	12 599

\* "Funded from Other Sources" includes all other monies including: "in-kind", program partner, fund raising, donations, etc.

**NOTE: Victim Services Program**

Ministry guidelines require that **at least 80% of provincial funding** be allocated towards "Salaries and Benefits" for direct service delivery and clinical supervision costs only.

**B. PROGRAM DELIVERY** (Expenses directly related to the delivery of the program.)

EXPENSE	TOTAL COST	FUNDED FROM VSCPD	FUNDED FROM OTHER SOURCES*
Facilities (e.g. rent, utilities, maintenance)			
Resource Materials			
Program Delivery Related Travel			
Volunteer Appreciation			
Office Supplies			
Promotion / Outreach			
Telephone / Fax / Internet			
Cellular Phone	500		500
Memberships (specify):			
PVSBC	100		100
Program Delivery Supplies (specify):			
Other (specify)			
<b>TOTAL PROGRAM DELIVERY COSTS</b>	<b>600</b>		<b>600</b>

\* "Funded from Other Sources" includes all other monies including: "in-kind", program partner, fund raising, donations, etc.

**C. ADMINISTRATION** (*Expenses indirectly related to the delivery of the program*)

EXPENSE	TOTAL COSTS	FUNDED FROM VSCPD	FUNDED FROM OTHER SOURCES*
Staff Training, Development, and Associated Travel	1301		1301
Facilities (e.g. rent, utilities, maintenance)			
Management Wages			
Administrative Support Wages			
Direct Program Supervision Wages			
Bookkeeping / Audit	500		500
Other (specify)			
<b>TOTAL ADMINISTRATION COSTS</b>	1801		1801

\* "Funded from Other Sources" includes all other monies including: "in-kind", program partner, fund raising, donations, etc.

**TOTAL PROGRAM EXPENDITURES**

	FUNDED FROM VSCPD	FUNDED FROM OTHER SOURCES*
<b>A. Total Salaries and Benefits</b>	53 024	12 599
<b>B. Total Program Delivery Costs</b>		600
<b>C. Total Administration Costs</b>		1801
<b>TOTAL EXPENDITURES (A+B+C)</b>	53 024	15 000

\* "Funded from Other Sources" includes all other monies including: "in-kind", program partner, fund raising, donations, etc.

**Port Alberni Victim Services Society**

4444 Morton St  
Port Alberni, BC  
V9Y 9B7  
phone: 250 724-8910  
fax: 250.724-8986



**Alberni Clayoquot Regional District Grant in Aid  
Annual Report  
2012**

As our fiscal year runs through March 31, 2013 all funds have not yet been allocated. The portion that has been spent augmented our staffing and program delivery costs. The remaining amount will be further utilized as such for our last quarter.

In the Alberni Clayoquot Regional District the Victim Services Program has again assisted over **400** clients during the year. We have noticed an increase in the complexity of client issues in the past few years. Workers continue to provide emotional and crisis support, practical assistance and justice system information to clients consistently throughout the year, but problem solving around issues of poverty, homelessness as well as mental health and addictions is consuming significant amounts of time.

Workers provided court orientation to over 60 victims and witness this year and attended court with over 125 people.

Victim Service staff were present at community events, including Emergency Preparedness Day, providing information on home security and grief. We have partnered with Citizens on Patrol and have provided over 1500 property crime information packages to the residents of the Alberni Valley.

We are still unable to maintain our staff hours due to funding and have been running on approximately 10 hours a week less than needed. Limited office hours are maintained during the week but we are not able to consistently attend after hour crisis calls.

Please find attached most recent financial statements.

Thank you for your continued support.

Tamara Cocco  
Manager  
Port Alberni and West Coast Victim Services

RECEIVED  
JAN 28 2013

Name of Organization <i>A ✓ Neighbour Link Society</i>	
Mailing Address: <i>Sally Anderson do 4940 Leslie Ave, Pt Alberni V9Y 6S4</i>	
Contact Name: <i>Mrs Sally Anderson</i>	Phone Number: <i>724-2137</i>
Email Address: <i>mygalsal@shaw.ca</i>	

Grant Requested:	<input checked="" type="checkbox"/> Grant Assistance	<input type="checkbox"/> In-Kind Assistance
<i>or whatever is possible</i>	Amount <i>\$5000 -</i>	Details: _____

1. Is your organization non-profit?  yes  no
2. Is your organization a registered non-profit society in BC  yes  no

If yes, please provide your Society Registration Number: *S-49901*  
*INC. NOV. 7, 2005*

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:

*\* Over 150 breakfasts<sup>a day</sup> are served in Alberni/Maguinnon (5 days) and school  
- and Bill - (2 days) for the past 4 mos.  
- and Wood (1 day) first day Wed Jan. 16, 2013*

*\* DREAM TO BE IN ALL 6 ELEMENTARY SCHOOLS - 3 DAYS/WEEK*

*\* FOOD PURCHASED FROM: TYLER'S NO FRILLS, QF, SW Baylow, Mt. View Bakery, WalMart (\$50/mo only), Circle Dairy*

4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:

- |   |   |
|---|---|
| <input type="checkbox"/> Entire Regional District                     | <input checked="" type="checkbox"/> City of Port Alberni              |
| <input type="checkbox"/> District of Tofino                           | <input type="checkbox"/> District of Ucluelet                         |
| <input type="checkbox"/> Electoral Area "A" (Bamfield)                | <input checked="" type="checkbox"/> Electoral Area "B" (Beaufort)     |
| <input type="checkbox"/> Electoral Area "C" (Long Beach)              | <input checked="" type="checkbox"/> Electoral Area "D" (Sproat Lake)  |
| <input checked="" type="checkbox"/> Electoral Area "E" (Beaver Creek) | <input checked="" type="checkbox"/> Electoral Area "F" (Cherry Creek) |

*and any children bussed from "D", "E", "F"  
or "B" - perhaps, if  
children come in from that area.*

5. Please describe how the services provided by your organization fill a need in the community:

Children are not lethargic or "bouncing off walls" with a good breakfast. All emotional states, i.e. happy, sad, etc. are balanced w/ a good breakfast  
\* per comments from parents + teachers \*

6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

Balance of \$2,100 coming from Breakfast Clubs of Canada  
" " \$400 " " Breakfast for Learning  
Donated Kitchen supplies (\$200) from Can. Tire  
School Parents will donate \$20 here + there. Some small anonymous

7. Has your organization received a Grant-in-Aid in the past from the Regional District?

yes  no

If yes, complete the following:

donations \$20 - \$50

Year: \_\_\_\_\_ Amount: \_\_\_\_\_

Year: \_\_\_\_\_ Amount: \_\_\_\_\_

8. Please include with your application, copies of the following:

- (a) Annual Report; - OUR AGM is Mar. 19/2013 - will provide rept. then.
- (b) A copy of your organizations current year budget and latest financial statement; Food + Kitchen supplies \$1500/mo.
- (c) A brief report outlining what the Grant-in-Aid would be used for. - see attached Stat Sheet for 2012

6. Submit your completed Grant-in-Aid Application, including the above documentation to:

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

The Deadline to Submit Grant-in-Aid Applications is January 31<sup>st</sup> of each year.

Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required, please call (250) 720-2700.

Sally Anderson Director  
Signature of Applicant  
READ + FEED PROGRAM

Jan 16 / 2013  
Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas:

**Sally Anderson**

**From:** "Sally Anderson" <mygalsal@shaw.ca>  
**Date:** Wednesday, January 16, 2013 7:06 AM  
**To:** "\*\*\*\* Sal A." <mygalsal@shaw.ca>  
**Subject:** Fw: breakfast program

**EMAIL TO MGR GORD**

Hi Gord – Below are some of the reasons why many of the children come to the breakfast program when we become frustrated with parents who are not feeding their children.....

**QUALITY FOODS**

IT'S THE CHILDREN WHO ARE SUFFERING, AND WE CAN'T GET TO THE PARENTS. AND IT MIGHT NOT ONLY BE THAT THEY ARE HUNGRY FOR TOAST AND FRUIT. A CHILD MIGHT BE AN ONLY CHILD AND SHY OR A BULLY OR FAT OR SKINNY OR TALL OR SHORT OR BULLIED OR ARE BULLIES THEMSELVES, OR WHATEVER, AND THIS QUIET, FRIENDLY ATMOSPHERE WILL FILL A NEED. WE GREET EACH CHILD WITH A SMILE AND A HAPPY STORY IS READ TO THEM.

I was a very short girl till well into high school and had to fend off 'short stuff' or 'half pint' remarks, among others, all my life, from bullies. If there had been a breakfast program for me to go to, my childhood schooldays would have been quite different, I'm sure.

THEY MIGHT HAVE HAD A FIGHT WITH THEIR PARENTS OR SIBLINGS AND TO COME TO THIS FRIENDLY PLACE, WILL CALM THEM DOWN PERHAPS.

THEY MIGHT HAVE HAD A COKE AND DONUT FOR BREAKFAST AND HOW DOES THAT HELP THEIR BRAIN TO START THE DAY AND LEARN PROPERLY.

THEY MIGHT BE SAD ABOUT A DISFUNCTIONAL FAMILY AND THEY KNOW THAT THIS IS ONE PLACE WHERE IT IS PEACEFUL FOR A FEW MINUTES BEFORE THEIR DAY STARTS, AND WHERE THEY WILL BE UNCONDITIONALLY ACCEPTED NO MATTER WHO THEY ARE OR WHAT THEY'RE GOING THRU.

**We are in 4 schools after 5 years of building up the volunteer foundation.....over 100 volunteers go to Maquinna, Alberni, Gill and Wood (just opened this past week). When the number in your Quality Foods tills runs low, our treasurer writes a cheque out for a thousand dollars (AV NeighbourLink Read and Feed Program), and we buy some of our food and supplies from you. We have appreciated the 10% extra discount on everything, even though your store policy is not to discount anything on the outside shelves. Well.....that's what 99% of our purchases are.....milk, yogourt tubes, cheese and margarine, and we were made an exception to the rule and receive the discount. We've always been told to see Jess as she has been involved for the last several years, first with Bill and then when you took over.**

**Thank you again for your support and please don't hesitate to call or email me at 724-2137 or [mygalsal@shaw.ca](mailto:mygalsal@shaw.ca). Or please call my co-director, John Basingthwaite at 724-0793.**

sally

NEIGHBOURLINK STATISTICS

2012

2-Dec-12

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTALS
<b>READ &amp; FEED PROGRAM</b>													
<u>Days of Operation per Month</u>													
Alberni	21	20	13	19	21	10	0	0	0	21	22	8	155
Macquina	16	16	10	18	19	8	0	0	0	21	22	10	140
Gill										5	5	6	16
<b>Total number of days</b>	<b>37</b>	<b>36</b>	<b>23</b>	<b>37</b>	<b>40</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42</b>	<b>44</b>	<b>18</b>	<b>295</b>
<u>Breakfasts Served</u>													
Alberni	941	909	603	833	740	357	-	-	-	849	816	420	6468
Maquinna	534	563	301	470	592	214	-	-	-	772	757	356	4559
Gill										283	299	222	804
<b>Total number of meals</b>	<b>1475</b>	<b>1472</b>	<b>904</b>	<b>1303</b>	<b>1332</b>	<b>571</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1904</b>	<b>1872</b>	<b>998</b>	<b>11831</b>
<b>No. meals per day (average)</b>	<b>40</b>	<b>41</b>	<b>39</b>	<b>35</b>	<b>33</b>	<b>32</b>				<b>45</b>	<b>43</b>		<b>40</b>
<b>VOLUNTEER HOURS</b>													
<u>Read &amp; Feed</u>													
Alberni (Brkfst Team)	115	111	71	109	118	29				119	120	60	851
Maquinna (Team)	71	80	49	68	68	19				95	104	50	603
Gill										29	44	36	109
<b>Total Volunteer Hours</b>	<b>186</b>	<b>191</b>	<b>120</b>	<b>176</b>	<b>185</b>	<b>48</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>243</b>	<b>268</b>	<b>146</b>	<b>1563</b>
<u>Board Hours</u>													
NL Board Meetings			17							8	4	6	35
Board Work			24	87					7	3	16	31	168
<b>Total Board Hours</b>	<b>0</b>	<b>0</b>	<b>41</b>	<b>87</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>11</b>	<b>20</b>	<b>37</b>	<b>0</b>	<b>203</b>
<u>Other</u>													
Community Help													
<b>Total Hours</b>	<b>186</b>	<b>191</b>	<b>161</b>	<b>263</b>	<b>185</b>	<b>48</b>	<b>0</b>	<b>7</b>	<b>11</b>	<b>263</b>	<b>305</b>	<b>146</b>	<b>3530</b>

- NOTES:
- a) Read & Feed Teams (1.25 hrs/volunteer)
  - b) Read & Feed Support (hours reported- time in support of Program)
  - c) Board Hours (1.5 hrs/Board Members present at Monthly Meetings, AGM)
  - d) Board Work (hours reported- reports, emails/letters/calls, governance, research)
  - e) Community Help (hours reported)

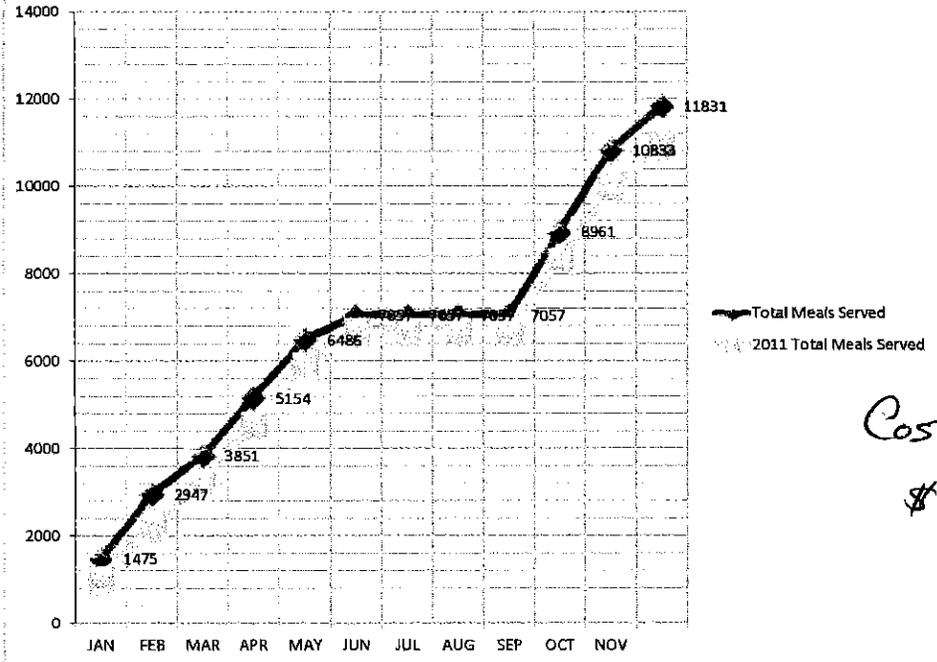
Menu - Children choose so we don't waste food  
 milk  
 yogurt tubes  
 cinnamon or cheese toast, graham crackers  
 cheese  
 fruit - bananas, grapes, apples raisins  
 We put \$1000 @ QF, Buy low, Circle Dairy & replenish when needed

We use Gift Cards @ X Foods & SW

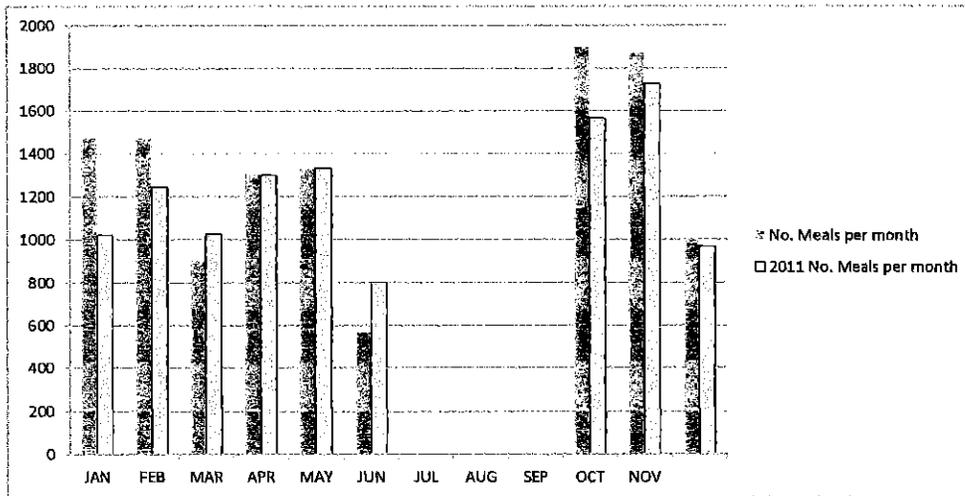
NEIGHBOURLINK STATISTICS

2012

2-Dec-12



*Cost @ about \$1500/mo.*



Summary

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
No. Meals per month	1475	1472	904	1303	1332	571	0	0	0	1904	1872	998
No. Hours per month	186	191	161	263	185	48	0	7	11	263	305	146
2011 No. Meals per month	1017	1242	1025	1299	1332	800	0	0	0	1563	1727	965
<b>Total Meals Served</b>	<b>1475</b>	<b>2947</b>	<b>3851</b>	<b>5154</b>	<b>6486</b>	<b>7057</b>	<b>7057</b>	<b>7057</b>	<b>7057</b>	<b>8961</b>	<b>10833</b>	<b>11831</b>
<b>Total No. Hours</b>	<b>186</b>	<b>378</b>	<b>538</b>	<b>801</b>	<b>986</b>	<b>1034</b>	<b>1034</b>	<b>1041</b>	<b>1052</b>	<b>1314</b>	<b>1619</b>	<b>1765</b>
<b>2011 Total Meals Served</b>	<b>1017</b>	<b>2259</b>	<b>3284</b>	<b>4583</b>	<b>5915</b>	<b>6715</b>	<b>6715</b>	<b>6715</b>	<b>6715</b>	<b>8278</b>	<b>10005</b>	<b>10970</b>

ALBERNI VALLEY NEIGHBOURLINK  
SOCIETY.

FINANCIAL STATEMENT December 1 - 31<sup>ST</sup> 2012.

BANK BALANCE FORWARD 4442.25

CREDITS

ZERO

EXPENSES

Tracy Madelung, Equipment Gift	20.00	
Bank service charge	<u>4.95</u>	<u>24.95</u>
	24.95	

BANK BALANCE DECEMBER 31<sup>ST</sup> 2012 4417.30

FOOD A/C BALANCES DEC 31<sup>ST</sup> 2012

BUY LOW FOODS	488.41	
CIRCLE DAIRY	206.45	
QUALITY FOODS	217.27	
MT. VIEW BAKERY	722.60	
SAFEWAY GIFT CARDS	141.65	
WALMART GIFT CARDS	4.91	
NO FRILLS GIFT CARDS	<u>154.64</u>	
	1972.93	<u>1972.93</u>

OPERATING BALANCE 6390.23

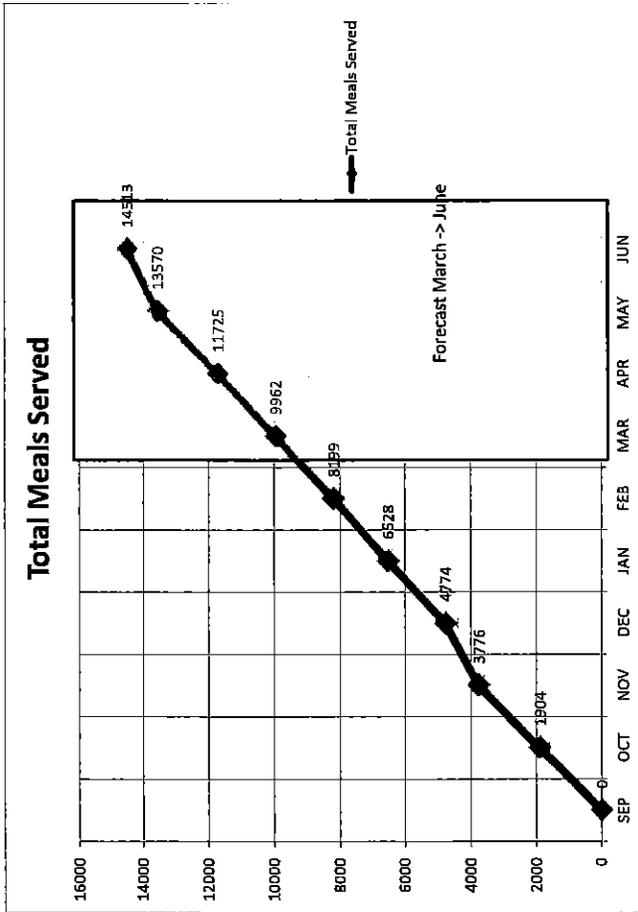
\* Note: Non banking entries each month  
 \$ 25.<sup>00</sup> Safeway Gift Card (A. Sweeney)  
 \$ 50.<sup>00</sup> Walmart Gift Card 1<sup>ST</sup> Tuesday each  
 month until June 2013.

Respectfully submitted

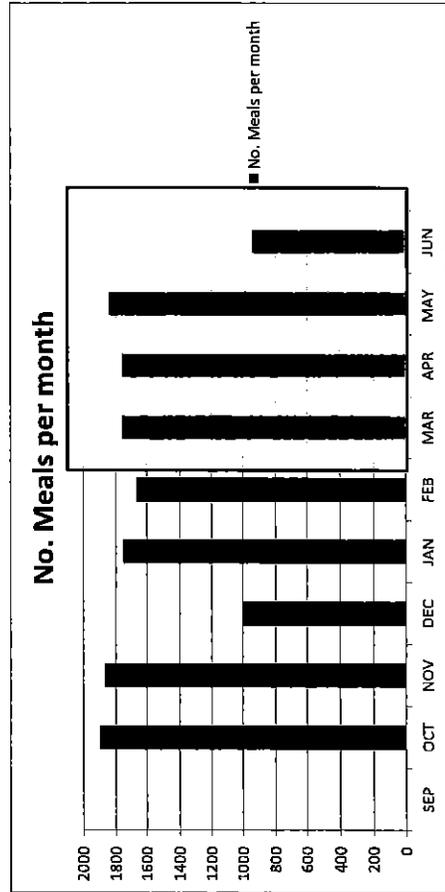
Gwen Johnston  
Treasurer.

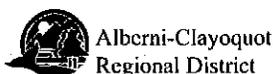
NEIGHBOURLINK STATISTICS 2012-2013

1-Mar-03



FORECAST SEPTEMBER TO JUNE  
 14,513 Number of meals Forecasted For school year 2012-2013





Grant-in-Aid  
Application Form

RECEIVED  
JAN 29 2013

Name of Organization <u>Eighth Avenue School Backpack Club under Alberni Valley Community School</u>	
Mailing Address: <u>4000 Roger St. Port Alberni</u>	
Contact Name: <u>Linda Taylor 250-723-7671</u> <u>or Cathy Cross 250-723-6251</u>	Phone Number: <u>Ext. 6251</u>
Email Address: <u>taylor.ljb@gmail.com</u> <u>or c.cross@sd70.bc.ca</u>	

Grant Requested: <u>\$1000</u>	<input type="checkbox"/> Grant Assistance	<input type="checkbox"/> In-Kind Assistance
	Amount \$ <u>1000</u>	Details: <u>-</u>

- Is your organization non-profit?  yes  no
- Is your organization a registered non-profit society in BC?  yes  no

If yes, please provide your Society Registration Number: S-34352

- Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region: The AV Community school has many great programs.

For this one: Working with principal, Lisa Gunther, Olive O'Dwyer and Linda Taylor are running a weekend backpack club at Eighth Ave School. This school is an inner school of 170 students many who deal with poverty on a daily basis. The food received at school makes up a significant portion of food some children get each week. The backpack program bridges the gap between the lunch and breakfast meals at school, as hunger does not go away on weekends. Each Friday 22 students take home a backpack filled with food the students can prepare themselves. We are hoping that investing in these at risk children will allow them to be free from the worry of hunger so they can become productive citizens.

- Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the productive services your organization provides:

- |  |  |
|--|--|
| <input type="checkbox"/> Entire Regional District          | <input checked="" type="checkbox"/> City of Port Alberni   |
| <input type="checkbox"/> District of Tofino                | <input type="checkbox"/> District of Ucluelet              |
| <input type="checkbox"/> Electoral Area "A" (Bamfield)     | <input type="checkbox"/> Electoral Area "B" (Beaufort)     |
| <input type="checkbox"/> Electoral Area "C" (Long Beach)   | <input type="checkbox"/> Electoral Area "D" (Sproat Lake)  |
| <input type="checkbox"/> Electoral Area "E" (Beaver Creek) | <input type="checkbox"/> Electoral Area "F" (Cherry Creek) |

5. Please describe how the services provided by your organization fill a need in the community:

Children with full stomachs do better in school and have fewer behaviour problems. They are better able to concentrate, focus and learn. Children with adequate nutrition are healthier and are less likely to use the health care system. This program addresses a very real need in our community. We hope to expand to other schools in the future.

6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

For this project:

AV Lions \$500 Salvation Army - some tinned goods.
Nutrition Grant - not successful AV. Shelter - fresh produce
A generous citizen \$1000 1 time / week from Costco.

7. Has your organization received a Grant-in-Aid in the past from the Regional District?

no

If yes, complete the following:

Year: Amount:
Year: Amount:

8. Please include with your application, copies of the following:

- (a) Annual Report;
(b) A copy of your organizations current year budget and latest financial statement;
(c) A brief report outlining what the Grant-in-Aid would be used for.

6. Submit your completed Grant-in-Aid Application, including the above documentation to:

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

The Deadline to Submit Grant-in-Aid Applications is January 31st of each year.

Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required, please call (250) 720-2700.

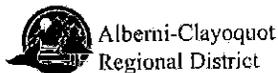
Signature of Applicant
Linda Taylor
Oliver O'Sydes

Date
Jan. 28 / 2013

Table with 3 columns: Amount Awarded, Date Approved, Participating Areas. Header: For Office Use Only



Alberni Valley Community School Society Projected 2012/2013 Budget													
Account Description	July	August	September	October	November	December	January	February	March	April	May	June	Total Budget
<b>Operating Expenses</b>													
Accounting and Legal							2000						2000
Bank Charges													0
Fundraising													0
Insurance		450											450
Miscellaneous													0
Office Supplies													0
Payroll Fees	0	90	60	60	135	0	60	60	0	60	60	60	645
Professional Development													0
Community Professional Development			2295										
Professional Fees		60											60
Program Supplies						888	600						1488
Promotion/Advertising													0
Sponsorship													0
Telephone/Fax	39	39	39	39	39	39	39	39	39	39	39	39	468
Cell Phones	77	77	77	77	77	77	74	74	77	77	77	77	918
Travel/Mileage													0
<b>Total Operating Expenses</b>	<b>116</b>	<b>716</b>	<b>2471</b>	<b>176</b>	<b>251</b>	<b>1004</b>	<b>2773</b>	<b>173</b>	<b>116</b>	<b>176</b>	<b>176</b>	<b>176</b>	<b>8324</b>
<b>Total Expenses</b>	<b>6989</b>	<b>4593</b>	<b>6965</b>	<b>6301</b>	<b>9230</b>	<b>6468</b>	<b>11463</b>	<b>9026</b>	<b>8488</b>	<b>9001</b>	<b>11304</b>	<b>5554</b>	<b>95382</b>
<b>Net Operating Profit (Loss)</b>													<b>36</b>



## Grant-in-Aid Application Form

**RECEIVED**  
JAN 31 2013

Name of Organization: <b>Port Alberni Shelter Society</b>	
Mailing Address: <b>3978 - 8th Avenue, Port Alberni</b>	
Contact Name: <b>Wes Hewitt</b>	Phone Number: <b>250-723-6511</b>
Email Address: <b>pashelter@shaw.ca</b>	

Grant Requested:	<input checked="" type="checkbox"/> Grant Assistance	<input type="checkbox"/> In-Kind Assistance
<del>\$</del> <b>4245.28</b> <small>28/27</small>	Amount \$ <u>4245.28</u>	Details: _____

1. Is your organization non-profit?  yes  no
  2. Is your organization a registered non-profit society in BC?  yes  no
- If yes, please provide your Society Registration Number: S-15526

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:

This program supplies fruits, vegetables and baked goods to the marginalized members of the community through the Shelter, the Bread of Life, Tseshaht First Nations, Hupacasath First Nations and recently through 3 Schools in the valley. They are donated to the shelter from Costco in Nanaimo. The benefit to the community is through the increased health of the individuals receiving food.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:
- |   |   |
|---|---|
| <input type="checkbox"/> Entire Regional District<br><input type="checkbox"/> District of Tofino<br><input type="checkbox"/> Electoral Area "A" (Bamfield)<br><input type="checkbox"/> Electoral Area "C" (Long Beach)<br><input checked="" type="checkbox"/> Electoral Area "E" (Beaver Creek) | <input checked="" type="checkbox"/> City of Port Alberni<br><input type="checkbox"/> District of Ucluelet<br><input checked="" type="checkbox"/> Electoral Area "B" (Beaufort)<br><input checked="" type="checkbox"/> Electoral Area "D" (Sproat Lake)<br><input checked="" type="checkbox"/> Electoral Area "F" (Cherry Creek) |
|---|---|

5. Please describe how the services provided by your organization fill a need in the community:

The program works to fill the basic necessity of food to the homeless or at risk population in the community.

6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

Community Action Initiative, Regional District Homelessness Grant, Federal Homelessness Partnership Grant, Provincial Gaming and Federal and Provincial Building Improvement Grants.

7. Has your organization received a Grant-in-Aid in the past from the Regional District?

yes     no    If yes, complete the following:

Year: \_\_\_\_\_ Amount: \_\_\_\_\_  
Year: \_\_\_\_\_ Amount: \_\_\_\_\_

8. Please include with your application, copies of the following:

- (a) **Annual Report;**
- (b) **A copy of your organizations current year budget and latest financial statement;**
- (c) **A brief report outlining what the Grant-in-Aid would be used for.**

6. Submit your completed Grant-in-Aid Application, including the above documentation to:

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

The **Deadline** to Submit Grant-in-Aid Applications is **January 31<sup>st</sup>** of each year.

Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required, please call (250) 720-2700.

  
Signature of Applicant

JAN 31 / 13  
Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas:

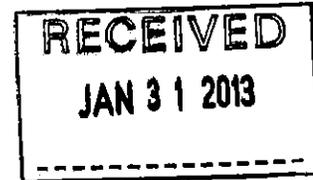
**Port Alberni Shelter Society**

**Community Food Program**

The Shelter has been running this program for just over a year with good positive results. The shelter sends a pickup truck a minimum of twice a week to Nanaimo, to pick up donated fruits, vegetables and baked goods from Costco( approximate value is above \$1000.00 per trip). The labour is generally being covered by volunteers, but the cost of operating the vehicle is being paid for at this time by the shelter. This cost is \$163.28 per week or \$8490.56 per year (based on \$.52 per kilometer and 157 kilometers per round trip). The costs have been to date coming out of the shelters cash reserves and from the savings to the shelter in food costs but this cannot go on for the future.

We are requesting a grant in aid for \$4245.28 to cover half the costs of the transportation in this program, as more than half the food goes into the community through other agencies and organizations in the valley.

Alberni- Clayoquot Regional District  
 Board of Directors  
 c/o Russell Dyson  
 3008 5th Ave  
 Port Alberni, B.C.  
 V9Y 2E3



January 26, 2013

Dear Board of Directors

A proposed partnership project has been initiated by the municipalities of Ucluelet and Tofino, and has quickly engaged the partnership of the two local chambers of commerce, the two local tourism associations, businesses and First Nations to pursue this project. We are now inviting the Regional District to become a full sponsoring partner in this initiative. Our rural communities are key hubs of economic, social, and cultural activity for this region of the Pacific Rim.

Like many rural areas across Canada, this region has been buffeted by the storms of global economic transition. Resource-related industries have experienced steady declines, particularly in the forestry and fisheries sectors. More recently, recession-like conditions in the USA, coupled with the eroded purchasing power of the American green back, has placed further, inexorable pressures on local tourism and related businesses. This confluence of challenges is reflected in the province's index of regional district socio-economic well-being. Currently, the Alberni-Clayoquot RD, in which these communities are located, is ranked third lowest on this index.

At the same time, the region is recognized for many notable assets beyond its pristine beauty and natural amenities, including a dynamic creativity, authentic environmental ethic and fierce independence of spirit. These assets will serve the region well as it seeks to introduce and sustain new transformative economic enterprise.

Enhancing such individual and collective attributes requires intentional cultivation and refinement. To foster these critical faculties, this regional initiative proposes to utilize leadership development that is both community – based and community – lead, drawing participation from a broad spectrum of contributions. It is expected that this critical human and social capital development will facilitate the effective working relationships and partnerships, across both economic sectors and communities within economic regions, which are necessary for rural regions to succeed in this new economic reality.

Community members understand that while creativity and initiative are imperative to future prosperity, so too is a deepening of the capacity of these communities and their members to engage in more complex forms of collaborative synergistic activity.

This regional initiative is derived from and builds on a community development program that has been delivered successfully multiple times by LEADERSHIP VANCOUVER ISLAND (LVI) in other parts of the Island. Founded through a robust collaboration between private and public partners to address excellent leadership development needs at a grassroots level, the program

will deliver a range of initiatives intended to strengthen local community leadership capacity on the west coast of Vancouver Island.

Achievable objectives of this program will include but are not be limited to:

- Develop a sustainable partnership structure, comprised of representatives from the various coastal communities, which initiates and supports leadership development activities across the region.
- Formulate a strategic framework and operational plan that identifies key leadership development initiatives. These planning documents delineate timing, resources and accountabilities for a series of progressive activities designed to enable emerging and existing local leaders to build the repertoire of skills, knowledge and relational capital necessary in initiating and sustaining community economic development initiatives.
- Identify strategic regional projects to build instrumental amenities and capitalize on emergent economic opportunity.

Please find enclosed a sponsorship program. We are sure you will agree this initiative will build excellent leadership from within our communities and that you will be pleased to partner with us to support this project. As foundational leaders, both the District of Ucluelet and the District of Tofino have committed \$10,000 each to this project. We are happy to provide you the opportunity to become a foundational leader as well. Please contact us if we can provide you any further information as we begin this exciting project in building leadership capacity within our region.

Yours truly,



Gord Johns,  
Chair  
Leadership Vancouver Island –  
West Coast chapter steering committee.



Susan Payne,  
Leadership Vancouver Island –  
West Coast chapter steering committee.

*Leading self, leading others, leading community*



Leading Self, Leading Others, Leading Community

## SPONSORSHIP LEVELS

### FOUNDATIONAL LEADERS (\$10,000 +)

- Co-host at the Leadership Vancouver Island Graduation (*June* of Program Year);
- VIP invitations to Leadership Vancouver Island Graduation (*June* of Program Year);
- Exclusive Sponsor of one Leadership Day (*Date TBD*);
- Exclusive Sponsor of the LVI Program Orientation *or* one day of the Opening Retreat (*September* of the Program Year);
- Up to Four Scholarships *or* Four Student Participants: Value \$7,200;
- Name listing on the Leadership Vancouver Island website until *August* of Program Year;
- Recognition on all LVI Program promotional materials (i.e. signage, website, brochure).

### COMMUNITY BUILDERS (\$5,000 - \$9,999)

- Co-host at the Leadership Vancouver Island Graduation (*June* of Program Year);
- VIP invitations to Leadership Vancouver Island Graduation (*June* of Program Year);
- Exclusive Sponsor of one Leadership Day (*Date TBD*);
- Up to Three Scholarships *or* Three Student Participants: Value \$5,400;
- Name listing on the Leadership Vancouver Island website until *August* of Program Year;
- Recognition on all LVI Program promotional materials (i.e. signage, website, brochure).

### COMMUNITY LEADERS (\$2,500 - \$4,999)

- A VIP invitation to the Leadership Vancouver Island Graduation (*June* of Program Year);
- Recognition as a sponsor of one Leadership Day (*Date TBD*);
- Up to Two Scholarships *or* Two Student Participants: Value \$3,600;
- Name listing on the Leadership Vancouver Island website until *August* of Program Year;
- Recognition on all LVI Program promotional materials (i.e. signage, website, brochure).

### SCHOLARSHIP SPONSORS (\$1,500 - \$2,499)

- A VIP invitation to the Leadership Vancouver Island Graduation (*June* of Program Year);
- Recognition as a sponsor of one Leadership Day (*Date TBD*);
- Up to One Scholarship *or* One Student Participant: Value \$1,800;
- Name listing on the Leadership Vancouver Island website until *August* of Program Year;
- Recognition on all LVI Program promotional materials (i.e. signage, website, brochure).

### FRIENDS OF LEADERSHIP VI (< \$1,499)

- Name listing on the Leadership Vancouver Island website until *August* of Program Year;
- Recognition on all LVI Program promotional materials (i.e. signage, website, brochure).

## **Backgrounder: Leadership program of the West Coast Chapter of Leadership Vancouver Island**

*February 7, 2013, Ucluelet, Tofino, and First Nations communities of Clayoquot and Northwestern Barkley Sounds, BC.*

The communities of the West Coast Region, First Nations, Leadership Vancouver Island, Vancouver Island University and local businesses share the common goal of building community leadership and offering advanced learning opportunities in our region. The Leadership Vancouver Island (LVI) program presents an opportunity to achieve this goal. LVI is a community leadership program coordinated and run by the Leadership Society of Vancouver Island. The LVI program is based on a number of leadership programs and developed, most directly, from the Leadership BC initiative. LVI has evolved to become a unique, popular and effective leadership development experience, joining individuals with community business, government and not-for-profit organizations to foster a positive future for Vancouver Island. The LVI Program has been growing successfully in the Nanaimo and Ladysmith area over the last 9 years and we are launching the first class of the West Coast Chapter of LVI in late September 2013.

The LVI program addresses leadership development through the concept of “inside-out” leadership learning. This development occurs at three levels: leading self, leading others and leading community. Participants in the LVI program engage in community leadership development through several dynamic individual and group learning opportunities during the program year.

### **Leadership Days**

The ten month program is comprised of 10 days, which includes a two-day residency in late September and eight monthly learning days from October to May. Each learning day brings together participants, facilitators, presenters and other LVI contributors – some of whom are local residents, some of whom are leaders from other communities. Each leadership day has a theme that highlights specific leadership knowledge, skills and attitudes. The day may involve individual and group activities, expert speakers, seminars on leadership practices, and group discussions.

Leadership days represent an excellent networking opportunity, with the presence of a diverse and talented group of community members contributing their experience and expertise. Participants are also encouraged to recognize and leverage the power in this shared learning environment by consulting with peers for feedback and perspective throughout the year.

### **Personal Leadership Plans**

During the program each participant develops and focuses their leadership learning through a plan they document at the start of the program. This plan is a powerful tool to guide the participant in creating a meaningful and measurable learning journey through the LVI program year.

Participants work with their coach to draft their own unique plan, taking into consideration the leadership development areas most important to them and the potential learning opportunities expected to arise throughout the program year. The personal leadership plan is a dynamic document, so the participant will revisit and update their plan as their leadership development process evolves. At the end of the program year, the personal leadership plans form the basis of assessing and understanding each participant’s leadership learning, and documents successful completion of the program.

## **Applied Community Leadership Projects**

The applied project represents an opportunity to combine the learning with action to produce a measurable direct contribution to each participant's community.

Each year, teams of participants identify and work with partnering organizations in the community on initiatives that will require effective development and application of leadership. Teams manage their own project from conception and planning to its implementation over a period of several months, with final completion occurring prior to program graduation. The project provides the context for experiential learning involving leadership and the opportunity for participants to create and manage specific learning goals.

## **Coaching**

The LVI program recognizes that personal and team coaching is a powerful resource for leadership development. The program dedicates experienced coaches to work with project teams to support their functioning and each participant's unique learning process.

Coaches will be present to assist individuals with creating and managing their personal learning plan and their ongoing engagement with the program as they experience, reflect upon, absorb, and apply their learning.

## **Outcome**

Upon completion of the program, students are eligible to receive six credits from Vancouver Island University. The curriculum design committee will be using an action research orientation to document activities and participant experiences for future program enhancement and to foster insight into the development of community based leadership. This monitoring will systematically review progress on identified outcomes and emergence of other outcomes.

The West Coast Chapter of LVI will emphasize a strong collaborative ethic, promoting and initiating community leadership development activities that will better equip the region to grow leaders in all communities and execute on productive economic development initiatives. It is our intent to run this program once every two or three years based on the need. It is more than a leadership development program; it provides a robust foundation for collaborative engagement, strengthening the innovative capacity and competitiveness of the region.

## **Who Are We?**

The Advisory Committee of the *West Coast Chapter of Leadership Vancouver Island* is a committee comprised of regional residents. This group will continue to grow in order to ensure that all communities are represented on the Advisory Board of this leadership initiative.

For more information, please contact:

Ricardo Manmohan - [ricardo@yournextwave.ca](mailto:ricardo@yournextwave.ca) or 604.512.0067

Gord Johns - [gord@tofinochamber.org](mailto:gord@tofinochamber.org) or 250.266.3555

Sue Payne - [spayne@uclueletinfo.com](mailto:spayne@uclueletinfo.com) or 250.726.4641

- END -

3 March, 2013

Dear Mr. Bennett and ACRD Board Members,

The Advisory Board for the West Coast Chapter of Leadership Vancouver Island (LVI) would like to take this opportunity to share an update on the program. We would also like to ask for your support towards this unique leadership initiative for West Coast residents by providing a letter of endorsement and possibly in-kind assistance in the future as guest speakers or coaches.

We established an Advisory Board in December 2012 to oversee the implementation of the LVI program on the West Coast. Currently the board is comprised of 12 people and brings local government, community organizations, First Nations and business representation. This board is responsible for launching the first LVI program, and our aim is for these founding board members to be replaced in the future by those taking the program to ensure that fresh ideas and approaches are always being produced. The board will co-ordinate and publicize the program in the communities and support it with fundraising initiatives.

We have spoken directly to Vancouver Island University (VIU) to ensure that successful completion of the program will still be accredited with six credits from VIU. The LVI Board in Nanaimo is currently reviewing our reporting structure proposal and our curriculum committee will ensure that our curriculum adheres to the level that VIU requires for 6 credits while enhancing it with a West Coast perspective. We will also ensure that we have metrics around the students to assess development and future curriculum modifications.

Since the program was launched in mid-February, it has been gaining momentum. We have had a great deal of interest from businesses and potential students since the Westerly News published an article on 14 Feb 2013 and since we circulated a backgrounder about the program in February. Our February 20 and 21 information & luncheon sessions in Tofino and Ucluelet had a great turnout—Tofino with close to 50 and Ucluelet with close to 30. Our application intake period ends on April 30 and our goal is to identify students by June 2013 for September start to the 10-month program.

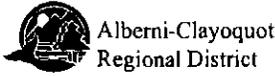
In the coming months we will develop a website and social media presence. Our board will continue to fundraise through the spring and summer with a tiered sponsorship package; we also plan to approach large companies and foundations with interests in the West Coast. During these first months of the Advisory Board, the Clayoquot Biosphere Trust (CBT) has generously agreed to provide administrative support in the form of hosting our bank account and working with us on fundraising.

We hope that you would be willing to support us. Please do not hesitate to contact us if you would like any additional information or would like us to make a delegation to your board to inform you further about this higher learning initiative.

Sincerely,



Ricardo Manmohan, Coordinator  
250-725-3778 or [ricardo@yournextwave.ca](mailto:ricardo@yournextwave.ca)  
Enclosed: Backgrounder



### Grant-in-Aid Application Form

**RECEIVED**  
JAN 31 2013

Name of Organization <i>Alberni Community and Women's Services Society</i>	
Mailing Address: <i>3082 3rd Ave., Port Alberni, BC V9Y 2A5</i>	
Contact Name: <i>Suzanne Green</i>	Phone Number: <i>250 7247111</i>
Email Address: <i>executivedirector@acaws.ca</i>	

Grant Requested:	<input checked="" type="checkbox"/> Grant Assistance	<input type="checkbox"/> In-Kind Assistance
	Amount \$ <i>3086.16</i>	Details: _____

- Is your organization non-profit?  yes  no
- Is your organization a registered non-profit society in BC  yes  no

If yes, please provide your Society Registration Number: \_\_\_\_\_

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:

*Please see attached.*

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4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:

- |  |  |
|--|--|
| <input type="checkbox"/> Entire Regional District          | <input checked="" type="checkbox"/> City of Port Alberni   |
| <input type="checkbox"/> District of Tofino                | <input type="checkbox"/> District of Ucluelet              |
| <input type="checkbox"/> Electoral Area "A" (Bamfield)     | <input type="checkbox"/> Electoral Area "B" (Beaufort)     |
| <input type="checkbox"/> Electoral Area "C" (Long Beach)   | <input type="checkbox"/> Electoral Area "D" (Sproat Lake)  |
| <input type="checkbox"/> Electoral Area "E" (Beaver Creek) | <input type="checkbox"/> Electoral Area "F" (Cherry Creek) |

5. Please describe how the services provided by your organization fill a need in the community:  
Please see attached

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6. Please list all other grants received and/or applied for from other Governments or Service Organizations:  
Please see attached

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7. Has your organization received a Grant-in-Aid in the past from the Regional District?  
 yes     no    If yes, complete the following:

Year: \_\_\_\_\_ Amount: \_\_\_\_\_  
Year: \_\_\_\_\_ Amount: \_\_\_\_\_

8. Please include with your application, copies of the following:
- (a) **Annual Report;**
  - (b) **A copy of your organizations current year budget and latest financial statement;**
  - (c) **A brief report outlining what the Grant-in-Aid would be used for.**

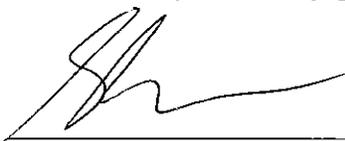
6. Submit your completed Grant-in-Aid Application, including the above documentation to:

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

The **Deadline** to Submit Grant-in-Aid Applications is **January 31<sup>st</sup>** of each year.

Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required, please call (250) 720-2700.



Signature of Applicant  
Suzanne Green, Executive Director

January 31<sup>st</sup>, 2013  
Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas:

**3. Describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:**

Transition House: A 12 bed, 24 hour, emergency shelter for abused women and their children

Community Based Victim Services: Supports and accompaniment through the judicial system for women, men, youth and children who are victims of intimate crime.

Stopping the Violence Program: Individual and group counseling for adult women who have been in abusive relationships or who are survivors of sexual assault.

Outreach Support Services: Advocacy, support and accompaniment for women as well as referral to other community services.

Employment Services: We provide individually tailored programs to help women and men who have experienced violence overcome barriers to employment.

Children Who Witness Abuse Program: Individual and group counseling for children and youth who have been exposed to domestic violence.

Sexual Abuse Intervention Program: Individual and group counseling for children and youth who have been, or at risk of being sexually abused or exploited.

Drop-in Resource Centre: We provide information on issues that affect individuals and families as well as a provide free phone, computer and coffee services.

Safer Campus Project: This is 2 year project In partnership with North Island College.

**5. Describe how the services provided by your organization fill a need in the community:**

We are committed to building a healthy community and improving the status of women, we strive to provide a safe place and innovative services for individuals and families.

**6. List all other grants received and/or applied for from other Governments or Service Organizations:**

ACAWS' services are is funded by BC Housing, The Ministry of Public Safety & Solicitor General, The Ministry of Children & Family Development, Vancouver Island Health Authority, Organization Fundraising Activities, BC Gaming Commission, and donations from local businesses, groups and individuals.

## Report

### Creating Adventure, Empowering Girls!

**Executive Summary:** ACAWS would like to offer a specialized adventure camp to twelve girls ages 11-14 who are at risk of sexual exploitation in our community. We have qualified staff but due to restrictions within our budget, we have no monies to pay for activities for the youth.

**Background:** Since 2006 ACAWS has worked diligently to eliminate Child Sexual Exploitation (CSE) in our community. Various needs assessments, such as the 2005 McCreary Youth Foundation Child Sexual Exploitation in Port Alberni report, have indicated that CSE is a significant concern for young people, girls especially, between ages of 11-14. The situation for our youth has not improved. In Port Alberni, based on the 2012 Local Health Area Profile from VIHA we have higher rates of children in care, children who need protection, teen pregnancy and infant mortality than anywhere else in BC. A 2011 report by McReary Center states that "Male and female youth who experienced any form of sexual abuse reported poorer mental health than those who had not been abused, including higher rates of stress, despair, self-harm and suicidality (21% vs 3%)." At ACAWS we work daily with children and youth who have been sexually abused and/or sexually exploited. We see the effects of this with our adult clients who continue to live in violent and exploitive relationships. If community attachment or alternative activities had been available to these adult clients as children perhaps they could have had the capacity and resilience to make healthier choices.

One element needed to reduce CSE in Port Alberni, as discovered by the 2005 report is a program to address risk factors that will also promote holistic interventions to increase self-esteem, respect for others, and respect for diversity. An Adventure Camp designed for girls who are at risk of sexual exploitation will build their resilience and capacity to avoid exploitation.

**Proposal:** We propose to offer an Empowerment and Adventure Summer Camp for girls ages 11-14 who are at risk of sexual exploitation. We will coordinate with MCFD, USMA, the Middle Schools and other local youth serving agencies so that the girls that most need to attach to healthy activities can participate.

Adventure will take place in our regional district area giving the participants a socially enriching experience. The participants will learn about the diverse enterprises and business opportunities

that we have right here in our regional district. This will not only enrich the lives of the participants in challenging their beliefs about themselves, but it will enrich the local economy with new adventurers!

The four days of adventure within this specialized camp will challenge their beliefs about themselves and their place in our community. By stretching out of their comfort zones and experiencing success the participants will better recognize some of the strengths they can use in other parts of their lives. Giving girls the opportunity to challenge themselves in a safe and supportive environment is very important. Young people who participate in outdoor adventure benefit in numerous ways as they step into new environments. The experiences will provide the participants with a meaningful opportunity to develop their leadership and decision making skills, gain trust and practice teamwork while having fun. Creating an attachment to community will support the participating girls in building a positive sense of respect for themselves, others, their community, and the environment.

We will strive to create extraordinary experiences in extraordinary places, by providing a positive and dynamic environment to not only teach outdoor skills, but our counseling staff will provide opportunities for personal growth work in the areas of self-esteem, interpersonal relations, and the development of positive behaviour patterns for the long-term. A change of environment provides an opportunity for a struggling youth to challenge themselves in new ways. Adventure activities provide a fertile ground for participants to see beyond preconceived limitations and discover their untapped potential.

At ACAWS we have staffing dollars to accommodate this exciting adventure, but unfortunately we do not have sufficient funding to provide girls with this exciting opportunity. Please consider this in reviewing the Grant-in-aid proposals.

BUDGET – Grant-in –Aid Application 2013

Creating Adventure, Empowering Girls Summer Camp

<b>Activities</b>	<b>In-Kind</b>	<b>Request</b>
Kayaking 12@\$29		\$348.00
Zipline 12@\$91		\$1,092.00
Zumba 12@\$7.50		\$90.00
Horse Workshop 12@\$20		\$240.00
Ice Age Adventure (optional) 12@\$61		\$732.00
Team Building Challenge (optional) 12@\$21.28		\$255.36
<b>Participant Supplies</b>		
Food 12@\$60 (for 4 days)	\$720.00	
Supplies (t-shirt, water bottle, journal) 10@\$32.88		\$328.80
<b>Other</b>		
Staff Wages (program development, leader/counselors)	\$7,350.00	
210 hours @ \$35/hour		
Transportation 278.4 kms@\$0.48/km	\$133.63	
<b>TOTAL</b>	<b>\$8,203.63</b>	<b>\$3,086.16</b>



## REPORT FOR INFORMATION

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**cc:** Senior Staff  
**Meeting Date:** March 13, 2013  
**Subject:** **Conflict of Interest**

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### **Recommendations:**

*That the Board of Directors of the Alberni Clayoquot Regional District receive the report including legal advice provided by the Chief Administrative Officer regarding conflict of Interest.*

### **Background**

The Board of Directors requested that the CAO provide them with legal opinion regarding conflict of interest. There have been various reports and opinions previously provided by lawyers have copied two relevant opinions:

- A Guide for Municipal Council Members & Regional Directors in BC – Stewart MacDannold Stuart
- New Ruling on Conflict of Interest and Participation of Elected Officials on the Boards of Not for Profit Organizations – Court of Appeal finds an Indirect Pecuniary Interest – Colin Stewart, SMS
- Relevant excerpts from the Local Government Act and the Community Charter

It is important for all public officials to make themselves aware of the legislation and standards generally, that apply to conflict of interest. As indicated in the legislation it is up to the member to determine a potential conflict and act accordingly. Not following the standards can impact the public's perception of the member and the Board as a whole, can result in the reversal of decisions and policies adopted by the Board and in the worst case result in the disqualification of the member.

## Report for Information – Conflict of Interest

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The expression ‘conflict of interest’ may be more fully expressed as a ‘conflict between personal interest and public duty’. The fundamental ethical rule is that a public official should not allow a conflict to exist between personal interest and public duty.

Such conflicts arise where the public official’s duty to make decisions or take actions may be reasonably perceived to affect their personal interests. Those interests may be pecuniary, for example, a re-zoning decision that may affect the value of land owned by the official; or non-pecuniary, such as the interests of the official’s family or other close associates, or organizations to which the official belongs.

In each case the concern is that the official may be influenced by self-interest, thereby compromising their primary duty to act in the public interest. The public official must therefore be at pains to avoid such situations of conflict. The rule does not apply to interests held in common with the community; it only applies to interests that are reasonably perceived to be ‘material’ to the particular situation. An interest is material wherever there is a reasonable perception that it will have an impact on an official’s actions. Clearly the interest must be sufficiently real for the official to be potentially affected by it, not just merely hypothetical or an extreme possibility.

The rule helps maintain public confidence in the operations of government. The fundamental rule is that a public official must not allow a conflict to exist between personal interest and public duty.

Conflicts of interest or of duty will arise from time to time. Public officials such as Directors who are active in their community are likely to face many conflict situations. It is important therefore that conflicts be recognized quickly and handled appropriately. Most often this will involve the official, who has the conflict, withdrawing from the activity.



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

**A GUIDE FOR MUNICIPAL COUNCIL MEMBERS AND  
REGIONAL DIRECTORS IN BRITISH COLUMBIA**

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Under the *Community Charter* and *Local Government Act*

Prepared by:

Colin Stewart

January 5, 2012



**STEWART McDANNOLD STUART**

Barristers & Solicitors

PH: 250.380.7744 | 2<sup>nd</sup> Floor, 837 Burdett Ave.  
FX: 250.380.3008 | Victoria, BC V8W 1B3  
logolaw@sms.bc.ca | www.sms.bc.ca

### **3.0 POWERS EXERCISED BY LOCAL GOVERNMENTS**

Powers exercised by local government include legislative powers (the power to make valid laws); corporate executive powers (the power to make decisions for the better administration of the local government as a corporation) and quasi-judicial powers (the power to make decisions that affect a small number of persons in circumstances resembling a hearing).

Bylaws are examples of the exercise of legislative power. Validly enacted, a bylaw is a law as much as a statute of the legislature or a Cabinet regulation. A breach of a bylaw is an offence, like the breach of a provincial statute or regulation.

In 2004 municipalities (but not regional districts) were given "natural person powers" enabling them to enter into a broad range of agreements, just like a real individual (or 'natural' person).

Quasi-judicial powers are those that are exercised from time to time to take action that usually involves some potentially negative effect on a property owner or business owner: suspending a business licence, placing a notice against the title to property to warn of a building bylaw problem, ordering clean-up of a messy property (failing which the property will be cleaned up by the local government at the owner's expense). Administrative law imposes particular process obligations on Councils and Boards making those kinds of decisions.

### **4.0 JURISDICTION**

#### **4.1 Scope of Jurisdiction**

As noted above the Constitution places local governments under some jurisdictional constraints. A local government cannot, for example, regulate where people may take off and land aircraft. That falls within the subject matter of aeronautics, and the courts have repeatedly confirmed that this area of jurisdiction is reserved exclusively to the Federal government.

Local governments are given their authority to act within the various statutes and regulations that provide their powers. However, while the Province giveth, the Province also taketh away. An example is the power over zoning. While municipalities and regional districts are given broad powers to determine the use of land under section 903 of the *Local Government Act*, the *Agricultural Commission Act* cuts down that broad authority when it comes to dealing with farm uses. Those are under the control of the Province through the Agricultural Land Commission, leaving municipalities and regional districts with very limited authority.

## **5.0 ELECTED AND APPOINTED OFFICIALS**

### **5.1 The Political Role of Elected Officials**

The electors choose who will govern them at the local level. Most of the powers contained in the *Community Charter* and *Local Government Act* are to be exercised by the elected officials, rather than staff.

Elected officials enact bylaws, and provide overall general policy direction and guidance to the appointed officials.

Specific powers and important responsibilities are given to the Mayor under section 116 of the *Community Charter* and the Board Chair under section 218 of the *Local Government Act* which will be discussed below.

### **5.2 The Administrative Role of Appointed Officials**

The role of appointed staff is to implement the regulations and policies of the elected officials; they are the administrative branch of the local government.

Experienced dedicated administrators, financial officers, corporate officers and other managers and employees can be an invaluable resource for the elected officials. They have knowledge, information, skills and a lot of common sense. In many local governments, significant powers and functions have been delegated to the CAO and other appointed officers and officials. They may enter into routine agreements for the better operation of the municipality or regional district, make routine decisions and in some cases even issue development approvals like development permits. This can free up the busy Council or Board to deal with the more sensitive, complex or policy-driven decisions without the clutter of dealing with the day-to-day administration.

Appointed officials can also warn elected officials of issues and concerns that can help prevent problems such as limits on authority, potential conflicts of interest, previous issues and examples of similar situations.

The CAO, Financial Officer and Corporate Officer have duties and responsibilities prescribed in either the legislation or in the Officers and Employees Bylaw. The CAO is the primary link between the elected officials and the local government staff. A relationship of candour and trust between the CAO and the elected officials, and in particular between the CAO and the mayor or board chair can be very helpful in the proper administration of the local government corporation.

- (c) to inspect and direct the conduct of officers and employees, to direct the management of regional district business and affairs and, if considered necessary, to suspend an officer or employee;
- (d) so far as the chair's power extends, to see that negligence, carelessness and violation of duty by an officer or employee is prosecuted and punished.

#### **5.4 Members of Council**

The core responsibilities of members of council are set out in section 115 of the *Community Charter*.

- (a) to consider the well-being and interests of the municipality and its community;
- (b) to contribute to the development and evaluation of the policies and programs of the municipality respecting its services and other activities;
- (c) to participate in council meetings, committee meetings and meetings of other bodies to which the member is appointed;
- (d) to carry out other duties assigned by the council;
- (e) to carry out other duties assigned under this or any other Act.

As can be seen the responsibilities of members of council are described as being related to the policies and programs of the municipality.

### **6.0 MEETINGS**

#### **6.1 What Constitutes a Meeting?**

What constitutes a meeting is a question that has perplexed local governments (and the courts) since the limitations on holding meetings in camera were introduced into the legislation.

Section 89(1) of the *Community Charter* provides that a meeting of council must be open to the public except as provided in section 90. Section 90 of the *Community Charter* then sets out a finite list of circumstances in which a meeting may be closed to the public. This rule also applies to council committees under section 93 of the *Community Charter*, and the same rules are made applicable to regional districts by s. 793(7) of the *Local Government Act*.

- regulatory bylaws in relation to a regulatory service<sup>1</sup>;
- resolution to appoint a director to represent the regional district on a service dispute process;
- resolution to dispense with the consent of a director to the adoption of an establishing bylaw or loan authorization bylaw affecting that director's service area;
- resolutions and bylaws under Part 25 (regional growth strategies);
- resolutions and bylaws under Part 26 (management of development) but only where the municipalities have not withdrawn from the service as permitted under the *Local Government Act*;

among others under section 791(3) are decided on the basis of one director, one vote.

2. Some directors have a vote that counts as more than one in some circumstances based on a weighting determined by the population of the area the director represents (usually a municipality). A weighted vote of the participants is required by section 791(4) of the *Local Government Act* on all resolutions and every reading and the adoption, amendment or repeal of all bylaws respecting the **administration** and **operation** of a service other than the service of general administration. 'Administration' and 'operation' are broad terms that are not specifically defined in the legislation and potentially cover most aspects of a regional district's business. The terms would not in ordinary meaning include 'regulation' or the exercise of legislative powers, but from the context it is clear that regulatory powers are included in these terms.

Specific examples of decisions that are to be decided on the 'weighted participants' vote are:

- bylaws imposing fees and charges in relation to the service;
  - preparation of a parcel tax assessment roll bylaw for a service area;
  - regulatory bylaws for the service area other than regulatory bylaws in relation to a regulatory service that are governed by the one director/one vote rule<sup>1</sup>;
3. A weighted vote of all regional directors is required on all resolutions and bylaws referred to in section 791(7):

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<sup>1</sup> There is a somewhat unhelpful definition of a 'regulatory service' in the Act that draws distinctions between services like building inspection, noise and nuisance (for which there is no service infrastructure) and those services like water, sewer, fire suppression and parks that do require infrastructure.

## **7.2 Duty to Identify and Deal With Conflicts of Interest**

The *Community Charter* requires elected officials to declare and deal with conflicts of interest in accordance with a set of prescribed statutory rules. The onus falls on each elected official to identify when a conflict of interest exists and to take the appropriate measures to deal with it.

### **(a) *The Basic Rules***

The basic rules relating to conflict of interest are found in sections 100 and 101 of the *Community Charter* (applicable to regional districts by section 787.1 of the *Local Government Act*):

100(2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

- (a) a **direct or indirect pecuniary interest** in the matter, or
- (b) **another interest** in the matter that **constitutes a conflict of interest**,

the member **must declare this** and **state in general terms the reason** why the member considers this to be the case.

101(2) Once the conflict is declared the elected official must:

- leave the meeting;

and must not:

- participate in any discussion of the matter at such a meeting;
- vote on a question in respect of the matter at such a meeting; or
- attempt in any way (before/during/after a meeting) to influence the voting on any question in respect of the matter

The elected official may return to the meeting once the matter that gave rise to the conflict is no longer under discussion.

### **(b) *Identifying a Conflict***

The key to identifying a conflict of interest is finding the point at which an interest arises. This is not always obvious.

The interest may or may not involve money. If it does, it is a **pecuniary interest**. Pecuniary interests most frequently arise in relation to property, business interests, employment relationships, professional/client relationships, and spousal employment interests.

(b) *Restrictions on Use of Outside Influence (section 103)*

A council member or regional director who has a pecuniary conflict of interest must not use his or her office to attempt to influence a decision, recommendation or other action of a third party outside of the organization in relation to the matter.

An elected official who contravenes this section also risks disqualification until the next election, unless the contravention was inadvertent or an error of judgment in good faith.

**7.5 Limitations on Conflicts of Interest (section 104)**

The prohibitions contained in sections 100 to 103 do not apply in certain circumstances:

- where the pecuniary interest of the elected official is a pecuniary interest held in common with other electors of the municipality generally (according to the case law this doesn't mean all other electors of the municipality, but a sizeable class of persons);
- where the interest arises from a local service area, the interest of the elected official is deemed to be in common with the other electors of the service area;
- where the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members;
- where the interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation the matter. If the happening is dependent on the occurrence of a chain of events, then it is 'too remote'. If the amount in question is very small, then it may be found to be 'insignificant'.
- other situations that may be prescribed by regulation.

**7.6 Rules Around Gifts (section 105)**

There are two rules:

1. Don't accept gifts or other personal benefits unless they are:
  - (a) an incident of the protocol or social obligations that normally accompany the responsibilities of office. Holding public office means invitations to attend functions, events, and performances or to receive tokens of appreciation or esteem. These are ok if their purpose is as a matter of courtesy, ceremony or gathering, such as attending a

- (a) was obtained in the performance of the member's office; and
- (b) is not available to the general public,

for the purpose of gaining or furthering a direct or indirect pecuniary interest of the council member or former council member.

The consequence for contravention of this provision is disqualification unless the contravention was inadvertent or because of an error of judgment in good faith.

### **7.9 Requirement to Repay Financial Gain**

In addition to the disqualification consequences in sections 101 to 108, where a council member or former elected official has, as a result of a contravention of Division 6 of Part 4 of the *Community Charter* and has realized a financial gain in relation to that contravention, then the municipality itself or an elector may apply to the B.C. Supreme Court for an order that the council member or former council member pay to the municipality an amount equal to all or part of the person's financial gain as specified by the court.

### **7.10 Disqualification for Breach of the Act (section 110)**

- (1) A person elected or appointed to office on a council is disqualified from holding that office if any of the following applies:
  - (a) the person does not make the required oath or affirmation of office within the time established by section 120 (1) [*oath or affirmation of office*];
  - (b) the person is absent from council meetings for a period of 60 consecutive days or 4 consecutive regularly scheduled council meetings, whichever is the longer time period, unless the absence is because of illness or injury or is with the leave of the council;
  - (c) the person is disqualified under any of the following:
    - section 101 [*restrictions on participation if in conflict*];
    - section 102 [*restrictions on inside influence*];
    - section 103 [*restrictions on outside influence*];
    - section 105 [*restrictions on accepting gifts*];
    - section 106 [*disclosure of gifts*];
    - section 107 [*disclosure of contracts*];
    - section 108 [*restrictions on use of insider information*];

(b) the cause of action is libel or slander.”

In addition, section 287.2 of the *Local Government Act* permits a municipal council to indemnify elected officials in certain circumstances set out in that section. Most municipalities will have an indemnification bylaw that sets out the municipality's policy in connection with indemnification of legal defence costs, judgment awards or penalties.

## 9.2 Defamation

Section 287(3) excludes libel and slander actions from the defence against personal liability created by section 287(2). Libel and slander are the more specific terms for an area of the law known as "defamation" which is an area of the law that can expose elected officials to controversy, expense and legal liability.

In the recent decision *Hunter v. Chandler*, (2010), BCSC 729, a councillor was found to have defamed a member of a inter-municipal committee and was ordered to pay \$15,000.00 in damages to a regional district recreation commission. The councillor had alleged that the commissioner was in a conflict of interest and that he should have his professional association "check his ethics". Mr. Hunter was the North Saanich community representative on its recreation commission and had voted to proceed with a recreation development that council had opposed.

The councillor made the first statement regarding the recreation commission member to the chair of the recreation commission and a second statement to a member of the public who had campaigned in support of the expansion of the community centre.

The court found that the statement made to the chair of the recreation commission was protected on the basis of the defence of qualified privilege. Qualified privilege protects the statements of elected officials in certain circumstances where the court is of the view that the person making the statement has a duty to speak and the recipient of the statement has a duty to receive the statement. Statements made in council chambers, where the function of council members is obviously governed by the roles and responsibilities that they have under the *Community Charter* and *Local Government Act* are more likely to attract qualified privilege than statements outside of the council chamber. In this case, the court found that the statement made to the chair of the recreation commission, who also held a public office, was protected by the defence of qualified privilege. However, the court found that the defence of qualified privilege did not apply in the case of the statement made to a member of the public. In that case, the statement was held to be defamatory. The court awarded damages of \$15,000.00 because the statement was made to only a single person. The court did not award any lower damages because the council member had refused to retract his statements when given an opportunity by the commission member.

## Appendix

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### ***Meetings that may or must be closed to the public***

- 90 (1) A part of a council meeting may be closed to the public if the subject matter being considered relates to or is one or more of the following:
- (a) personal information about an identifiable individual who holds or is being considered for a position as an officer, employee or agent of the municipality or another position appointed by the municipality;
  - (b) personal information about an identifiable individual who is being considered for a municipal award or honour, or who has offered to provide a gift to the municipality on condition of anonymity;
  - (c) labour relations or other employee relations;
  - (d) the security of the property of the municipality;
  - (e) the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;
  - (f) law enforcement, if the council considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment;
  - (g) litigation or potential litigation affecting the municipality;
  - (h) an administrative tribunal hearing or potential administrative tribunal hearing affecting the municipality, other than a hearing to be conducted by the council or a delegate of council;
  - (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose;
  - (j) information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the *Freedom of Information and Protection of Privacy Act*;
  - (k) negotiations and related discussions respecting the proposed provision of a municipal service that are at their preliminary stages and that, in the view of the council, could reasonably be expected to harm the interests of the municipality if they were held in public;
  - (l) discussions with municipal officers and employees respecting municipal objectives, measures and progress reports for the purposes of preparing an annual report under section 98 [*annual municipal report*];
  - (m) a matter that, under another enactment, is such that the public may be excluded from the meeting;
  - (n) the consideration of whether a council meeting should be closed under a provision of this subsection or subsection (2);
  - (o) the consideration of whether the authority under section 91 [*other persons attending closed meetings*] should be exercised in relation to a council meeting.

## New Ruling on Conflict of Interest and Participation of Elected Officials on the Boards of Not for Profit Organizations – Court of Appeal finds an Indirect Pecuniary Interest

On January 11, 2013, the Court of Appeal overturned the B.C. Supreme Court decision in *Schlenker v. Torgrimson*, which had been a decision alleging that members of the Salt Spring Island Local Trust Committee were in conflict because of their participation on the boards of directors of not for profit organizations. Not only did the Court find that there was in fact a conflict of interest, but the Court found that it was in fact a pecuniary interest which would result in disqualification of an elected official from public office; although not the outcome in this case as the local trustees had not run for office in 2011.

The two members of the Salt Spring Island Local Trust Committee were active in environmental issues and participated in the incorporation of the Salt Spring Island Water Council Society and the Salt Spring Island Climate Action Council Society and sat on the board of directors of those organizations.

In September 2011, one of the elected officials moved and voted in favour of a resolution to dedicate \$4,000.00 to fund a project by which the Salt Spring Island Water Council Society would organize and run a workshop to raise awareness of water issues on Salt Spring Island. The other Committee trustee was present and voted in favour of the resolution, along with a third trustee.

A similar motion was adopted the following month to dedicate \$4,000.00 to the Salt Spring Island Climate Action Council Society for the purpose of providing a progress report on greenhouse gases.

During both meetings neither trustee disclosed that he or she was a director of the newly incorporated societies. A court application was brought against the trustees for a declaration that they had contravened the relevant provisions of the *Community Charter* that protected against participation in votes in which an elected official has a pecuniary interest. The respondents were successful in the B.C. Supreme Court and, as they did not run in the 2011 election, on the appeal they argued in the Court hearing the appeal that they were no longer office holders.

The Court of Appeal found, however, that a resolution of the issue would have practical utility as elected officials often seek legal guidance on whether they are in a conflict of interest and the clarification of the rules affecting councillors who hold directorships with not for profit societies would be invaluable.

The Court of Appeal noted that the object of the conflict of interest provisions in the *Community Charter* were to "prevent elected officials from having divided loyalties in deciding how to spend the public's money. One's own financial advantage can be a powerful motive for putting the public interest second but the same could also be said

for the advancement of the cause of the non-profit entity, especially by committed believers in the cause, like the respondents, who as directors were under a legal obligation to put the entity first."

The Court of Appeal ruled that "by limiting the interest to a personal financial gain, the chambers judge's interpretation missed an indirect interest, pecuniary in nature, in the fulfillment of the respondents' fiduciary duty as directors." The Court of Appeal found this defeated the purpose and object of the conflict of interest legislation.

The Court adopted the test as that of the reasonably well-informed elector and concluded that a "reasonably well-informed elector on Salt Spring Island would conclude that the respondents' interest as directors would influence their decision to authorize and pay for contracts with their societies."

The Court noted that "the respondents themselves initiated the resolutions that directly benefited their Societies and then voted in favour of those resolutions, without disclosing that they were directors of the very Societies that were obtaining the benefit."

The Court of Appeal rejected an argument that the conflict of interest provisions of the *Community Charter* should be interpreted narrowly, in favour of elected officials, because of the serious penalties that arise from engaging in conduct that involves a conflict of interest.

The Court analyzed the fiduciary duty that is attributed to directors of societies and concluded that directors of societies:

*"have a fiduciary duty of loyalty to 'act honestly and in good faith and in the best interests of the society': s. 25(1)(a) of the Society Act. This fiduciary duty is the same duty that directors owe to corporations under the Business Corporations Act at s. 142(1)(a), which provides that directors of a company (defined as a corporation recognized as a company under that Act), when exercising the powers and performing the functions of a director of the company must act honestly and in good faith with a view to the best interests of the company, as well as the federal Canada Business Corporations Act under s. 122(1)(a), which provides that every director of a corporation in exercising their powers and discharging their duties shall act honestly and in good faith with a view to the best interests of the corporation."*

On the point that the respondents themselves were not benefited by their decisions, the Court noted as follows at paragraph 49:

*"In several ways in the course of these reasons, I have endeavoured to make the point that so long as the 'matter' involves the expenditure of public funds and the respondents have 'an interest' in the matter which a well-informed elector would conclude conflicts with their duty as councillors, it makes no difference that they put no money into their own pockets."*

and at paragraph 50:

*"As directors of the Societies, the respondents were under a fiduciary duty to put the Society's interests first. Directors of societies, by virtue of their position, have an indirect interest in any contract a society is awarded. When the respondents moved and voted in favour of resolutions that benefitted their Societies through the granting of contracts, arguably contracts the Societies might not have been awarded had the councillors not also been directors, their duties as directors to put the Society's interests first were in direct conflict with their duties as councillors to put the public's interests first. These circumstances encompass the mischief the legislation was aimed at, namely, a conflict of interest in deciding money resolutions. The public is disadvantaged by the conflict, whether the respondents derived any personal gain or not, because the public did not have the undivided loyalty of their elected officials."*

The Court found that in the case of the Salt Spring Island trustees, the pecuniary conflict did not depend on a remote or tenuous connection or on speculation as in other previously decided cases "but on the solid footing of a fiduciary duty as discussed." The Court allowed the appeal and issued a declaration that "the respondents voted on questions contrary to s. 101 of the *Community Charter*."

S. 101 of the *Community Charter* involves situations where there is a direct or indirect pecuniary interest in a matter. The Court did not deal with the question of a non-pecuniary "common law" conflict of interest which had been dealt with at length by the chambers judge.

This decision should be a cause of concern to elected officials who are also directors of not for profit societies that serve the broader community interest. As a result of this ruling, a decision that involves the financial interests of the not for profit society may be found to give rise to an indirect pecuniary conflict of interest on the part of an elected official and, accordingly, to create grounds for disqualification from office under s. 101(3) of the *Community Charter*. The Court did not address the question of mere membership in a society, but was concerned with persons who occupy roles as directors of the corporation. A situation that involved mere membership in the not for profit organization would have to be examined on its own facts to determine whether there was any basis for finding that the elected official owed any type of fiduciary duty to the society.

Also of concern is the finding that the phrase "a direct or indirect pecuniary interest" may mean more than "personal financial gain". In this case, the financial gain accrued to two separate third parties.

The Court did not address the issues of contravention of s. 101 of the *Community Charter* as a result of inadvertence or because of an error of judgment made in good faith.

**Colin Stewart**

## **Local Government Act provision regarding Conflict of Interest .....**

### **Application of *Community Charter* provisions to regional district directors**

**787 . 1** (1) The following provisions of the *Community Charter* apply to regional districts:

Division 6 [*Conflict of Interest*] of Part 4;

Division 7 [*Disqualification*] of Part 4;

section 117 [*duty to respect confidentiality*];

section 282 (2) (e) [*regulations in relation to Division 6 of Part 4*].

(2) For the purpose of subsection (1), a reference to a delegate in section 102 (1) (c) [*restrictions on inside influence*] of the *Community Charter* is to be read as a reference to a delegate under section 176 (1) (e) [*delegation of board authority*] of this Act.

(3) Section 110 (1) (a) [*disqualification for failure to take oath*] of the *Community Charter* does not apply in relation to alternate directors, and for other directors the applicable time is the time established by section 210 of this Act.

## **Applicable sections of the Community Charter for Regional District Directors .....**

### **Division 6 — Conflict of Interest**

#### **Disclosure of conflict**

**100** (1) This section applies to council members in relation to

(a) council meetings,

(b) council committee meetings, and

(c) meetings of any other body referred to in section 93 [*application of open meeting rules to other bodies*].

(2) If a council member attending a meeting considers that he or she is not entitled to participate in the discussion of a matter, or to vote on a question in respect of a matter, because the member has

- (a) a direct or indirect pecuniary interest in the matter, or
- (b) another interest in the matter that constitutes a conflict of interest,

the member must declare this and state in general terms the reason why the member considers this to be the case.

(3) After making a declaration under subsection (2), the council member must not do anything referred to in section 101 (2) *[restrictions on participation]*.

(4) As an exception to subsection (3), if a council member has made a declaration under subsection (2) and, after receiving legal advice on the issue, determines that he or she was wrong respecting his or her entitlement to participate in respect of the matter, the member may

- (a) return to the meeting or attend another meeting of the same body,
- (b) withdraw the declaration by stating in general terms the basis on which the member has determined that he or she is entitled to participate, and
- (c) after this, participate and vote in relation to the matter.

(5) For certainty, a council member who makes a statement under subsection (4) remains subject to section 101 *[restrictions on participation if in conflict]*.

(6) When a declaration under subsection (2) or a statement under subsection (4) is made,

- (a) the person recording the minutes of the meeting must record
  - (i) the member's declaration or statement,
  - (ii) the reasons given for it, and
  - (iii) the time of the member's departure from the meeting room and, if applicable, of the member's return, and

(b) unless a statement is made under subsection (4), the person presiding at that meeting or any following meeting in respect of the matter must ensure that the member is not present at any part of the meeting during which the matter is under consideration.

### **Restrictions on participation if in conflict**

**101** (1) This section applies if a council member has a direct or indirect pecuniary interest in a matter, whether or not the member has made a declaration under section 100.

(2) The council member must not

(a) remain or attend at any part of a meeting referred to in section 100 (1) during which the matter is under consideration,

(b) participate in any discussion of the matter at such a meeting,

(c) vote on a question in respect of the matter at such a meeting, or

(d) attempt in any way, whether before, during or after such a meeting, to influence the voting on any question in respect of the matter.

(3) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Restrictions on inside influence**

**102** (1) A council member must not use his or her office to attempt to influence in any way a decision, recommendation or other action to be made or taken

(a) at a meeting referred to in section 100 (1) [*disclosure of conflict*],

(b) by an officer or an employee of the municipality, or

(c) by a delegate under section 154 [*delegation of council authority*],

if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

(2) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Restrictions on outside influence**

**103** (1) In addition to the restriction under section 102, a council member must not use his or her office to attempt to influence in any way a decision, recommendation or action to be made or taken by any other person or body, if the member has a direct or indirect pecuniary interest in the matter to which the decision, recommendation or other action relates.

(2) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Exceptions from conflict restrictions**

**104** (1) Sections 100 to 103 do not apply if one or more of the following circumstances applies:

(a) the pecuniary interest of the council member is a pecuniary interest in common with electors of the municipality generally;

(b) in the case of a matter that relates to a local service, the pecuniary interest of the council member is in common with other persons who are or would be liable for the local service tax;

(c) the matter relates to remuneration, expenses or benefits payable to one or more council members in relation to their duties as council members;

(d) the pecuniary interest is so remote or insignificant that it cannot reasonably be regarded as likely to influence the member in relation to the matter;

(e) the pecuniary interest is of a nature prescribed by regulation.

(2) Despite sections 100 to 103, if a council member

(a) has a legal right to be heard in respect of a matter or to make representations to council, and

(b) is restricted by one or more of those sections from exercising that right in relation to the matter,

the council member may appoint another person as a representative to exercise the member's right on his or her behalf.

### **Restrictions on accepting gifts**

**105** (1) A council member must not, directly or indirectly, accept a fee, gift or personal benefit that is connected with the member's performance of the duties of office.

(2) Subsection (1) does not apply to

(a) a gift or personal benefit that is received as an incident of the protocol or social obligations that normally accompany the responsibilities of office,

(b) compensation authorized by law, or

(c) a lawful contribution made to a member who is a candidate for election to a local government.

(3) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Disclosure of gifts**

**106** (1) This section applies if

(a) a council member receives a gift or personal benefit referred to in section 105 (2) (a) that exceeds \$250 in value, or

(b) the total value of such gifts and benefits, received directly or indirectly from one source in any 12 month period, exceeds \$250.

(2) In the circumstances described in subsection (1), the council member must file with the corporate officer, as soon as reasonably practicable, a disclosure statement indicating

(a) the nature of the gift or benefit,

(b) its source, including, if it is from a corporation, the full names and addresses of at least 2 individuals who are directors of the corporation,

(c) when it was received, and

(d) the circumstances under which it was given and accepted.

(3) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Disclosure of contracts with council members and former council members**

**107** (1) If a municipality enters into a contract in which

(a) a council member, or

(b) a person who was a council member at any time during the previous 6 months,

has a direct or indirect pecuniary interest, this must be reported as soon as reasonably practicable at a council meeting that is open to the public.

(2) In addition to the obligation under section 100 [*disclosure of conflict*], a council member or former council member must advise the corporate officer, as soon as reasonably practicable, of any contracts that must be reported under subsection (1) in relation to that person.

(3) A person who contravenes subsection (2) is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Restrictions on use of insider information**

**108** (1) A council member or former council member must not use information or a record that

(a) was obtained in the performance of the member's office, and

(b) is not available to the general public,

for the purpose of gaining or furthering a direct or indirect pecuniary interest of the council member or former council member.

(2) A person who contravenes this section is disqualified from holding an office described in, and for the period established by, section 110 (2), unless the contravention was done inadvertently or because of an error in judgment made in good faith.

### **Court order for person to give up financial gain**

**109** (1) If a council member or former council member has

(a) contravened this Division, and

(b) realized financial gain in relation to that contravention,

the municipality or an elector may apply to the Supreme Court for an order under this section.

(2) Within 7 days after the petition commencing an application under this section is filed, it must be served on

(a) the council member or former council member, and

(b) in the case of an application brought by an elector, the municipality.

(3) On an application under this section, the Supreme Court may order the council member or former council member to pay to the municipality an amount equal to all or part of the person's financial gain as specified by the court.

(4) In the case of an application made by an elector, if the court makes an order under subsection (3), the municipality must promptly pay the elector's costs within the meaning of the Supreme Court Civil Rules.

(5) The court may order that costs to be paid under subsection (4) may be recovered by the municipality from any other person as directed by the court in the same manner as a judgment of the Supreme Court.

(6) Except as provided in subsection (4), the costs of an application are in the discretion of the court.

### **Division 7 – Disqualification**

#### **Circumstances in which a person is disqualified from office on council**

**110** (1) A person elected or appointed to office on a council is disqualified from holding that office if any of the following applies:

(a) the person does not make the required oath or affirmation of office within the time established by section 120 (1) *[oath or affirmation of office]*;

(b) the person is absent from council meetings for a period of 60 consecutive days or 4 consecutive regularly scheduled council meetings, whichever is the longer time period, unless the absence is because of illness or injury or is with the leave of the council;

(c) the person is disqualified under any of the following:

section 101 *[restrictions on participation if in conflict]*;

section 102 *[restrictions on inside influence]*;

section 103 *[restrictions on outside influence]*;

section 105 *[restrictions on accepting gifts]*;

section 106 *[disclosure of gifts]*;

section 107 *[disclosure of contracts]*;

section 108 *[restrictions on use of insider information]*;

(d) the person is disqualified under section 191 *[liabilities for use of money contrary to Act]*;

(e) the person is disqualified under section 66 (2) [*who may hold elected office*] of the *Local Government Act* or section 38 (2) [*who may hold elected office*] of the *Vancouver Charter*.

(2) A person disqualified under subsection (1) is disqualified from holding office on a local government, including office on the council of the City of Vancouver, as follows:

<i>Applicable provision</i>	<i>Period of disqualification</i>
(1) (a) [ <i>failure to take oath</i> ]	until the next general local election;
(1) (b) [ <i>unexcused absence</i> ]	until the next general local election;
(1) (c) [ <i>conflict</i> ]	until the next general local election;
(1) (d) [ <i>unauthorized use of money</i> ]	for 3 years from the date of the vote to which the disqualification relates;
(1) (e) [ <i>election disqualifications</i> ]	in accordance with Part 3 [ <i>Electors and Elections</i> ] of the <i>Local Government Act</i> or Part I of the <i>Vancouver Charter</i> .

### **Application to court for declaration of disqualification**

**111** (1) If it appears that a person is disqualified under section 110 and is continuing to act in office,

- (a) 10 or more electors of the municipality, or
- (b) the municipality,

may apply to the Supreme Court for an order under this section.

(2) As a restriction, a municipality may only make an application under subsection (1) if this is approved by a resolution that

- (a) is adopted by a vote of at least 2/3 of all council members, and
- (b) identifies the grounds for disqualification under section 110 which the council considers apply.

(3) Sections 100 [*disclosure of conflict*] and 101 [*restrictions on participation if in conflict*] do not apply to the council member who is

subject to a resolution referred to in subsection (2) of this section in relation to that resolution.

(4) An application under this section may only be made within 45 days after the alleged basis of the disqualification comes to the attention of

(a) any of the electors bringing the application, in the case of an application under subsection (1) (a), or

(b) any member of council other than the person alleged to be disqualified, in the case of an application under subsection (1) (b).

(5) Within 7 days after the petition commencing an application under this section is filed, it must be served on

(a) the person whose right to hold office is being challenged, and

(b) in the case of an application under subsection (1) (a), the municipality.

(6) On the hearing of the application, the court may declare

(a) that the person is qualified to hold office,

(b) that the person is disqualified from holding office, or

(c) that the person is disqualified from holding office and that the office is vacant.

### **Status of person subject to an application**

**112** (1) A person who is subject to an application under section 111 and who considers that he or she is qualified to hold office may continue to act in office pending the determination of the Supreme Court respecting the application.

(2) If a person who is declared disqualified from holding office by the Supreme Court appeals the decision, the appeal does not operate as a stay of the declaration and the person is disqualified pending the final determination of the appeal.

(3) If a declaration of disqualification referred to in subsection (2) is overturned on final appeal and the term of office for which the person was elected has not ended,

(a) the person is entitled to take office for the remainder of the term if otherwise qualified, and

(b) for this purpose, any other person elected or appointed to the office since the declaration of disqualification ceases to hold office at the time the person declared qualified takes office.

### **Costs of an application**

**113** (1) In the case of an application under section 111 made by a group of electors, if the court declares that the person challenged is not qualified to hold office, the municipality must promptly pay the electors' costs within the meaning of the Supreme Court Civil Rules.

(2) The court may order that costs to be paid under subsection (1) may be recovered by the municipality from the person who was declared disqualified or any other person as directed by the court in the same manner as a judgment of the Supreme Court.

(3) Except as provided in subsection (1), the costs of an application are in the discretion of the court.



## MEMORANDUM

**To:** Board of Directors

**From:** Andy Daniel, Manager of Environmental Services

**Date:** March 8, 2013

**Subject:** Beaver Creek Water System Update – Operating Permit

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In January 2013, VIHA issued an operating permit to the Alberni-Clayoquot Regional District for the Beaver Creek Water System. This operating permit included the following requirements:

- 1. An implementation strategy outlining how the ACRD intends to meet the Drinking Water Treatment Objects (Microbiological) for Surface Water Supplies in BC must be submitted and approved by the Drinking Water Officer by May 31, 2013. This strategy must include timeframes indicating when specific components of this strategy will be implemented and a final date for providing water treated in accordance with the treatment objectives.*
- 2. Once developed, the implementation strategy approved by the Drinking Water Officer for progressing towards compliance with the objectives must be adhered to.*

The ACRD has been responsible for operating this system since June 2012 and has made the following improvements:

1. A VIHA approved emergency temporary connection was arranged from the City of Port Alberni's water system to supply the residents of Beaver Creek during periods of high turbidity. This has eliminated the need for boil water advisories this winter, which were frequent in the past.
2. The ACRD Board has provided \$800,000 of gas tax funding to construct a new reservoir at the Kitsuksis Reservoir site which has replaced the original reservoir which was leaking 48,000 gallons daily.
3. The ACRD Board has approved the use of \$750,000 for a permanent connection to the City of Port Alberni's water system, which will eliminate all future boil water

advisories and provide a secure secondary source. In addition, this funding includes upgrading the water main on Strick Road, which is the most vulnerable section in the system having frequent costly failures.

While the ACRD continues to manage and upgrade this system, staff and engineering professionals will work towards providing the Board with a plan to meet VIHA's May deadline.



Submitted by:

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Andy Daniel, Manager of Environmental Services



**Development Variance Application**

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**Date:** February 15, 2013

**Application:** DVA13001

**Applicant(s):** Eric Geall

**Legal Description:** LOT 2, SECTION 20, TOWNSHIP 1, BARCLAY DISTRICT, PLAN VIP63870

**Location:** 452 Pachena Road

**Electoral Area:** Area "A" (Bamfield)

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**Recommendation:** That the Regional Board:

- 1) Receive the staff report; and
  - 2) Pass a resolution to consider issuing a Development Variance of Section 200, Bulk and Site Regulations of the Alberni-Clayoquot Regional District Zoning Bylaw No. 15 to vary the required front yard setback in the Acreage Residential (RA1) District from 12.19 metres (40 feet) to 8.4 metres (27.5 feet) to allow for the construction of a second story to the existing dwelling.
- 

**Procedure:** Prior to the issuance of a Development Variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board either issues or considers denying the Development Variance permit.

**Applicant's Intention:** The applicant wishes to obtain a development variance to allow a second story that has been added to the house above an existing garage. A part of this second story addition is located within the current front yard setback.

**DVA13001**

**Observations:**

The applicant has started construction of a second story addition to the existing house. This addition would not increase the foot print of the existing house; however, a variance is required.

**i. Property Description:**

This property is 1.01 acres (0.409 hectares) in area. One single family dwelling is located on the west portion of the property fronting on Pachena Road. The eastern portion of the property is treed.

**ii. Services:**

- a) **Sewage Disposal:** on-site sewage
- b) **Water Supply:** Bamfield Water System
- c) **Fire Protection:** Bamfield Volunteer Fire Department
- d) **Access:** Pachena Road

**iii. Existing Planning Policies Affecting the Site**

- A. **Agricultural Land Reserve:** Not within the ALR
- B. **Official Community Plan:** The Bamfield Official Community Plan designates the site as Low Density Residential.
- C. **Zoning:** Acreage Residential (RA1) District.

<b>RA1 District requires:</b>	
Minimum Lot Area:	18,000 ft <sup>2</sup>
Minimum Lot Width:	90 feet
Minimum Setbacks:	
Front:	40 feet
Rear:	30 feet
Side:	15 feet
Maximum Height:	35 feet

**Comments:**

This application is for a front yard variance setback, to allow for the addition of a second story to be built above the attached garage; this area above the garage was previously an uncovered deck. The location of the house is legal nonconforming and while the *Local Government Act* allows repairs, extensions or alterations to buildings that are legally non-conforming as to siting, so long as the extension involves no further contravention of the bylaw, adding a new second story, without a variance, constitutes a further contravention of the bylaw.

This property was rezoned from A1 to RA1 in 1994, to allow for the current subdivision. A1 has a 25 foot front yard setback. The rezoning created a situation where the siting of the house became legal non-conforming.

The recommendation from staff is to issue a development variance for the house at its present location, 27.5 feet from the front lot line. This would allow for the second story addition. The addition and renovations to the house, which was originally constructed in the 1970's, can then be finished.

It is important to note that the footprint has not and will not be increased. As well, all renovations and additions outside the front yard setback are permitted under RA1 zoning.

Prepared by:



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Mike Irg, Manager of Planning & Development

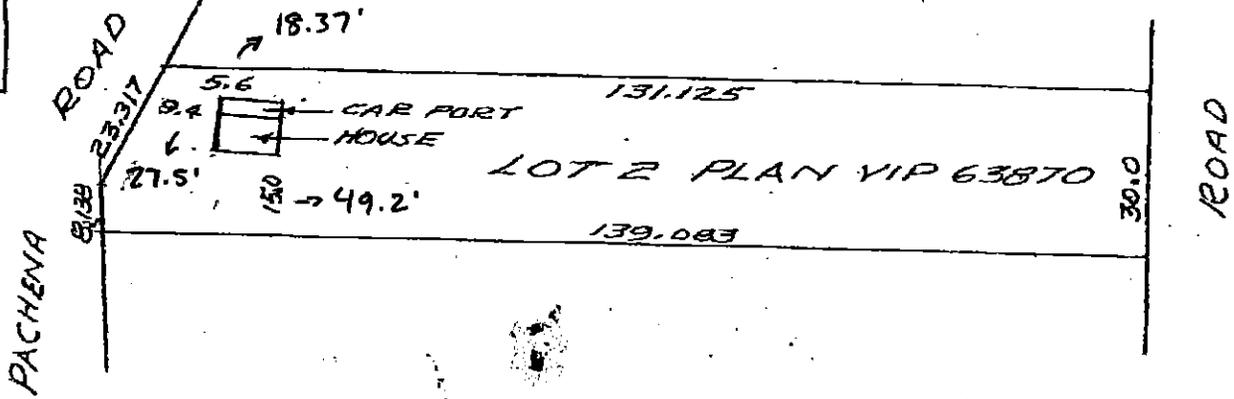
Reviewed by:



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Russell Dyson, Chief Administrative Officer





Prepared for Eric Geall

LEGAL DESCRIPTION: LOT 2 PLAN VIP 63870 SEC. 20  
TOWNSHIP 1 BARCLAY DISTRICT

SCALE: 1:1000  
ALL MEASUREMENTS IN METRES

STREET ADDRESS: 452 PACHENA RD

**JOHN GISBORNE**  
BRITISH COLUMBIA  
LAND SURVEYOR

CERTIFIED CORRECT  
DATE: SEPT. 27, 2003

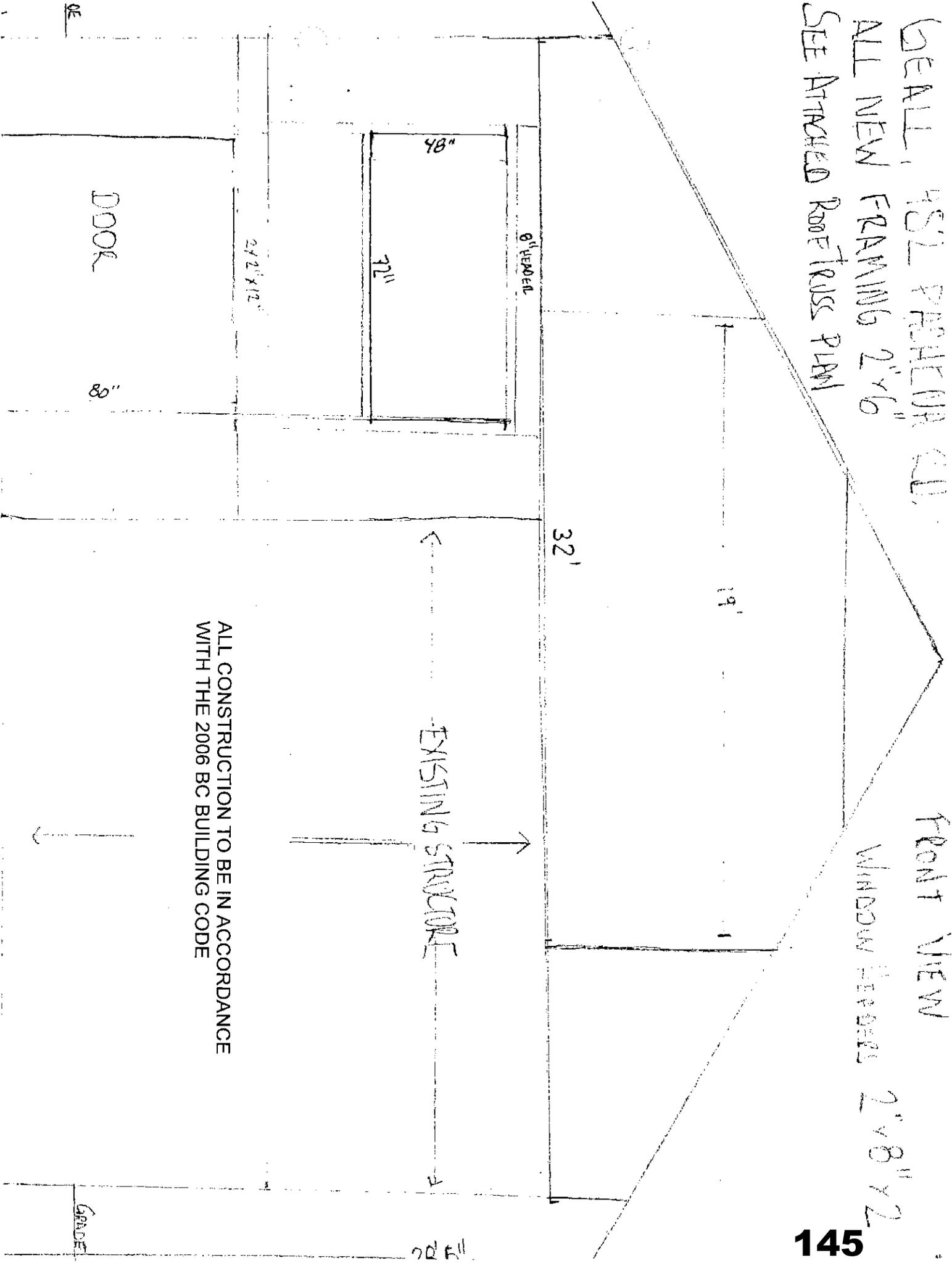
2823 RITSEN  
ROAD  
NANAIMO, B.C.  
TEL: (250) 728 3467  
TEL: (250) 722 2391

*[Signature]*  
JLS  
B.C.L.S.

FILE FB 91-18 NOT VALID UNLESS ORIGINAL SIGNATURE AND SEAL ©

GEALL, 482 PROBLEM 4D  
ALL NEW FRAMING 2"x6"  
SEE ATTACHED ROOF TRUSS PLAN

FRONT VIEW  
WINDOW HEAD 2"x8"x2



ALL CONSTRUCTION TO BE IN ACCORDANCE  
WITH THE 2006 BC BUILDING CODE



**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 7<sup>th</sup> day of December, 2012  
Public Hearing held this 30<sup>th</sup> day of January, 2013  
Read a second time this 13<sup>th</sup> day of February, 2013  
Read a third time this 13<sup>th</sup> day of February, 2013

Adopted this    day of    , 2013

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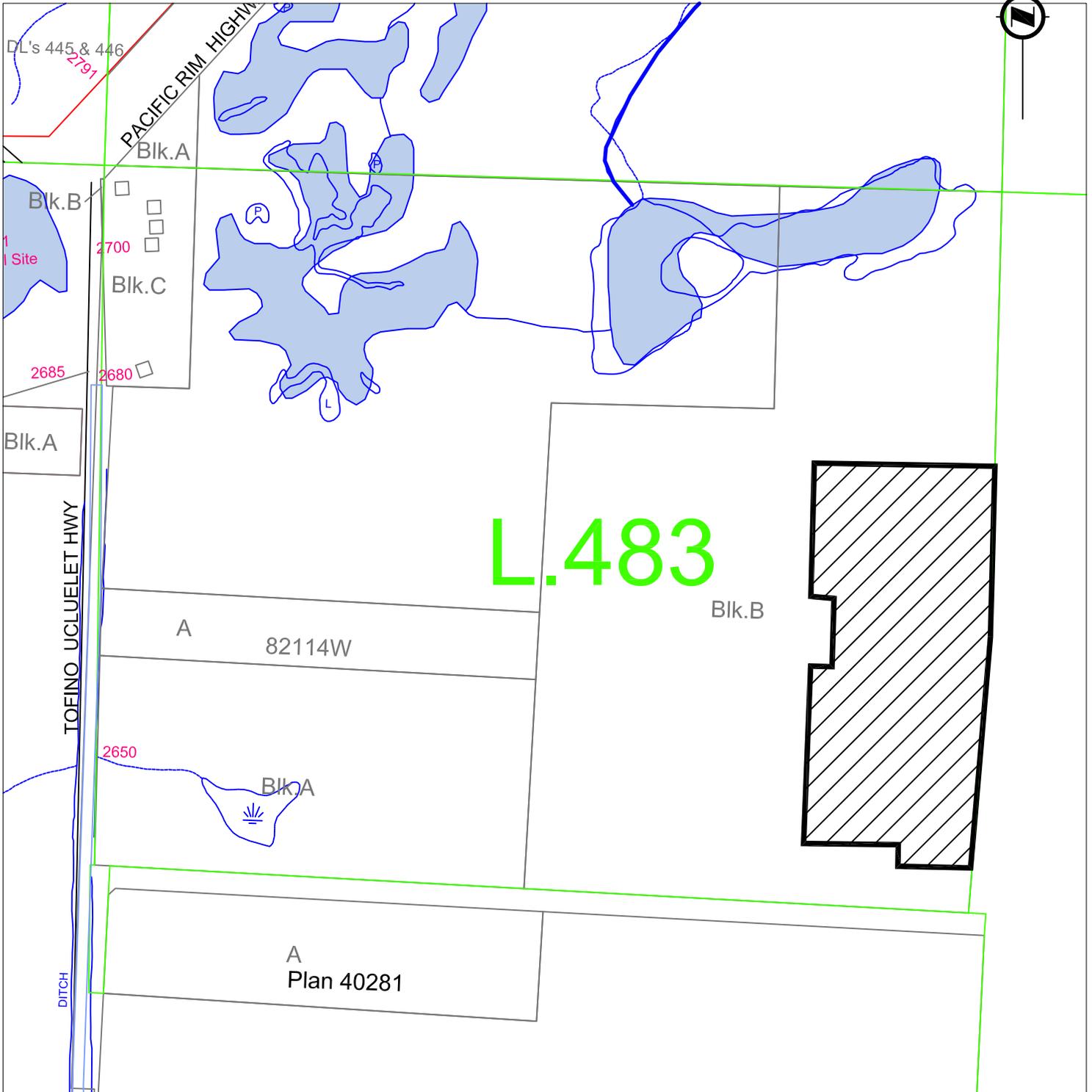
Russell Dyson, CAO

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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 7<sup>th</sup> day of December, 2012  
Public Hearing held this 30<sup>th</sup> day of January, 2013  
Read a second time this 13<sup>th</sup> day of February, 2013  
Read a third time this 13<sup>th</sup> day of February, 2013

Adopted this        day of        , 2013

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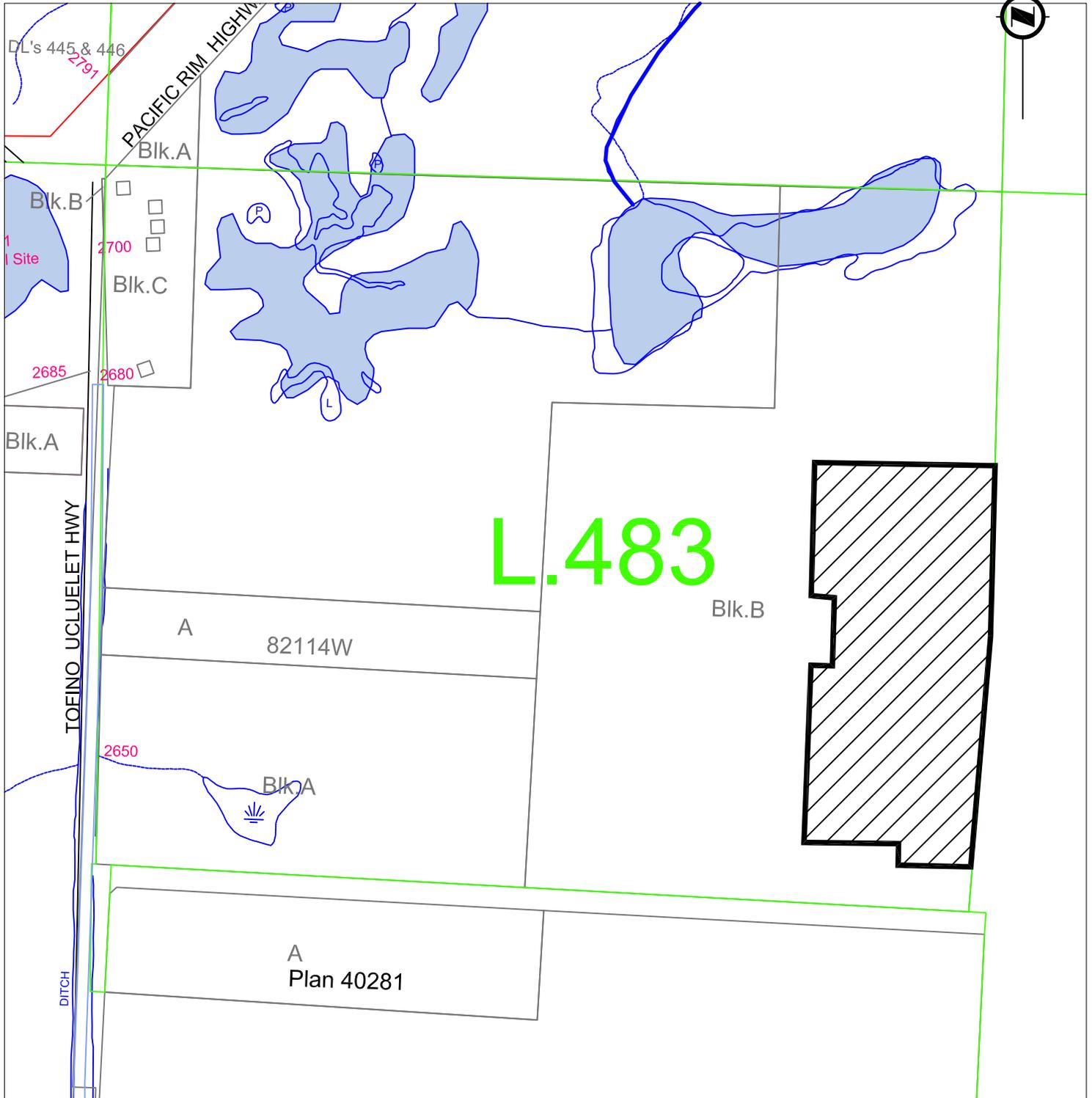
Russell Dyson, CAO

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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

150



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1243**

**A BYLAW TO AMEND BYLAW NO. P1027  
BEAVER CREEK 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 Beaver Creek Official Community Plan Amendment Bylaw No. P1243.
2. Schedule B, the plan map, is hereby amended by redesignating LOT A, DISTRICT LOT 32, ALBERNI DISTRICT, PLAN 7063, EXCEPT PARCEL A (DD 64623N) THEREOF from "Acreage Residential" to "Low Density Residential" 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 28<sup>th</sup> day of October, 2009  
Read a second time this 27<sup>th</sup> day of January, 2010  
Public Hearing held this 19<sup>th</sup> day of February, 2013  
Read a third time this 27<sup>th</sup> day of February, 2013

Adopted this XXX day of XXX, 2013

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Russell Dyson, CAO

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Chair of the Regional Board



**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1244**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 636**

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. P1244.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning:

LOT A, DISTRICT LOT 32, ALBERNI DISTRICT, PLAN 7063, EXCEPT PARCEL A (DD 64623N) THEREOF 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 28<sup>th</sup> day of October, 2009  
Read a second time this 27<sup>th</sup> day of January, 2010  
Public Hearing held this 19<sup>th</sup> day of February, 2013  
Read a third time this 27<sup>th</sup> day of February, 2013

Adopted this XXX day of XXX, 2013

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Russell Dyson, CAO

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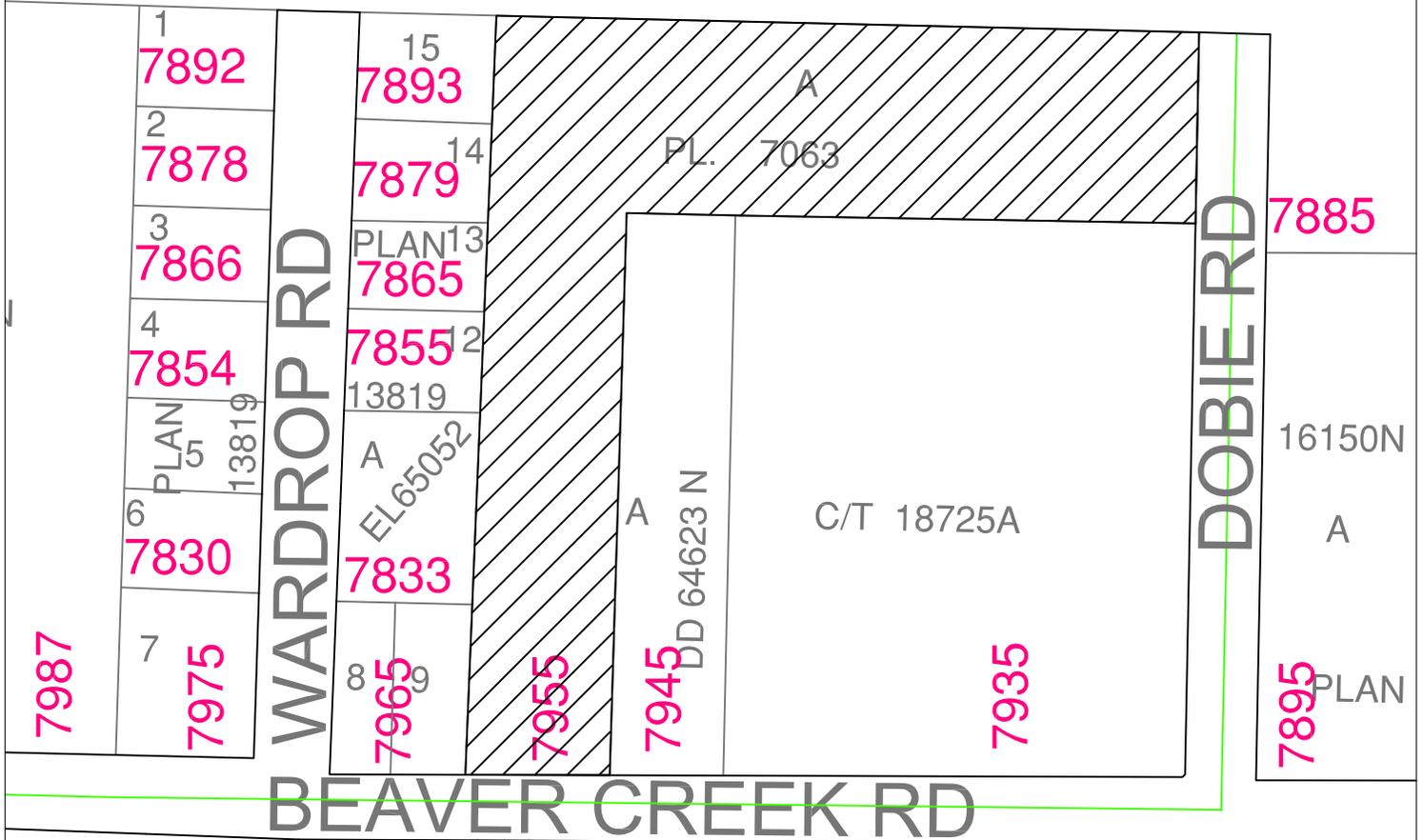
Chair of the Regional Board

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1244



PLAN  
12036



Legal Description: Lot A, District Lot 32, Alberni District, Plan 7063, except Parcel A (DD 64623N) thereof



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



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:2000



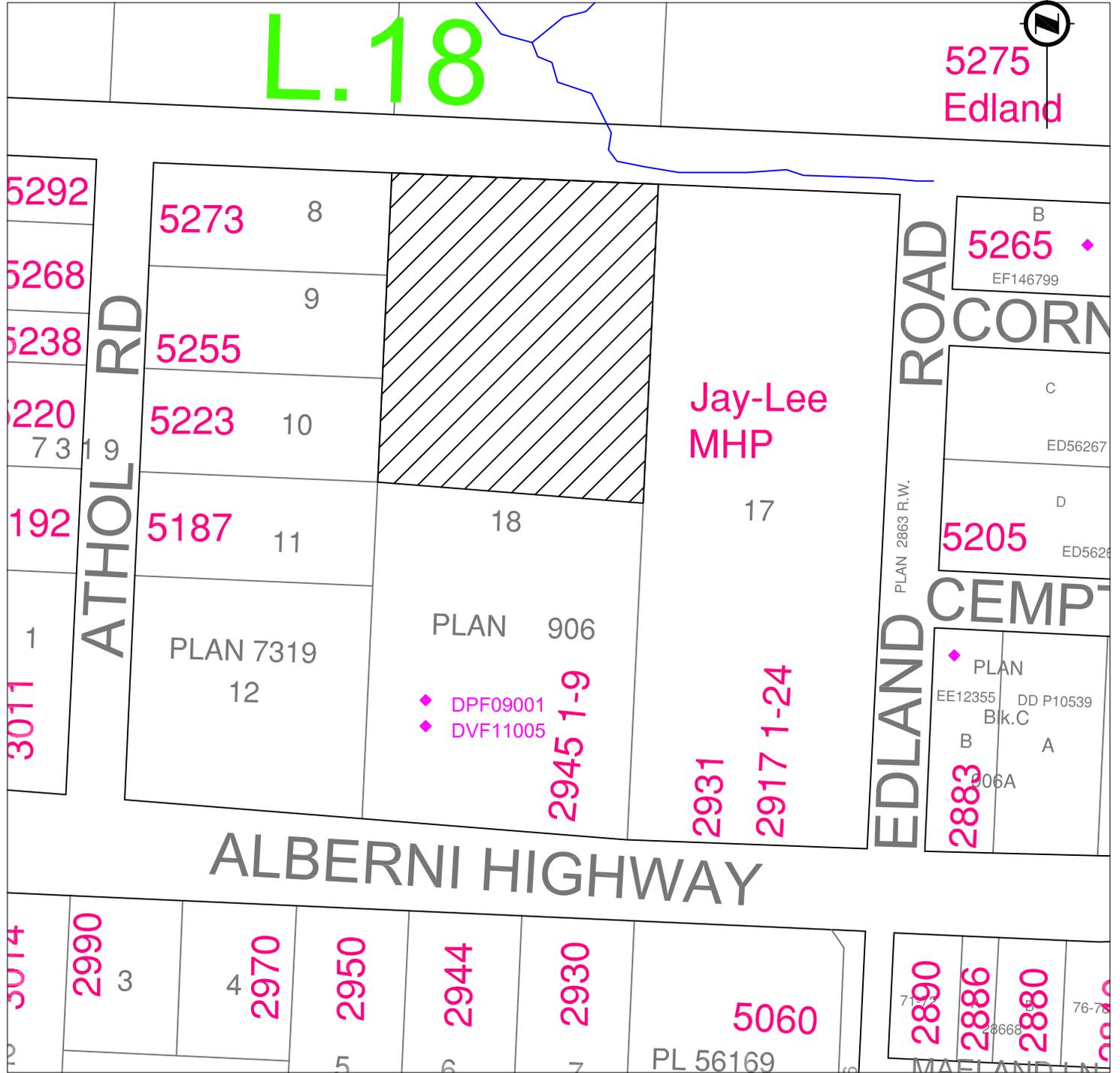


# Schedule 'A'

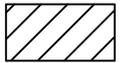
This schedule is attached to and forms part of Bylaw P1306



L.18



Legal Description: A portion of LOT 18, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906 EXCEPT PART IN PLAN 2051RW.



To be redesignated from "Residential Use" to "Commercial Use"



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:2000



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1286

OFFICIAL ZONING ATLAS AMENDMENT NO. 655

A bylaw of the Regional District of Alberni-Clayoquot to amend By-law 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 text 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. P1286.

2. By-law No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 18, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906, EXCEPT PART IN PLAN 2051 RW 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 25<sup>th</sup> day of January, 2012  
Read a second time this 28<sup>th</sup> day of March, 2012  
Public Hearing held this 19<sup>th</sup> day of February, 2013  
Read a third time this 27<sup>th</sup> day of February, 2013

Adopted this                      day of                      , 2013

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Chairperson

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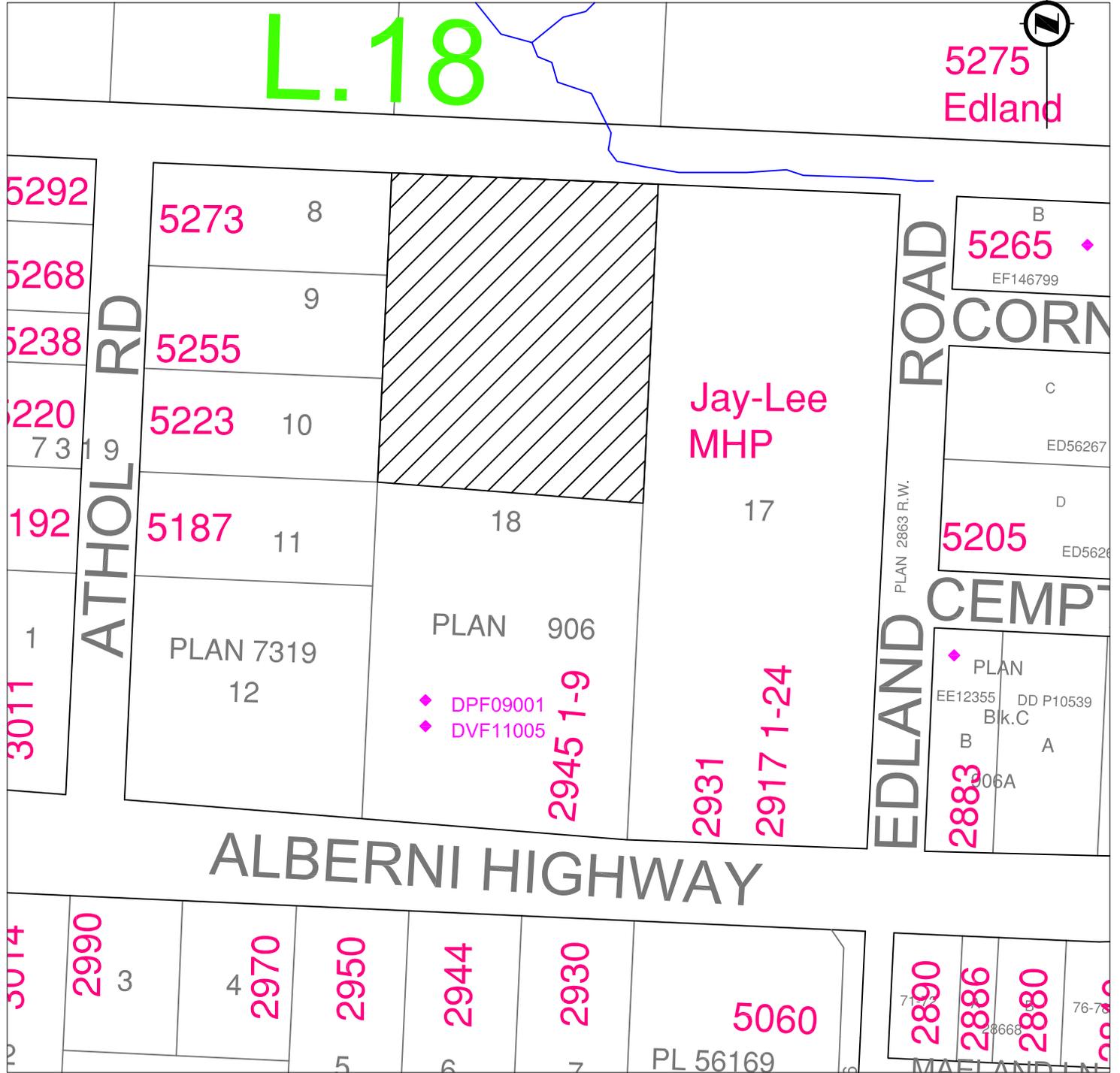
Chief Administrative Officer

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1286



**L.18**



Legal Description: Lot 18, District Lot 18, Alberni District, Plan 906 except part in Plan 2051RW.



To be rezoned from Small Holdings (A1) District to Highway Commercial (C4) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:2000



**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 7<sup>th</sup> day of December, 2012  
Public Hearing held this 4<sup>th</sup> day of February, 2013  
Read a second time this 13<sup>th</sup> day of February, 2013  
Read a third time this 13<sup>th</sup> day of February, 2013

Adopted this    day of    , 2013

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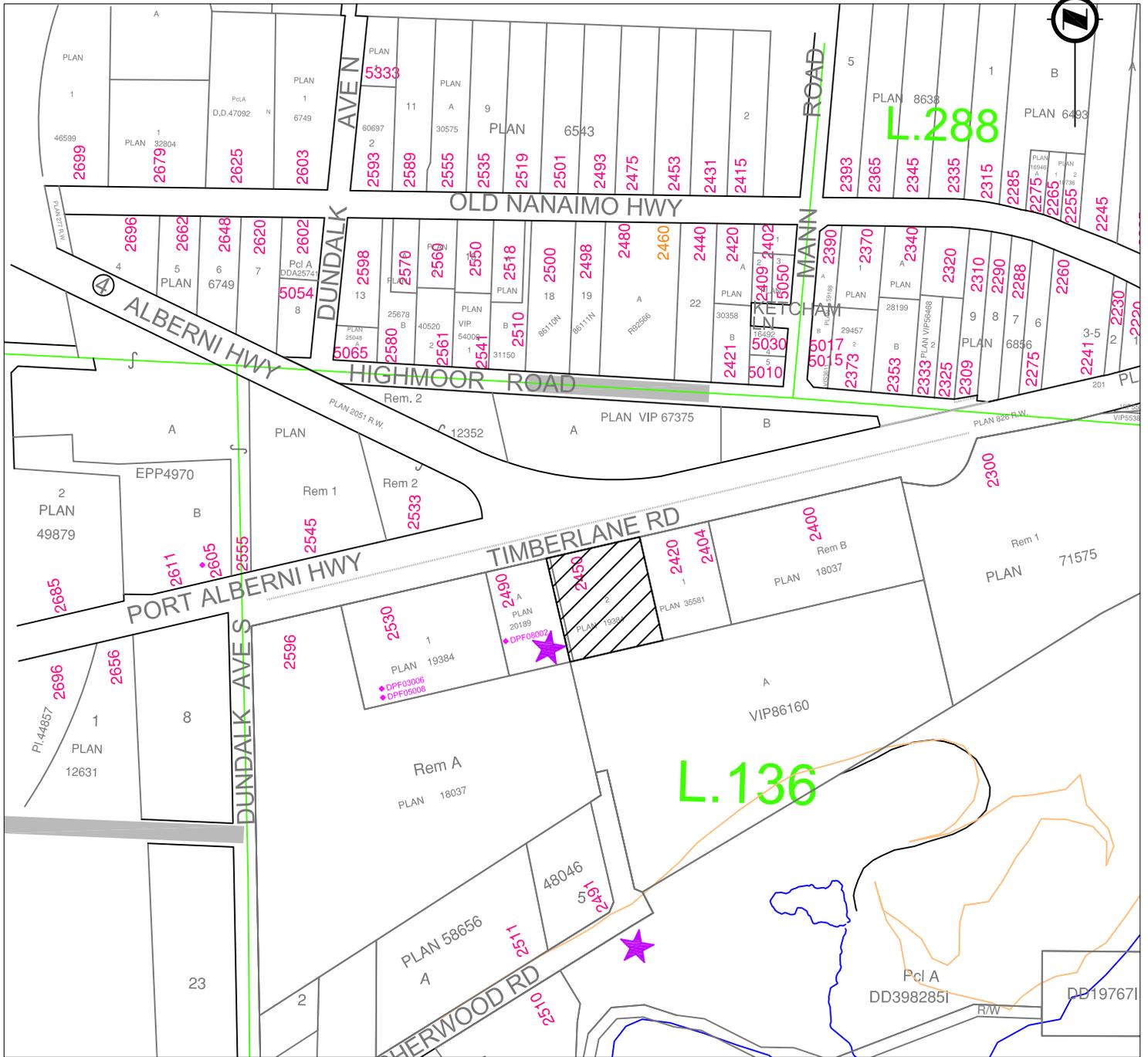
Russell Dyson, CAO

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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

**160**

1:5000





## **Alberni-Clayoquot Health Network Administration Committee Meeting**

### **Meeting Notes**

Notes from a meeting of the Alberni-Clayoquot Health Network Planning Committee held on Thursday, February 21, 2013 in the Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC.

Present: Tanis Dagert, ACHN Coordinator  
Cathy Gislason, VIHA, Integrated health Network  
Laurie Money, MCFD, AV Social Council  
Patty Edwards, Canadian Mental Health Association, Scott Fraser MLA  
Marcie Dewitt, Coastal Family Resources Coalition  
Stan Matthew, Nuuchahnulth  
Lenore Benedict, Alberni Hospice  
Esther Pace, VIHA  
Peter Klaver, SD #70  
Helene Dufour, VIHA  
Sandra Gentleman, VIHA  
Linda Taylor  
Shelli Lyle, ACRD Admin Assistant  
Julie Rushton, Make Children First Network  
Adriane Schroeder, VIHA

The meeting was called to order at 9:10 am

#### **Welcome**

Irene Robinson – Family Literacy Coordinator Port Alberni Friendship Center  
After the welcoming Irene explained hisuk is c'awalk means everything is one, everything is connected. We are only one, we need to look after and respect each other.

#### **Network Updates – Round Table Discussions**

Integrated Health Network has submitted the pain program proposal. COPD information sessions we be offered in March. The Walk with the Doctors is May 9 at Bob Dailey Stadium. An overdose prevention training program is commencing Friday, February 22 in Port Alberni this training will be held up and down the island. We are offering a Chronic Pain self management program, the happy soles foot care program gave tips and strategies for good foot care. The Good Food Box program is up and running. Once a month you can order thru the Salvation

Army cost is \$12 and you receive fresh produce. We are currently piggy backing on Nanaimo Food Share as the demand grows here and we get bigger numbers we can do it in Port Alberni, we will be offering a cooking class on pick up day.

The Ministry of Children and Family Development unveils BC's Early Years Strategy <http://www.newsroom.gov.bc.ca/2013/02/premier-unveils-bc-early-years-strategy.html> .

Youth Action Committee is in discussions and collaboration with the RCMP regarding high risk youths; children out on the street; those that are awol not attending school.

The Provincial Office of Domestic Violence is requesting public feedback to help advance the development of a three-year provincial plan to address domestic violence.

The Ministry is also leading a partnership with other ministries regarding Domestic Violence.

The Provincial Office of Domestic Violence is requesting public feedback to help advance the development of a three-year provincial plan to address domestic violence

Nuu chah nulth Mental Health Program is hiring their Wellness Outreach Worker who will start in March.

VIHA has hired the new Preschool Speech Therapist is Cathy Slater. The Shelter Society's new facility initiative is continuing to move along. February is the family eating together contest, partnering with many community agencies to promote family meals, the benefits for eating together help children improve their health, they perform better in school and make better social decisions.

The Eight Avenue Child Poverty Backpack Program supports 25 children who take food home on the weekends.

### **Terms of Reference**

Adoption the Terms of Reference with the addition of representation from the Nuu chah nulth and School District #70 and amendment stating that sub- committees may be formed or sponsored by an already existing committee or network.

### **Strategic Priorities**

**Network Development** – Tanis is attending Public Policy Institute her project is the Bamfield/Huu ah aht Accord and will be working with Eric Geall and Kathy Wadell and others to prepare a process for an Accord. We are sending out monthly newsletters, updating the facebook page and website on a continuous basis and networking the networks. A business card has been created for distribution so groups know how to join. Plans are underway for forums, capacity building training for youth leaders. A sub-committee to look at recommendations regarding an evaluation framework and process for undesignated funding will be created. Work is beginning on action plans in order to move the strategic plan ahead. In addition to the strategic priorities we are also involved in other projects; eg. age friendly, indicators and food security.

**Healthy Children, Youth and Families** – MOU 's are being signed monies delivered next week. This will enable the 3 tables to collaborate, to be strong supporters for Early Childhood Development for the whole Region.

WC Forum April 3<sup>rd</sup>

AV Forum – Fall 2013

**Health Literacy** – People need the skills to process and understand basic health information and services needed to make appropriate health decisions and follow instructions for treatment. The American Medical Association states “current data indicate that more than a third of American adults lack sufficient health literacy to effectively undertake and execute needed medical treatments and prevent health care.”

**Affordable Housing** – (see below)

**At Home In Alberni Valley**  
Community Stakeholders Initiative to End Homelessness  
01-February-2013

**Our Principles: We Can End Homelessness; "We Practice Housing First"; We Concentrate on Measureable Results**

Category	At Home	At Risk	Transitional Homeless	Sheltered Homeless	Absolute homeless
<b>Characteristics</b>	Safe, adequate and stable home situation which is not likely to change quickly	Likely to be homeless if there is a sudden change in personal situation	In transitional housing and working on issues to return to stable housing	In low or zero-barrier social housing	On the street, living rough, in homeless shelters, not taking steps to manage illness or addiction
<b>Indicators</b>	Cost of housing in Alberni Valley Number of units available for rent Waiting list for social housing units Waiting list for supportive housing units		Residents in Transition House Residents in Roger St. Apartment Average lengths of stay	Residents in PA Shelter Average lengths of stay	Bread of Life meals served Housing calls to Kuu-us Crisis line Kuu-us outreach worker records CMHA outreach worker records
<b>Current services</b>	ACAWS Outreach BC Housing - 65 units CMHA Advocacy/Outreach CMHA Kendall Apartments Kackaamin Family Development Centre KUU-US Crisis Line Makola Housing - 42 units PANPHA - 20 units PASS Duplex - 2 family units CMHA King George Apt. - 14 units		ACAWS Transition House Garnet House - 3 CMHA Roger St. Apt. 42 beds PA Shelter - 24-26 beds KU-UUS Armoury - 4 beds Jericho Road??	PA Shelter - 12-17 beds Phoenix House - 15-22	Bread of Life kitchen CMHA outreach workers Kuu-us outreach workers VIHA Public Health outreach VIHA ACT Team
<b>Gaps</b>	Very few purchase options for low income earners Limited rental options for low income earners Housing supports - accessing social housing units Limited options for supportive housing units (e.g. FASD) Housing supports - furnishings, relocation, food, finance planning Few formal tenant/landlord support options		Limited options for women fleeing abuse No transition options for families	Sustainability and capacity for low-barrier shelter No safe-sobering center No emergency youth shelter Not enough capacity for shelter beds No family shelter options	
<b>Strategies</b>	Promote affordable home ownership with bylaw changes Promote affordable rent options with bylaw changes Develop additional supportive housing Develop tenant/landlord support services Develop accessible housing options		Support Women's 2nd stage housing Develop additional transitional units	Support/mentor Phoenix House Develop a safe-sobering/assessment service (ACT Team?) Develop youth & family shelter beds Support PA Shelter to develop new facility	

**Transportation** – several enquiries have been made with BC Transit and other regions. Our issues are very unique (example logging road to Bamfield) A private supplier, the operating company that provides our local transit will be preparing a proposal for the next meeting.

**Budget**

Review 2013 allocations bring updates of current spending to the meeting.

Next meeting April 18, 2013 at the ACRD office



## MEMORANDUM

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** March 7, 2013  
**Subject:** Staff Report

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

- Continue working with the Coordinator on development of the Alberni-Clayoquot Health Network and Planning Committee. Several priorities including a regional transit study and food security initiatives;
- Working with the West Coast Multiplex Society to coordinate fund raising for the required capital costs in order to construct the Multiplex facility on the West Coast;
- Agricultural Development Committee Strategic Session priorities and preparation for the Islands Agriculture Forum;
- Regional Water Improvement Program;
- Updating various ACRD lease agreements including: Long Beach Airport Water Landing Strip and Golf Club Lease;
- Updating/renewing various agreements;
- Follow-up from the February 16, 2013 by-election including orientation for Director Banton
- Continued 2013 Budget Preparations;
- Strategic Planning and Project Management;
- Occupational Health and Safety initiatives and policy coordination;
- Updating various ACRD Bylaws;
- Preparation for 2013 – 2017 ACRD/ACRHD Financial Plan – Public Consultation – March 13<sup>th</sup>, 6:00 pm, ACRD Board Room
- Meeting with property owners in the Franklin River Road Fire Protection Service area to discussed increased costs for the service;
- Gas Tax Regional Water Improvement Project.

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



## MEMORANDUM

**To:** Board of Directors  
**From:** Andy Daniel, A.Sc.T., Manager of Environmental Services  
**Date:** March 8, 2013  
**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 February 13, 2013:

### Long Beach Airport

- LBA Advisory Committee meeting and tour held at the airport. Kiosk renters attended and met the committee and advised them of their services.
- VIHA performed an inspection with Staff and approved the water system.
- Site inspection by Manager of Environmental Services (MES).
- Rental opportunities of existing buildings explored.

### AVRA

- Removal of wind fallen trees leading to the pump house.
- Site inspection by MES.

### West Coast Landfill

- Quarterly environmental sampling performed by Technician.
- Reviewed plan to address MOE "Out of Compliance" issues for Iron and Manganese

### Alberni Valley Landfill

- Reviewing the acceptance of contaminated soil.
- Investigated illegally dumped garbage.
- Provided sampling data to Environmental Engineer for annual reporting.
- Tseshaht FN cleared trees from DL 307.

- Started hauling cover material to Landfill site.
- Installed engineered gravel pad for N-E expansion area.
- MES performed on site inspection.

#### Bamfield

- Submitted claim to ICET for West Bamfield Dock Improvements.
- Conference call with representatives from the Huu-ay-aht FN, Bamfield Director and representative to discuss wastewater options.
- Received quotes and determining options for reservoir rechlorination.
- Rechlorination building has been constructed.
- Quarterly sampling for Trihalomethanes.
- Provided information to Koers & Associates Engineering for engineering study.

#### Salmon Beach

- Agreement for the Salmon Beach Manager's contract signed.
- Contractor posted hours of work and duties on SB website.
- Alders removed adjacent to tennis court.
- Ditch drainage on 7<sup>th</sup> Avenue addressed.

#### Sproat Lake

- MES attended Parks Board budget meeting.
- MES performed site visit at Cougar Smith Park.

#### City of Port Alberni

- Received notification of funding for the China Creek Bridge from ICET, contribution documents are being prepared.
- Discussions with City regarding leachate discharging into lagoons
- Communicated with City Staff regarding potential curb side compost pick up program.

#### Millstream

- Received quotes and determined options for reservoir cleaning

### Beaver Creek

Staff met with Advisory BCWS Committee to review proposed budget.

Installed new hydrant and valve on Donahue Road

Repaired leaking service on Swanson Road.

Repaired leaking water meter on Plymouth Road.

Conducted daily system checks.

Installed new water meters.

Final completion completed on Kitsuksis reservoir and created deficiency list.

Met with engineers to plan new Strick Road pump station and water main upgrade.

Met with Island Timberlands to review their cutting plan and impacts on Stamp River.

Completed work orders and investigated complaints.

Cleaned Stamp River pump station.

### General

- Provided VIHA with the 2012 Annual water Report.
- Staff completed questionnaire and phone interview for consultant's departmental review.
- Two staff attended OCHS Committee half day training.



Submitted by: \_\_\_\_\_  
Andy Daniel, A.Sc.T., Manager of Environmental Services

**Alberni-Clayoquot Regional District**  
**Staff Action Items by Department and Date**  
**Update to the Board of Directors as of March 8, 2013**

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	Feb. 9/11 WC	Meet with John Aldag, Acting Superintendant, PRNP to discuss water supply and outstanding lease issues at Long Beach Airport	Russell	Payment made
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. 6/12 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.22/12 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	Trying for early April 2013
5.	July 25/12 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.	Sep.19/12 EA Directors	Evaluate staffing in the Environmental Services & Planning Departments and provide options for consideration by the ACRD Board during 2013 budget discussions	Russell	End of March 2013
7.	Nov. 4/12 Board	Explore the conduct of a Transit Feasibility Study for the region by BC Transit	Russell/ Tanis	Proposal being drafted by private service provider
8.	Jan. 9/13 Board	Provide the Long Beach Recreation Cooperative with the synopsis of requirements in order to move forward with the Long Beach Golf Club Lease	Russell	Lawyers drafting synopsis
9.	Jan. 23/13 WC Comm.	Forward a letter to the MLA, MP and appropriate Minister requesting support for the West Coast Multiplex Society grant applications	Russell	Drafting
10.	Jan. 23/13 WC Comm	Explore with the Yuułuṭiṭʔatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	Spring 2013
11.	Feb. 6/13 AV & Bamfield	Invite BC Transit to meet with the ACRD Board to provide an update on ridership and increase in the Custom Transit budget	Wendy	Inviting – April 2013

#	Date	Action Item	Assigned to	Target Date/Update
12.	Feb. 6/13 EA	Forward a letter to individual board members on the Vancouver Island Regional Library Board stating the ACRD Board's concerns with the continual increase in costs for the library service	Russell	Done
13.	Feb. 13 <sup>th</sup> COW	Invite the Film Commission to make a presentation to provide an update on activities	Wendy	Presenting – April 2013
14.	Feb. 13 <sup>th</sup> COW	Refer the following GIA Applications for consideration by the Alberni-Clayoquot Health Network – Clayoquot Biosphere Trust, AV Neighbour Link Society, Eighth Avenue School Backpack Club, Port Alberni Shelter, Alberni Community & Women's Services Society	Wendy	Update to be provided March 13 <sup>th</sup> Board
15.	Feb. 13 <sup>th</sup> COW	Invite Leadership Vancouver Island to make a presentation to the ACRD Board on their Grant-in-Aid Application	Wendy	Decline invitation – forwarded further documentation
16.	Feb. 13 <sup>th</sup> COW	Invite the Industrial Heritage Society to make a presentation to the ACRD Board on the McLean's Mill Grant (what they spend their funds on)	Wendy	Inviting in April 2013
17.	Feb. 13 <sup>th</sup> Board	Forward a letter to Michelle Maillet, Min. of Labour, Citizens' Services and Open Government following up on the response from BC Hydro regarding fibre-optic communication lines to the West Coast	Wendy	Drafting
18.	Feb. 13 <sup>th</sup> Board	The Board approved the Terms of Reference for the Alberni Valley Transportation Committee with the following amendments: Name changed to Alberni-Clayoquot Transportation Committee and add a representative from the West Coast – Advise Port Authority and arrange first meeting of the Comm.	Russell	Referred to Port Alberni Port Authority for comment
19.	Feb. 13 <sup>th</sup> Hospital	Draft two letters for the Chair's signature as follows: <ul style="list-style-type: none"> <li>- Letter to VIHA CEO asking that the Tofino Hospital Helipad location issue be resolved as soon as possible</li> <li>- Chair request a meeting with the Minister of Health Margaret MacDiarmid asap to discuss and support the multi-level residential care facility on the west coast</li> </ul>	Wendy	Done
20.	Feb. 27 <sup>th</sup> Board	Forward a letter to North Island College supporting Wood Tech 21's proposal for the development of the Culture of Wood Institute at the Port Alberni Campus	Wendy	Drafting
21.	Feb. 27 <sup>th</sup> Board	The Board of Directors approved the proposed allocation of \$2.0 million in gas tax monies to the 2013 Regional Water Improvement project as presented with an amendment to use \$45,000 for CCID intake	Russell	In budget

#	Date	Action Item	Assigned to	Target Date/Update
22.	Feb. 27 <sup>th</sup> Board	Proceed immediately to prepare the required engineered drawings for the completion of the Strick Road water main replacement and booster pump, conduct discussions with the City of Port Alberni regarding a regional approach to Alberni Valley water supply and consult with residents of Beaver Creek regarding options and plans for the water system	Andy/ Russell	Engineers preparing design – water agreement discussions ongoing
23.	Feb. 27 <sup>th</sup> Board	Forward a letter to the District of Tofino and District of Ucluelet outlining electoral area directors recommended use of gas tax funds at the Long Beach Airport for well development and effluent treatment and request the Districts' to consider budgeting funds in 2014 for the Long Beach Airport	Russell	
24.	Feb. 27 <sup>th</sup> Board	The Board approved amendments to the 2013 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies and Commissions as presented – Circulate to staff, board and advise outside Committees	Wendy	Done
25.	Feb. 27 <sup>th</sup> Board	The Board approved sending letter requesting that during the national consultation with stakeholders around Section 10.1 of the Fisheries Act, the use of Fish Allocation for Financing Purposes, that the need for west coast salmon habitat restoration and salmon enhancement be included as legitimate activities for the use of fish funds	Robert G.	Drafting
26.	Feb. 27 <sup>th</sup> Board	Bylaw 896-1, Vancouver Island Regional Library District Participation Amendment, 2013 received 3 readings and 2/3 majority consent – forward for approval by the Inspector	Wendy	Forwarded for Inspector approval
27.	Feb. 27 <sup>th</sup> Board	Bylaw E1053-1, Franklin River Road Fire Protection Service Area Amendment, 2013 received 3 readings and Electoral Area Director consent – forward for approval by the Inspector	Wendy	Forwarded for Inspector Approval
28.	Feb. 27 <sup>th</sup> Board	The Board of Directors received the Ring Road Connector – Highway 4 to Franklin River Road Route Study prepared by R.F. Binnie and Associates' - Refer the study to the Transportation Committee	Russell	Done
<b>Finance Department</b>				
29.	Jan. 11/12 COW	Investigate other fuel providers for RD Fleet	Teri	Advertising in process

#	Date	Action Item	Assigned to	Target Date/Update
30.	June 27/12 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
31.	July 11/12 Board	Provide the ACRD Board with a list of ACRD owned assets	Teri	Budget 2013
32.	Feb. 13 <sup>th</sup> COW	Adjust the 2013-2017 ACRD Financial Plan to reflect Grant-in-aid's approved at the COW Meeting	Teri	Done
33.	Feb. 27 <sup>th</sup> Board	Amend the contract with UBCM to allow gas tax funds to be allocated to the Beaver Creek Community Club for upgrades to the hall in the amount of \$25,000.00 and \$45,000 to the Cherry Creek Improvement District for the new water intake	Teri	April 2013
34.	Feb. 27 <sup>th</sup> Board	The Board passed a resolution amending the 2013 – 2017 Alberni-Clayoquot Regional District Financial Plan to reflect allocation of \$45,000 gas tax funds for the CCID water intake improvements – amend the plan	Teri	Done
35.	Feb. 27 <sup>th</sup> Board	The Board gave first reading to the 2013 – 2017 Financial Plan as amended	Teri	Done
<b>Environmental Services Department</b>				
36.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
37.	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
38.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress
39.	April 11/12 BD	Investigate options for dumping land clearing debris on the West Coast	John	In Progress
40.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Andy/ Janice	Increased signage requested – to be discussed next Log Train Trail Adv. Mtg
41.	July 9/12 WC Comm	Investigate options for renting out the new tractor at the Long Beach Airport to the West Coast Communities	Mark/ John	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
42.	Aug. 8/12 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	Janice	Application granted – Requesting extension
43.	Oct. 10/12 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
44.	Oct. 10/12 Board	The Board allocated \$36,500.00 of Gas Tax funding for the Bamfield Water Chlorination project.	Andy/ John	Projects being designed
45.	Feb. 6/13 AV & Bamfield	Provide a report outlining the proposed Waste Management Budget – Feasibility Study Food Waste Composting breaking out study costs, program implementation and ongoing program costs	Andy	Report March 13 <sup>th</sup> Public Consultation
46.	Feb. 6/13 AV & Bamfield	ACRD's Engineer to prepare a report on the Landfill Gas Management Program and feasibility of the program within the AV Landfill	Andy	Preparing
47.	Jan. 23/13 Board	The West Coast Committee passed a resolution instructing staff to proceed with the notice of disposition for the water landing strip at the Long Beach Airport for a 10 year term subject to determining fair market value rent for the lease area	Andy	Proceeding
48.	Feb. 27 <sup>th</sup> Board	The Board authorized the Vancouver Island Region Porsche Club of America to use the North half of Runway 16-34, Apron #2, Taxiways A, B and C at the Long Beach Airport on Friday, May 25 <sup>th</sup> and Saturday, May 26 <sup>th</sup> 2013, to conduct a driver training session and autocross event – Enter into use agreement with the club	Andy/ Janice	Done
<b>Planning Department</b>				
49.	June 1/09	East Bamfield Parking Plan	Mike	Part of OCP review in 2013
50.	June 1/09	Bamfield OCP Review	Mike	Out to agencies for review
51.	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

#	Date	Action Item	Assigned to	Target Date/Update
52.	n/a	Airport Zone Bylaw – Long Beach Airport	Mike	Ongoing
53.	n/a	Alberni Valley OCP Review	Mike	In progress
54.	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
55.	April 11/12 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
56.	July 11/12 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
57.	Nov. 14/12 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, following consultation with the Society, on the role of the ACRD	Mike	Reviewing
58.	Nov. 14/12 Board	Investigate and explore options and implications related to taking over the West Bamfield public port facility from Transport Canada	Mike	Investigating
59.	Feb. 13 <sup>th</sup> Board	The Board passed a resolution instructing staff to proceed with obtaining contract proposals for a Regional Park Plan – Proceed	Mike	Adverse RFP
60.	Feb. 13 <sup>th</sup> Board	The Board passed a resolution to place a notice on title on 10976 Taylor Arm Drive, Lot 29, District Lot 622, Clayoquot District, Plan 12452 – Proceed to place notice on title	Mike	Done
61.	Feb. 27 <sup>th</sup> Board	Forward a letter to the province requesting discussion regarding the need for private land harvesting and the cumulative effect with regards to watersheds	Mike	Drafting
62.	Feb. 27 <sup>th</sup> Board	Forward the request from Mr. John Mass for the development of a pedestrian and cycle path between the Village of Anacla and Bamfield to the Regional Parks planning process and forward a thank you letter to Mr. Mass	Mike	Done
63.	Feb. 27 <sup>th</sup> Board	The Board of Directors award Hometown Automotive Ltd. the ACRD vehicle maintenance contract for two-years	Rob	Done

#	Date	Action Item	Assigned to	Target Date/Update
		commencing March 1, 2013 – award contract		

Issued: March 8, 2013