



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, MAY 8, 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 – April 24, 2013</b>	<b>6-13</b>
<i>THAT the minutes of the Board of Directors meeting held on April 24, 2013 be adopted.</i>	
5. <b><u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS</u></b>	
a. <b>Mr. Mike Wansink, President and Ms. Joan Miller, Film Commissioner, Vancouver Island North Film Commission regarding Update on Infilm Activities.</b>	
<i>THAT Mr. Wansink, President and Ms. Joan Miller, Film Commissioner, Vancouver Island North Film Commission be invited to address the Regional District Board.</i>	
6. <b><u>CORRESPONDENCE FOR ACTION</u></b>	
a. <b>REQUEST FOR CONSIDERATION</b>	<b>14-16</b>
Alberni Valley Chamber of Commerce, April 26, 2013, Regarding a Request for the Regional District to Consider a Purchase of Property.	
<i>(Board Direction Requested to Investigate Further)</i>	
b. <b>APPLICATION FOR COMMUNITY TO COMMUNITY FORUM</b>	<b>17-24</b>
Union of British Columbia Municipalities, April 29, 2013, Regarding Applications Now Being Accepted for 2013/2014 Community to Community Forum	

*(Board Direction)*

**7. CORRESPONDENCE FOR INFORMATION**

- |    |  |              |
|----|--|--------------|
| a. | <b>ALBERNI VALLEY FLYING CLUB</b>  | <b>25</b>    |
|    | Invitation to Attend Open House on June 23, 2013                         |              |
| b. | <b>CANADA POST</b>   | <b>26</b>    |
|    | Response to April 11 <sup>th</sup> Letter                                |              |
| c. | <b>UNION OF BRITISH COLUMBIA MUNICIPALITIES</b>                          | <b>27</b>    |
|    | 2013 Provincial Election Platform  |              |
| d. | <b>ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES</b>           | <b>28-46</b> |
|    | 2013 14 AVICC Executive/2014 Convention/2013 Resolutions Session         |              |
| e. | <b>ISLAND COASTAL ECONOMIC TRUST</b>                                     | <b>47-48</b> |
|    | ICET Announces Funding Support for Sayward Economic Development Strategy |              |

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

**8. REQUEST FOR DECISIONS & BYLAWS**

- |    |                             |              |
|----|-----------------------------|--------------|
| a. | <b>REQUEST FOR DECISION</b> | <b>49-74</b> |
|    | Finance Warrant No. 528     |              |

*THAT the Board of Directors approves Finance Warrant Number 528 in the amount of \$1,085,747.67 dated April 30, 2013.*

- |    |  |           |
|----|--|-----------|
| b. | <b>ADMINISTRATIVE MEMO</b>             | <b>75</b> |
|    | Regional Parks Plan Steering Committee |           |

*THAT the Board instructs staff to advertise in Bamfield, the West Coast, and the Alberni Valley for volunteers to sit on the steering committee for the Regional Parks plan.*

- |    |  |              |
|----|--|--------------|
| c. | <b>REQUEST FOR DECISION</b>                          | <b>76-90</b> |
|    | North Island 9-1-1 Corporation Articles - Amendments |              |

*THAT the Regional District of Alberni-Clayoquot is in favour of executing the special resolution (appendix 'A') to make select alterations to the Articles of North Island 9-1-1 Corporation, as recommended by Singleton Urquhart LLO AND FURTHER THAT a waiver of notice (appendix 'B') be executed.*

- |    |   |              |
|----|---|--------------|
| d. | <b>REQUEST FOR DECISION</b>   | <b>91-98</b> |
|    | Pacific Western Transportation Service Project Regional Transit Feasibility Study |              |

*THAT the Board of Directors approve the Pacific Western Transportation Service*



- a. **DPC13001, CANADIAN SKYLINE HOTELS LTD, BLOCK B OF DISTRICT LOT 117-121**  
**483, CLAYOQUOT DISTRICT**  
Development Permit Application – Report and Permit

*THAT the Board of Directors pass a resolution to issue development permit DPC13001.*

- b. **SC12006, CANADIAN SKYLINE HOTELS LTD, BLOCK B OF DISTRICT LOT 122-125**  
**483, CLAYOQUOT DISTRICT**  
Minimum Parcel Frontage Waiver Request – Memorandum

*THAT the Board of Directors grant the Minimum Parcel Frontage Waiver.*

## 9.2 ALL DIRECTORS

- a. **MISC13007, COMOX VALLEY REGIONAL DISTRICT OFFICIAL 126**  
**COMMUNITY PLAN AMENDMENT REFERRAL**  
OCP Amendment Bylaw Referral Request – Memorandum

*THAT the Board of Directors direct planning staff to respond to the CVRD's Official Community Plan amendment bylaw referral request as "Interests Unaffected".*

## 10. REPORTS

### 10.1 STAFF REPORTS

- a. CAO Report – April 30, 2013 **127**  
b. Planning & Development Manager Report – May 1, 2013 **128**  
c. Financial Manager Report – May 2, 2013 **129**  
d. Environmental Services Department Report – May 3, 2013 **130-131**  
e. Staff Action Items Report – May 2, 2013 **132-135**

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

### 10.2 COMMITTEE REPORTS

- a. **Alberni-Clayoquot Transportation Committee – May 2, 2013**  
J. McLeman (Verbal)

*THAT this verbal report be received.*

### 10.3 OTHER REPORTS

- a. **Alberni Valley Chamber of Commerce – Minutes from the April 25, 136-142**  
**2013 Board of Directors Meeting**

*THAT this report be received.*

11. **UNFINISHED BUSINESS**

12. **LATE BUSINESS**

13. **QUESTION PERIOD**

14. **IN CAMERA**

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

*i. Labour or other employee relations;*

*ii. Litigation or potential litigation affecting the Regional District.*

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

16. **ADJOURN**

**Next Board of Directors Meeting: Wednesday, May 22, 2013, 1:30 PM**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, APRIL 24, 2013 1:30 PM

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

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### DIRECTORS

Cindy Solda, Chairperson, City of Port Alberni

### PRESENT:

Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)

Eric Geall, Electoral Area "A" (Bamfield)

Mike Kokura, Electoral Area "B" (Beaufort)

Tony Bennett, Electoral Area "C" (Long Beach)

John McNabb, 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, YuułuꞀiꞀꞀath Government

### REGRETS:

Andy Daniel, Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

### STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Shelli Lyle, Administrative Assistant

### 1. CALL TO ORDER

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

### 2. APPROVAL OF AGENDA

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the agenda be approved as circulated with the changing of the RCMP update Item 10.3a moving to Petitions, Delegations and Presentation Item 5.c.*

**CARRIED**

Director Cote entered the meeting at 1:34 pm

Director Banton entered the meeting at 1:36 pm

Director Jack entered the meeting at 1:38 pm

**3. DECLARATIONS**

**4. ADOPTION OF MINUTES**

**a. Board of Director Meeting – April 10, 2013**

*MOVED: Director Kokura*  
*SECONDED: Director McNabb*

*THAT the minutes of the Board of Directors Meeting held on April 10, 2013 be adopted.*

**CARRIED**

**b. West Coast Committee Meeting – April 10, 2013**

*MOVED: Director Bennett*  
*SECONDED: Director Kokura*

*THAT the minutes of the West Coast Committee meeting held on April 10, 2013 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Presentation – Nigel Sutton, Building Inspector – 5 Years of Service.**

Mr. Nigel Sutton, Building Inspector with the Alberni-Clayoquot Regional District, was presented a gift of recognition for five years of service.

**b. Mr. Reid Robinson, representing Save Our Valley Alliance – Public Education and Alberni Environmental Coalition.**

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

*THAT Mr. Reid Robinson be invited to address the Regional District Board.*

**CARRIED**

Mr. Robinson explained protection of our water and water ecosystems must be improved. Two key water act reform recommendations to better protect BC's water ecosystem are: include the term karst in the BC Water Act's definition for stream and provide regional support for integrated watershed management and shared water governance. Mr. Robinson asked the board to support the initiative to have karst identified in legislation.

**c. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, Monthly Report**

*MOVED: Director Geall*

*SECONDED: Director Kokura*

*THAT Inspector Mac Richards, Port Alberni RCMP Detachment be invited to address the Regional District Board.*

**CARRIED**

Inspector Richards provided an overview and reported on specific initiatives; relationship violence, traffic and crime reduction. Inspector Richards answered questions from Directors.

**6. CORRESPONDENCE FOR ACTION**

**a. Port Alberni & District Labour Council, March 20, 2013, regarding April 28<sup>th</sup> – National Date of Mourning.**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the Alberni-Clayoquot Regional District proclaim April 28, 2013 National Day of Mourning in recognition of workers who are killed or injured while on the job, purchase a floral arrangement for \$30.00 and designate Director McLeman to speak on behalf of the Board and notify the BC Forest Safety Council.*

**CARRIED**

**7. CORRESPONDENCE FOR INFORMATION**

**a. ALBERNI VALLEY CHAMBER OF COMMERCE**

Thank you for 2013 Grant-In-Aid

**b. ALBERNI VALLEY SOCIAL PLANNING COMMITTEE**

Invitation to attend a Social Planning Development Plan Workshop

**c. GAS TAX PROGRAM SERVICES**

Notice of Amendment to Community Works Fund Agreement

**d. VANCOUVER ISLAND NORTH FILM COMMISSION**

Thank you for 2013 Grant-In-Aid

**e. BRITISH COLUMBIA FERRY CORPORATION**

British Columbia Ferry Corporation and Fiscal Fairness for Ferry-Dependent Communities – Executive Summary January 2013

**f. UNION OF BRITISH COLUMBIA MUNICIPALITIES**

UBCM Resolutions Dealing with Fisheries Issues

**g. ENVIRONMENTAL OPERATORS CERTIFICATE PROGRAM**

Facility Reclassification – Beaver Creek Water Distribution System

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

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

**CARRIED**

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

### **a. ADMINISTRATIVE MEMORANDUM** Finance Warrant No. 527

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

*THAT the Board of Directors approves Finance Warrant Number 527 in the amount of \$543,867.86 dated March 31, 2013.*

**CARRIED**

### **b. REQUEST FOR DECISION** Regional Parks Plan

Director Bennett left the meeting at 2:12 pm due to a potential conflict of interest.

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

*THAT the Regional Board accept the Regional Parks Plan Proposal for the Alberni-Clayoquot Regional District submitted by Valhalla Trails Ltd. in the amount of \$31,675.00 before applicable taxes.*

**CARRIED**

Director Bennett re-entered the meeting at 2:35 pm.

## **9. PLANNING MATTERS**

### **a. RE13001, STREICHSBIER, WILLOW ROAD** Rezoning Application – Report and Bylaws P1307 & P1308

*MOVED: Director McNabb*  
*SECONDED: Director Banton*

*THAT the Board of Directors receive the staff report and concur with staff recommendations.*

**CARRIED**

*MOVED: Director McNabb*

*SECONDED: Director Kokura*

*THAT Bylaw P1307, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Banton*

*SECONDED: Director Bennett*

*THAT Bylaw P1308, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a first time.*

**CARRIED**

*MOVED: Director Bennett*

*SECONDED: Director Banton*

*THAT the public hearing for Bylaws P1307 and P1308 be delegated to the Director for Electoral Area "E", the Alternate Director, the Director for Electoral Area "F", the Alternate Director, or the Chairperson of the Regional Board.*

**CARRIED**

## **10. REPORTS**

### **10.1 STAFF REPORTS**

- a. Staff Action Items Report – April 18, 2013
- b. Building Inspectors Report – March 2013
- c. Meeting Schedule - May 2013
- d. Financial Statements – March 31, 2013

*MOVED: Director Kokura*

*SECONDED: Director Irving*

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

**CARRIED**

### **10.2 COMMITTEE REPORTS**

### **10.3 MEMBER REPORTS**

- a. **RCMP Update (written)** – received as a delegation
- b. **9-1-1 Corporation – C. Solda** - No report

- c. **Vancouver Island Regional Library - P. Cote** - No report
- d. **Central West Coast Forest Society – T. Bennett**  
Director Bennett reported he attended the fundraiser for the restoration of Kennedy Flats which raised \$5000.
- e. **Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda** - No Report
- f. **Alberni Valley Chamber of Commerce – C. Solda**  
Director Solda reported the AVCC held their Annual Awards night last week and the next AVCC meeting is Thursday April 25<sup>th</sup>
- g. **Coastal Communities Network – T. Bennett/B. Irving/C. Solda**  
Director Bennett reported UBCM is working with Gary MacIssac, a staff member at UBCM to bring the concept of a coastal forum forward to the UBCM.
- h. **West Island Woodlands Advisory Group – J. Jack/L. Banton** - No report
- 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**  
Director Solda reported the Board attended the AVICC conference in Sooke. Since the conference there was a conference call to discuss the issues for the June meeting agenda. At the June meeting they will prioritize the issues.
- m. **Beaver Creek Water Advisory Committee – J. McNabb** - No report
- n. **Other Reports**  
Director Banton reported that a few Directors attended the April 17 Western Forest Products Town Hall meeting with Mr. Don Demens, CEO. Mr. Demens explained the future for the mills in the valley and that there may be issue trying to keep both APD and Somass divisions supplied with enough fiber as there is a shortage of cedar.  
  
Director Cote reported that a few Directors met with members of the Private Managed Forest Land Council at the Association of Vancouver Island and Coastal Communities Annual General Meeting. Discussions included watersheds, drinking water turbidity, harvesting around watersheds and environmental standards not being protected.

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

*That staff forward a letter to Private Managed Land Forestry Council thanking them for the meeting and invite them to tour our area with staff representation.*

**CARRIED**

Director Geall reported he and Director Banton attended the Economic Development Essentials for Local Leaders Workshop. The workshop focused on how to further community's economic development goals and objectives. Director Banton reported there is a strong argument for a regional strategy and the need to explore options and synergies to benefit the whole region.

*MOVED: Director Kokura*

*SECONDED: Director Geall*

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

**CARRIED**

#### **Economic Development Manager- Pat Deakin**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT Mr. Pat Deakin, City of Port Alberni Economic Development Manager be invited to address the Regional District Board.*

**CARRIED**

Mr. Pat Deakin, City of Port Alberni Economic Development Manager discussed the possibility of a day for economic discussions with the regional board member. A meeting with the AV Electoral Area Directors will be organized to discuss economic development and a meeting with the Westcoast Aquatic is being held on May 8<sup>th</sup> focusing on the marine sector.

### **11. UNFINISHED BUSINESS**

### **12. LATE BUSINESS**

#### **a. Transportation Committee Meeting**

*MOVED: Director Irving*

*SECONDED: Director Cote*

*THAT a meeting of the Alberni Clayoquot Transportation Committee be organized for May 2<sup>nd</sup>.*

**CARRIED**

### **13. QUESTION PERIOD**

**14. ADJOURN**

*MOVED: Director Bennett*

*SECONDED: Director Kokura*

*THAT this meeting be adjourned at 3:45 pm.*

**CARRIED**

Certified Correct:

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Cindy N. Solda,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



Friday, April-26-13

Alberni Clayoquot Regional District  
Cindy Solda Chairperson  
Board of Directors  
3008 5<sup>th</sup> Ave.  
Port Alberni, BC  
V9Y 2E3

Dear Ms Solda & Board of Directors:

As you may be aware the Alberni Valley Chamber of Commerce has successfully completed a subdivision of our property thus permitting us to sell the portion identified as: Lot 2, District Lot 136, Plan 12352. Please see attachment.

Our objective in selling this property is to utilize the funds from it to address all or part of our mortgage held by Community Futures and in turn focus on additional improvements to our building including potential landscaping and/or interpretive features designed to enhance the community as a whole.

We have investigated the potential listing of the property through our network of Real Estate Advisors and in turn we have received a number of different strategies from them with respect to pricing, marketing etc.

Our longer term concern about this is that the sale could result in further subdivisions of the property designed to place residential holdings and/or other less desirable uses. We admit to some concern about the potential for billboard advertising and other such uses were it purchased for that reason.

We have since considered both the City of Port Alberni and the Regional Districts as potential purchasers for the property. We understand that some thought has been considered to enhance the overall entrance to the community and certainly that lot could be a valuable piece of land for any sort of improvement. Our board has visualized the potential of a large traffic circle and/or a pull off similar to what is now in Qualicum Beach. Both ideas may merit your consideration.

2533 Port Alberni Hwy  
Port Alberni, BC V9Y 8P2  
Tel: 250.724.6535  
Fax: 250.724.6560

office@albernichamber.ca

As our real goal is to consider the best interests of the community at large we are fully prepared to work with you in determining a fair price that meets the needs of all concerned.

In closing we would be pleased to further discuss the potential for the site at a regular meeting or to a committee at your convenience.

Thanks in advance for your consideration;

Yours truly,



Bill Collette  
Executive Director  
Alberni Valley Chamber of Commerce  
2533 Port Alberni Highway  
Port Alberni, BC  
V9Y 8P2

[bill@albernichamber.ca](mailto:bill@albernichamber.ca)

# SUBDIVISION PLAN OF PART OF LOT 2, DISTRICT LOT 136, ALBERNI DISTRICT, PLAN 12352 EXCEPT PART IN PLAN 2051RW.

EPP27639

BCGS 92F.027

50 metres

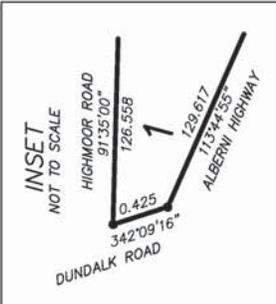
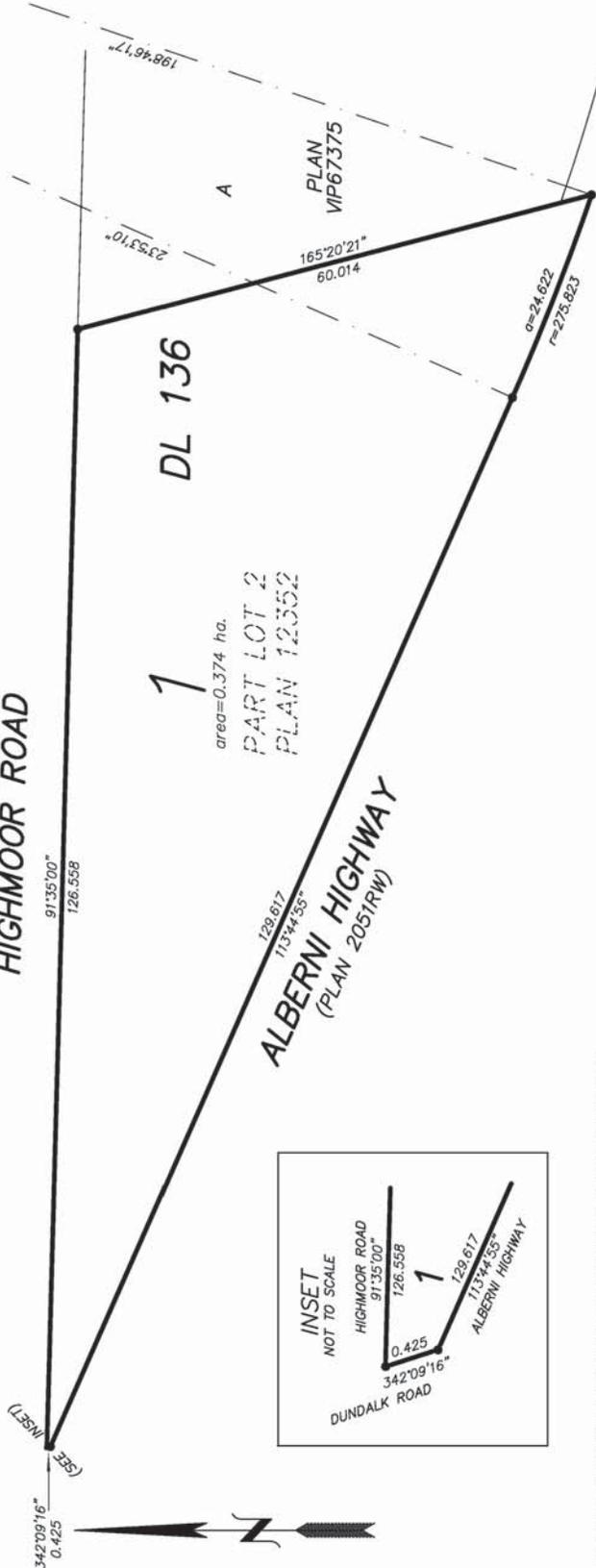


The intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1 : 500.

**LEGEND:**

- denotes Standard Iron Post placed.
- denotes Standard Iron Post found.

All distances hereon are in metres and decimals thereof and are horizontal ground-level distances. Bearings are astronomic and derived from Plan 12352.



A covenant in favour of the Minister of Transportation and Infrastructure pursuant to Section 219 of the Land Title Act is a condition of approval for this subdivision.

This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure.

This plan lies within the Alberni-Clayoquot Regional District.

ACRES & POLLOCK,  
B.C. LAND SURVEYORS,  
PORT ALBERNI, B.C.,  
PHONE: - 250 723 5412,  
EMAIL: apbls@shaw.ca  
FILE: - 14.251.

The field survey represented by this plan was completed by David Michael Pollock, BCLS on the 21st day of January, 2013.



## Community to Community Forum

**Applications are currently being accepted for this program.**

In January 1997, the Union of British Columbia Municipalities and the First Nations Summit jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. The success of the event was due to a spirit of goodwill and an open exchange of concerns, ideas, and constructive viewpoints. There was consensus among the participants that regional C2C Forums should be supported.

From 1999 to 2011/12, the provincial Ministry of Community, Sport & Cultural Development and Aboriginal Affairs and Northern Development Canada provided funding for the C2C program. Provincial funding has continued to support the program in 2012/13 and 2013/14. In this time more than 400 Regional C2C Forums have been held in communities across the province.

### 2013/14 Regional C2C Program

Applications are now being accepted for the 2013/14 C2C program.

- 2013/14 Program & Application Guide [PDF - 176 KB]
- 2013/14 Application Form [DOC - 105 KB] - Deadline: May 31, 2013
- 2013/14 Final Report Form [DOC - 276 KB] - Due within 30 days of event and no later than April 30, 2014

### 2012/13 Regional C2C Program (Summer)

Approved applicants should refer to the program guide for progress and final report requirements.

- 2012/13 (Summer) Program & Application Guide [PDF - 188 KB]
- 2012/13 Final Report Form [DOC - 284 KB] - Due within 30 days of event and no later than April 30, 2013

### Additional Information

- Guide to Community to Community Forums in BC [PDF - 565 KB]
- Community to Community Forum Program Status Report 1999-2009 [PDF - 317 KB]
- 2006/07 C2C Status Report - August 2007 [PDF - 427 KB]

### Contact Information

For more information, contact Local Government Program Services at (250) 356-5134 or [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or contact Colin Braker at the First Nations Summit at (604) 926-9903 or [cbraker@fns.bc.ca](mailto:cbraker@fns.bc.ca)

### Follow Us On

- Twitter: @ubcm



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## Regional Community to Community Forum Program

E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

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### 2013/14 Program & Application Guide

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#### 1. What is a Regional Community to Community Forum?

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##### Background

In January 1997, the Union of British Columbia Municipalities (UBCM) and the First Nations Summit (FNS) jointly organized the first province-wide Community to Community (C2C) Forum. This event brought together First Nations and local governments from across BC to discuss common goals and opportunities for joint action. The success of the event was due to a spirit of goodwill and an open exchange of concerns, ideas, and constructive viewpoints. There was consensus among the participants that regional C2C Forums should be supported.

From 1999 to 2011/12, the provincial Ministry of Community, Sport & Cultural Development and Aboriginal Affairs and Northern Development Canada provided funding for the C2C program. Provincial funding has continued to support the program in 2012/13 and 2013/14. In this time more than 400 Regional C2C Forums have been held in communities across the province.

##### Goals & Objectives

The goal of a Regional C2C Forum is to increase understanding and to improve overall relations between First Nations and local governments. The events are intended to provide a time and place for dialogue on issues of common responsibility or interest.

To qualify for funding, a C2C Forum must include dialogue between neighbouring First Nation and local government elected officials and must work toward one or more of the following objectives:

- Educating and informing the participating governments about current issues in relationships between the First Nations and local governments.
- Providing a forum for dialogue on a specific concern or topical issue.
- Strengthening relationships and fostering future co-operative action by building stronger links between First Nation and local government elected officials and staff.
- Determining opportunities for future collaboration and joint action.

## 2. The C2C Forum Grant

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Grants under the Regional C2C Forum program are modest: the maximum grant is \$5,000 and the applicant is required to provide fifty percent (50%) of the total eligible costs for the forum in cash or in-kind.

### Eligible Applicants

Funding permitting, any municipality, regional district or First Nation government (e.g. Band or Tribal Council) may apply to host a Regional C2C Forum. First time and repeat applicants (i.e. those who received funding in previous years) are eligible. The C2C Forum program is not connected to the treaty process and First Nation applicants are not required to be in the treaty process in order to participate or apply.

### Eligibility Criteria

- Events must include participation by elected officials from both First Nation(s) and local government(s).
- The date of the event or events must be set and provided to UBCM.
- Willingness of the partnering community to participate in the event must be confirmed and provided to UBCM in writing.
- The communities engaging in dialogue must be neighbouring. However, “neighbouring” may mean in the vicinity of, but not necessarily immediately adjacent to.
- Events must occur on or before March 31, 2014.

## 3. Planning an Event

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### Length and Format

Event length and format are up to the applicant. In some cases, a day-long event may be preferred to allow participants sufficient time to meet each other and work together to generate ideas and plans for future activities. In situations where the participants do not know one another, an “ice-breaker” event, such as an introductory dinner or reception, may be useful.

### Organization and Facilitation

Experience has shown that a major challenge in organizing a C2C Forum is finding adequate staff time and resources. Many previous applicants have found that contracting the services of a professional facilitator/event organizer can assist in planning and convening the forum, as well as completing the Final Report form needed to satisfy the requirements of the program.

### Topic Ideas

For information and ideas on theme areas that could be the focus of a forum, see Table 1. The following documents may also be helpful:

- *1999 – 2009 Community to Community Forum Status Report.*
- *Guide to Community to Community Forums in British Columbia.*
- Final reports of recent Regional C2C Forums held throughout the province and previous province-wide C2C Forums.

Table 1: Possible Dialogue Topics

<p><b>Relationship Building</b></p> <ul style="list-style-type: none"> <li>• Joint Council meetings</li> <li>• Regional representation</li> <li>• Protocols and agreements</li> <li>• Dispute resolution</li> <li>• History and awareness</li> <li>• Staff communications</li> </ul>	<p><b>Economic Development</b></p> <ul style="list-style-type: none"> <li>• Improving regional and local economies</li> <li>• Joint interests/initiatives</li> <li>• Community economic development</li> </ul>	<p><b>Infrastructure Planning</b></p> <ul style="list-style-type: none"> <li>• Harmonization and communication</li> <li>• Future needs assessment</li> <li>• Joint development</li> </ul>
<p><b>Land Use &amp; Resources</b></p> <ul style="list-style-type: none"> <li>• Land use planning/management</li> <li>• Sustainability planning</li> <li>• Access to resources</li> <li>• Environmental protection</li> </ul>	<p><b>Community Development</b></p> <ul style="list-style-type: none"> <li>• Age- and accessibility-friendly communities</li> <li>• Youth engagement</li> <li>• Climate action</li> <li>• Capacity building</li> </ul>	<p><b>Service Delivery</b></p> <ul style="list-style-type: none"> <li>• Harmonization of services</li> <li>• Cost effectiveness</li> <li>• Joint planning/coordination</li> <li>• FireSmart communities and wildfire prevention</li> </ul>

#### 4. Applying for C2C Funding

##### 2013/14 Application Deadlines

Funding permitting, the Regional C2C program is administered over the course of the fiscal year (April 1 to March 31) and a minimum of two calls for applications are announced each year – generally in the spring and fall.

The first application deadline for the 2013/14 program is Friday, May 31, 2013. Applicants will be notified of the status of their application by June 21, 2013. Information on subsequent application deadlines will be available on UBCM’s website.

##### Application Requirements

The Application Form must be completed and submitted with the required attachments. This form is available on the UBCM website and a sample completed Application Form is included as Appendix A.

Send applications as an e-mail attachment to [lgps@ubcm.ca](mailto:lgps@ubcm.ca). All attachments should be sent as Word or PDF files and your e-mail should note “RC2C Forum Program Application” in the subject header.

##### Information on the Budget

An itemized draft budget must be submitted with the Application Form and indicate that a minimum of 50% of the total eligible event cost will be covered by the applicant (in cash or in-kind).

Please review the following important considerations before completing the budget and submit a budget in the same format as the sample budget below:

- An in-kind contribution is one for which no money is paid directly, such as the use of facilities.
- Travel expenses will only be paid for travel between communities, not within communities. Mileage estimates are required for vehicle travel.

- Gifts are not eligible expenditures and honoraria for elders will be considered only when the elder is a scheduled speaker. If honoraria are included in the budget, please provide a description of the role(s) of the recipients of the honoraria in the forum.
- Cultural performances are not eligible expenditures.
- If the application is for more than one event, itemized budgets are required for each separate event.

Table 2: Sample Budget

<b>Budgeted Expenditures</b>	C2C Funding Request	Applicant Contribution (cash or in-kind)
Event organization (invitations, agendas, staff time, etc)		\$750
Dinner for 75 people at \$25/person	\$1,875	
Facilitation services	\$1,000	\$500
Guest Speakers	\$250	\$400
Facilities Rental		\$800
Transportation (80 km)	\$25	
Preparation of materials – printing costs for informational materials		\$300
Final report production and printing		\$550
Contingency	\$150	
<b>TOTAL</b>	<b>\$3,300.00</b>	<b>\$3,300.00</b>

Budgets are approved as part of the application and any significant changes to a budget must be approved before an event takes place. Applicants are responsible for any cost over-runs unless a new budget is submitted and approved before an event takes place.

## 5. Approval Process

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When an application is received, UBCM staff will review it to ensure it is complete. UBCM and the First Nations Summit will then review all complete applications.

Funding permitting, once a Regional C2C Forum application is approved fifty percent (50%) of the total approved grant will be sent to the applicant with the Terms & Conditions of the grant. An Information Brochure will also be sent for distribution at the event.

## 6. Submitting Your Final Report

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In order to receive the final payment of the grant, the Final Report Form must be completed and submitted with the required attachments within 30 days of C2C events, and no later than April 30, 2014.

Financial summaries should be submitted in the same format as the sample summary below.

Please submit all documents as Word or PDF files and all digital photos or images as JPEG files.

Table 3: Sample Financial Summary

<b>Expenditures</b>	<b>Budgeted</b>	<b>Actual</b>
Event organization (invitations, agendas, staff time, etc)	\$750	\$625
Dinner for 75 people at \$25/person	\$1,875	\$1,575
Facilitation services	\$1,500	\$1,500
Guest Speakers	\$650	\$650
Facilities Rental	\$800	\$800
Transportation (80 km)	\$25	\$55
Preparation of materials – printing costs for informational materials	\$300	\$250
Final report production and printing	\$550	\$550
Contingency	\$150	
<b>TOTAL</b>	<b>\$6,600.00</b>	<b>\$6,005.00</b>

Please note that 'Contingency' is not an eligible final expense and any expenditures made from the funds allocated to contingency in the budget should be allocated to the appropriate line item in the financial summary.

## 7. Contact Information

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For information on the C2C Forum program, the application or selection process, final reporting, or to submit an application or final report please contact:

Local Government Program Services  
 Union of BC Municipalities  
 525 Government Street  
 Victoria, BC, V8V 0A8  
 Tel: (250) 356-5134  
 Email: lgps@ubcm.ca

For information on the C2C Forum program or the First Nations Summit please contact:

Colin Braker  
 First Nations Summit  
 #1200 - 100 Park Royal South  
 West Vancouver, BC V7T 1A2  
 Tel: (604) 926-9903  
 Email: cbraker@fns.bc.ca



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**First Nations Summit & UBCM**

**Regional Community to  
Community Forum**



E-mail: [lgps@ubcm.ca](mailto:lgps@ubcm.ca)

Mail: 525 Government Street, Victoria, BC, V8V 0A8

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**2013/14 APPLICATION FORM**

Please complete and return this by **Friday, May 31, 2013** for forums to be held before March 31, 2014. Thank you in advance for your cooperation. Please type directly in this form or print and complete. Use additional space or pages wherever required.

Questions? Contact UBCM at [lgps@ubcm.ca](mailto:lgps@ubcm.ca) or (250) 356-5134.

**Applicant Information**

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**Applicant:** Regional District of Beverly Hills, BC

**Mailing Address:** 123 Beverly Road,  
Pleasantville, BC, V2V 2V2

**Contact Person:** John Smith

**Position:** Director of Planning

**Phone:** (250) 123-1234

**E-mail:** [john.smith@rdbh.bc.ca](mailto:john.smith@rdbh.bc.ca)

**1. DESCRIPTION.** Please provide a description of the proposed event. If more than one event is proposed, please include a rationale for multiple events and a description of each event.

As this event will be the first time for local government and First Nations community leaders within the RDBH to meet as one group, an "ice breaker" dinner is proposed. Following this, we will break into smaller groups to discuss a series of questions on common concerns, how our organizations operate and how we can communicate better.

**2. OBJECTIVES.** Please describe what you hope the forum will achieve.

The main objective of the first C2C Forum is to establish communication between First Nations and local governments in our region. Included will be discussion on areas of common concern, activities and functions (how we operate), and protocol for effective communications (between both elected officials and staff).

**3. PROPOSED PARTICIPANTS.** Please attach an additional page if required.

- First Nation(s): Redwood Tribal Council, Fern First Nation, Blackford First Nation
- Local Government(s): RDBH, District of Blackford, City of Pleasantville and Town of Beverly
- Other Participants: Blackford Health Authority, Pleasantville Community Association

**4. DATE(S).** Please note: funding will not be advanced until date is set.

We have tentatively scheduled the forum for February 1, 2013.

**5. INTENDED OUTCOMES & DELIVERABLES** (e.g. plans for future meeting dates, future joint action/collaboration, next steps, etc.)

Outcomes that are expected include: a plan for future meetings; identification of common areas of interest and next steps; and a greater understanding of each entity's function, goals and values.

**6. COMMUNICATION PLANS.** *Each application must identify which of the following strategies will be utilized to meet the C2C Forum Program communication requirement:*

- Report at meeting of full band council, municipal council and/or regional district board.*
- Posting of event materials on respective websites and UBCM website.*
- Release of news release and/or reports to the media.*
- Other: The proceedings of the event will be recorded in a report, which will be sent to UBCM upon completion. A news release will be sent to our local newspaper, *The Town Crier* after the event.*

**7. CONFIRMATION OF PARTNERS.**

*Please attach written confirmation from each invited local government and/or First Nation that their elected leaders have agreed to attend the planned C2C Forum. Confirmation can be in the form of a letter or e-mail and a council or band resolution is not required. Written confirmations can be submitted after the application, but are needed in order for grant approval.*

**8. BUDGET.** Amount of Request: \$3,300.00

*Please review the 'Information on the Budget' in Section 4 of the Program & Application Guide and submit a budget in the same format as the sample budget. Attach the completed budget to this application.*

**9. REPEAT APPLICANTS ONLY.** *Repeat applicants must include all the information required by first time applicants (sections 1 – 7 above) as well as the following information:*

**Date of Last Forum:** October 2, 2011

**Progress:** *Please describe any improvements in the First Nation/local government relationship since your last C2C event and how the proposed event would build on the results of previous forums.*

Since our last event in 2011, the RD and the First Nation have continued discussions on servicing. The First Nation participated in the City's annual festival and we set up a joint committee to look at regional recreation needs. Our proposed event will help us identify new opportunities for partnering.

SAMPLE

**From:** Chris & Jan Duncan <[kyunim@shaw.ca](mailto:kyunim@shaw.ca)>

**Date:** 29 April, 2013 2:36:04 PM PDT

**To:** [cindysolda@me.com](mailto:cindysolda@me.com), [regionaldirector@mybamfield.com](mailto:regionaldirector@mybamfield.com), [mikekokura@shaw.ca](mailto:mikekokura@shaw.ca), [tonben1@telus.net](mailto:tonben1@telus.net), "<[COTEART@SHAW.CA](mailto:COTEART@SHAW.CA)>" <[COTEART@SHAW.CA](mailto:COTEART@SHAW.CA)>, [pard54@hotmail.ca](mailto:pard54@hotmail.ca), [lyleprice@shaw.ca](mailto:lyleprice@shaw.ca), [john.i@huyayht.org](mailto:john.i@huyayht.org), [jmcin@shaw.ca](mailto:jmcin@shaw.ca), [osborne@tofino.ca](mailto:osborne@tofino.ca), [birving@ucluelet.ca](mailto:birving@ucluelet.ca), [al.mccarthy@ufn.ca](mailto:al.mccarthy@ufn.ca), [rdyson@acrd.bc.ca](mailto:rdyson@acrd.bc.ca), [adaniel@acrd.bc.ca](mailto:adaniel@acrd.bc.ca)

**Subject:** Alberni Valley Regional Airport Open House

Cindy Solda, Chair of Alberni Valley Regional District.

Hi Cindy, this is an invitation to you and your board to attend the 2<sup>nd</sup> annual Alberni Valley Regional Airport Open House. The event is scheduled for 23 June 10:00am to 4:00 pm. The A.V. flying club is hosting the event. This could be an opportunity for the regional district to have an information booth. We are inviting the general public to come and experience the airport. There will be aircraft on display. We are also inviting the public to a draw for airplane rides. Could be a great place to announce that you are going ahead with the GPS landing system? The idea is to showcase the airport and get people aware and thinking about how the airport can become an economic generator for the Valley.

Thanks Chris Duncan, Alberni Valley Flying Club.



Ms Cindy N. Solda  
Chairperson  
Alberni-Clayoquot Regional District  
3008 Fifth Ave  
PORT ALBERNI BC V9Y 2E3

April 25, 2013

**R.E.: Potential closure of Port Alberni (Station A) Post Office – 5010 – 5262 Argyle Street – Port Alberni**

Dear Ms. Solda:

Thank you for your letter of April 11, 2013 regarding the potential closure of the Port Alberni (Station A) Post Office. I have noted your concerns and wanted to take the opportunity to further clarify the situation.

Like other service providers, we conduct regular reviews of our operations across the country. We want to ensure the service we are providing is appropriate and meets our customers' postal needs.

While our costs continue to rise, the decline in lettermail volumes is accelerating rapidly. Canadians and Canadian businesses mailed almost one billion fewer letters in 2012 than they did in 2006. This has impacted our financial situation significantly. As a result, Canada Post is going through a major transformation to meet the rapidly changing needs of Canadians, to be financially self sufficient and to stay relevant. We pay for our operations and obligations through the products and services we provide, not with taxpayer dollars. Changes are necessary as part of our response to the decline of mail volumes and being able to offer affordable services to all Canadians.

As you know, Canada Post is currently undertaking a one-month public consultation process before deciding whether or not to close the post office. Rest assured we will carefully review all the feedback before making a final decision.

Again, thank you for writing. While we must regrettably decline your invitation to attend a board of directors meeting, we remain committed to ensuring the community continues to receive the best possible postal service.

Sincerely,

Tom Creech  
Operations Communications

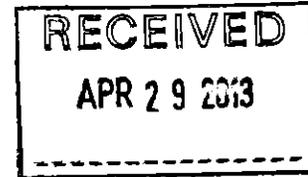


Union of BC Municipalities  
Suite 60 10551 Shellbridge Way  
Richmond, BC, Canada V6X 2W9

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

April 26, 2013

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



Dear Chair Cindy Solda and Board:

The 2013 Provincial election provides an opportunity for local governments to engage with candidates about the broad priorities shared by BC communities.

Last month, the Union of BC Municipalities released our 2013 Provincial Election Platform *Building Tomorrow Together*. The platform sets out five themes of interest to local government throughout the province - governance, finance, infrastructure, economic development and the environment. The platform also poses questions for response from the four main parties. UBCM will be posting the responses we receive on our website throughout the campaign so you can compare how the party platforms will impact local governments.

Throughout the campaign, I will be looking for opportunities to meet with each of the leaders of the four main parties. I will also be speaking with our Executive later this week about the need for all of us to work together to engage with candidates from our respective regions, to make sure they have received a copy of the platform, and have heard from us personally on how local and regional issues play into the five themes. In my meetings so far, I have sat down with NDP leader Adrian Dix to go over the platform. I have also met with candidates seeking re-election, including Bill Bennett, Pat Bell and Steve Thompson, Norm McDonald and Bob Simpson. The responses that I have received from leaders and candidates so far have been appreciative of the constructive, non-partisan approach UBCM is taking.

If you and the members of your Board have not yet had a look at the platform, I encourage you to do so by visiting our website ([www.ubcm.ca](http://www.ubcm.ca)). My hope is that this resource will support your outreach to local candidates, and that together we can make sure that the future Members of the Legislative Assembly are aware of topics we will be discussing with the next provincial government.

Sincerely,

A handwritten signature in cursive script that reads "Mary Sjostrom".

Mayor Mary Sjostrom  
President

**From:** Iris Hesketh-Boles [<mailto:iheskethboles@ubcm.ca>]  
**Sent:** Thursday, April 25, 2013 3:19 PM  
**Subject:** 2013 AVICC Convention Follow-up and 2014 Planning

*Please forward to the CAO and staff supporting the Mayor and Council or Chair and Board:*

I hope that your delegates were generally pleased with the 2013 AGM & Convention program and the arrangements in Sooke. I regret that it was challenging for some of you to locate suitable accommodations within a reasonable distance from the Convention site and appreciate your patience.

#### **2014 AGM & Convention Planning and Accommodations List**

The 2014 AVICC AGM & Convention is scheduled for April 11-13 and is being co-hosted by the Town of Qualicum Beach and the City of Parksville. The main Convention facility is the Qualicum Beach Civic Centre, 747 Jones Street. The Annual Banquet will be held at the Parksville Community Centre, 132 E. Jensen Avenue. The location of the Welcome Reception has not yet been determined.

Attached is an accommodations listing which includes toll free numbers and website addresses where available. I know that many of you already have already made your reservations. If you have an Executive member in your group, I will be getting in touch with you so that they are not double-booked.

#### **2013-14 AVICC Executive**

Mayor Larry Cross, Sidney (President)  
Councillor Cindy Solda, Port Alberni (First Vice President)  
Councillor Barbara Price, Comox (Second Vice President)  
Director Mary Marcotte, Cowichan Valley RD (EA Representative)  
Councillor Meagan Brame, Esquimalt (Director at Large)  
Councillor Claire Moglove, Campbell River (Director at Large)  
Councillor Andrew Mostad, Lantzville (Director at Large)  
Chair Joe Stanhope, Nanaimo RD (Past President)

#### **Disposition of 2013 Resolutions**

The attached is the disposition of the resolutions considered at the 2013 AVICC Convention and will be included in the Convention minutes that will be distributed to all members by late June. It has been sent to the attention of your elected officials in a separate email.

-----  
Iris Hesketh-Boles  
AVICC Executive Coordinator  
Local Government House Office Manager  
525 Government St, Victoria, BC V8V 0A8  
Tel: 250-356-5122 Fax: 250-356-5119  
EM: [iheskethboles@ubcm.ca](mailto:iheskethboles@ubcm.ca)  
[avicc.ca](http://avicc.ca) / [ubcm.ca](http://ubcm.ca)

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## 2013 RESOLUTIONS SESSION

### SR1 SPECIAL RESOLUTION TO AMEND AVICC'S CONSTITUTION AND BYLAWS RESPECTING MEMBERSHIP

AVICC Executive

WHEREAS in 2006 the membership endorsed extraordinary resolution ER1 – First Nations Membership which supported the creation of a special membership category for First Nations wishing to join AVICC that would allow them membership rights immediately and voting privileges when self-government status was achieved, but did not include such provisions in the Constitution and Bylaws endorsed by the membership during the Incorporation of the Association of Vancouver Island and Coastal Communities (“AVICC”) in 2007;

AND WHEREAS the membership provisions of the five Area Associations of the Union of BC Municipalities should be aligned with the membership provisions of the Union of BC Municipalities which extends membership to other local governments that meet criteria established by the Executive, but does not allow non-voting membership with the exception of life members;

THEREFORE BE IT RESOLVED that ER1 – First Nations Membership resolution endorsed by the membership in 2006 be rescinded and that the Constitution and Bylaws of the Association of Vancouver Island and Coastal Communities be amended in general terms as follows, and in specific terms as set out in Schedule A attached to this resolution:

- The opening paragraph of section 2 of the Constitution be amended to specify the geographic region that the Association represents by replacing “of the areas defined in section 3” with “on Vancouver Island, and within the Islands Trust, the Central Coast, the Sunshine Coast and the Powell River Regional District”; the words “municipalities” and “regional districts” in Sections 2 (c) and (d) be replaced with “local governments”; the word “municipal” in section 2(e) be deleted and the word “members” at the end of section 2(e) be replaced with “local governments”;
- Sections 3, 4 (1) and 4 (2) of the Bylaws on Membership be deleted and replaced with new sections 3, 4 (1) and (2)
  - (a) to extend membership to other local governments that meet criteria established by the Executive for local government membership.
  - (b) to clarify the geographic region where membership is available to include cities, districts, townships, towns, villages and regional districts, and other local governments meeting the membership criteria established by the AVICC Executive, located within or partly within any of the following Regional Districts: Alberni-Clayoquot, Capital Regional, Central Coast, Comox Valley, Cowichan Valley, Mount Waddington, Nanaimo, Powell River, Strathcona and Sunshine Coast; and
  - (c) expand the definition of persons who may become members to an official of a member by virtue of having been elected in accordance with the laws of British Columbia or Canada [‘Elected Officials’]; and
- Sections 7 (e), 23 (1), (2) and (3), 25 (3), and 28 (3) of the Bylaws be amended for clarity, consequential to the amendments to Sections 3 and 4.

***The amended section now reads:***

### 2. PURPOSES

The Association of Vancouver Island and Coastal Communities is a body formed for the purpose of representing in one organization the various municipalities, regional districts and other local governments on **Vancouver Island, and within the Islands Trust, the Central Coast, Sunshine Coast and Powell River Regional Districts.**

The purposes of the Association shall be:

- (a) To secure all possible united action in dealing with local government matters.
- (b) To co-operate with other organizations dealing with matters under Provincial and Federal jurisdiction.
- (c) To co-operate with the Union of B.C. Municipalities and other associations of **local governments** in British Columbia for the advancement of the principles of local government.
- (d) To secure united action among its member **local governments** and to promote greater autonomy within local governments.
- (e) To acquire and distribute amongst the members, information that may be deemed to be of value to **local governments**.
- (f) To hold meetings for promoting the objects aforesaid.

***That Sections 3, 4 (1) and 4 (2) of the Bylaws on Membership be deleted and replaced with new sections 3, 4 (1) and 4 (2). The section would then read:***

**Part 2 – Membership**

- 3. The members of the Society are
  - (1) the applicants for incorporation of the Society;
  - (2) the cities, districts, townships, towns, villages and regional districts located within or partly within the following Regional Districts: Alberni-Clayoquot, Capital Regional, Central Coast, Comox Valley, Cowichan Valley, Mount Waddington, Nanaimo, Powell River, Strathcona and Sunshine Coast, that have been accepted by the directors to join the Society as local government members; and
  - (3) other local governments located within or partly within the regional districts listed in Bylaw 3(2) that meet the criteria established by the Executive for membership.
  - (4) persons who are officials of members by virtue of having been elected in accordance with the laws of British Columbia or Canada [‘Elected Officials’], and who have subsequently become members in accordance with these Bylaws, for as long as they hold office.
- 4. (1) A city, district, township, town, village, regional district or other local government that meets the criteria in Bylaw 3(2) and (3) may apply to the directors for membership in the Society and on acceptance by the directors and having paid the membership dues is a member.
- (2) Except for a person who is an authorized representative under Bylaw 23(1) of a member local government, any person who is an official of a member by virtue of having been elected in accordance with the laws of British Columbia or Canada [‘Elected Officials’] may apply to the Directors for membership in the Society and on acceptance by the Directors is a member until they no longer hold office.

***That Sections 7 (e), 23 (1), (2) and (3), 25 (3), and 28 (3) of the Bylaws then be amended for clarity, consequential to the amendments to Sections 3 and 4 and now reads:***

- 7. (e) If he or she was accepted for membership under Bylaw 4(2), on ceasing to hold the office referred to in Bylaw 4(2); or
- 23. (1) A member local government may vote by its authorized representative who is entitled to speak and vote, and in all other respects exercise the rights of a member, and that representative must be considered as a member for all purposes with respect to a meeting of the Society.

- (2) Only a member accepted under Bylaw 4(2) may be an authorized representative under Bylaw 23(1) for either a member municipality, a member regional district, the Islands Trust or other local government, in which he or she holds office, but not for more than one of them.
  - (3) When a member accepted under Bylaw 4(2), has been made an authorized representative under Bylaw 23(1), that person then ceases to be a member of the Society in accordance with Bylaw 7(f).
25. (3) A person is eligible to be a director only when they are and while they remain eligible for membership under Bylaw 4(2).
28. (3) If a director ceases to hold the elected office required by Bylaw 4(2) for membership in the Society, the director ceases to hold office as a director of the Society.

On motion, duly moved and seconded, that the resolution be amended to include repealing the Constitution and Bylaws in its entirety and re-enact with the amendments. The motion, as amended, then read:

THEREFORE BE IT RESOLVED that ER1 – First Nations Membership resolution endorsed by the membership in 2006 be rescinded and that the Constitution and Bylaws of the Association of Vancouver Island and Coast Communities be amended in general terms as follows, and in specific terms as set out in Schedule A attached to this resolution:

- The opening paragraph of section 2 of the Constitution be amended to specify the geographic region that the Association represents by replacing “of the areas defined in section 3” with “on Vancouver Island, and within the Islands Trust, the Central Coast, the Sunshine Coast and the Powell River Regional District”; the words “municipalities” and “regional districts” in Sections 2 (c) and (d) be replaced with “local governments”; the word “municipal” in section 2(e) be deleted and the word “members” at the end of section 2(e) be replaced with “local governments”;
- Sections 3, 4 (1) and 4 (2) of the Bylaws on Membership be deleted and replaced with new sections 3, 4 (1) and (2)
  - (d) to extend membership to other local governments that meet criteria established by the Executive for local government membership.
  - (e) to clarify the geographic region where membership is available to include cities, districts, townships, towns, villages and regional districts, and other local governments meeting the membership criteria established by the AVICC Executive, located within or partly within any of the following Regional Districts: Alberni-Clayoquot, Capital Regional, Central Coast, Comox Valley, Cowichan Valley, Mount Waddington, Nanaimo, Powell River, Strathcona and Sunshine Coast; and
  - (f) expand the definition of persons who may become members to an official of a member by virtue of having been elected in accordance with the laws of British Columbia or Canada [‘Elected Officials’]; and
- Sections 7 (e), 23 (1), (2) and (3), 25 (3), and 28 (3) of the Bylaws be amended for clarity, consequential to the amendments to Sections 3 and 4.
- That the Constitution and Bylaws be repealed in its entirety and re-enacted with the amendments.

***ON MOTION, as amended, was ENDORSED UNANIMOUSLY***

**RR1 REGULATIONS FOR MOTORIZED SCOOTERS**

**Sidney**

WHEREAS motorized scooters are unclearly defined under provincial legislation and there are no licencing requirements for scooters and scooter operators;

AND WHEREAS without regulations to control when and where scooters are used and appropriate training and testing of scooter operators, the safety of all motorists, businesses and pedestrians are at risk:

THEREFORE BE IT RESOLVED that the Town of Sidney supports regulating the use of motorized scooters and the licencing of scooters and scooter operators and that UBCM encourage the provincial government to implement these provisions under the *Motor Vehicle Act*.

On motion, duly moved and seconded, that the resolution be amended to read “AVICC” was endorsed. The motion then read:

THEREFORE BE IT RESOLVED that AVICC supports regulating the use of motorized scooters and the licencing of scooters and scooter operators and that UBCM encourage the provincial government to implement these provisions under the Motor Vehicle Act.

***ON MOTION, as amended, was ENDORSED***

**RR2 FISH HABITAT PROTECTION**

**Strathcona RD**

WHEREAS the federal government, by passage of Bill C-38 has removed the rule against “Harmfully Altering, Disrupting or Destroying” (HADD) fish habitat with a general requirement not to cause “serious harm” to fisheries;

AND WHEREAS the new, generalized and simple language of “serious harm” does not adequately define or provide enough protection for natural, aquatic habitat;

AND WHEREAS allowing developers to simply substitute the natural, aquatic habitat with alternative locations will not replace the need for an intact ecosystem with adequate levels of biodiversity to support aquatic survival:

THEREFORE BE IT RESOLVED that the provisions of C-38 respecting fish habitat protection be removed and replaced by the pre-existing HADD rules so that better protection of aquatic habitat is contained in Canadian law.

***ON MOTION, was ENDORSED***

**RR3 SCOTCH BROOM**

**Parksville**

WHEREAS the Province of British Columbia has enacted the BC *Weed Control Act* to protect farmland and farmers’ livelihood against the spread of noxious weeds that are extremely competitive with crops and are difficult and costly to control;

AND WHEREAS Scotch Broom is invasive, spreads rapidly, can render farm land unusable for growing food crops, destroys pasture lands, is toxic to grazing animals, inhibits re-growth of forests, eliminates native vegetation, contains toxic chemicals or substances that can affect the nervous system and the heart and is highly flammable;

AND WHEREAS the Ministry of Forests & Range states that it is “important that broom is recognized as a threat to our biodiversity and preventative means be taken to arrest its spread”:

THEREFORE BE IT RESOLVED that UBCM request the Ministry of Agriculture to designate Scotch Broom as a noxious weed under the BC *Weed Control Act*.

***ON MOTION, was ENDORSED***

**Part 2 – Section “A”** – This section contains resolutions that feature new issues of interest to all members.  
**COMMUNITY SAFETY**

**R1 EMERGENCY MANAGEMENT BRITISH COLUMBIA**

**Parksville**

WHEREAS on October 27, 2012, Emergency Management British Columbia did not notify local governments in a timely manner of the tsunami warning;

AND WHEREAS, after consultation between local governments and Emergency Management BC, there was no improvement in notification timing during subsequent earthquake and tsunami warnings;

AND WHEREAS the safety of citizens in coastal communities is dependent upon early warning of impending tsunamis and their potential destructive forces:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities urge the provincial government to demonstrate its commitment to the safety of BC coastal communities by providing the necessary resources to Emergency Management BC, to replace the outdated Provincial Emergency Notification System (PENS) with the latest technological advances in notification systems and ensure information from the West Coast and Alaska Tsunami Warning Centre (WCATSC) is provided immediately upon receipt of a tsunami warning, with follow up notifications as necessary.

***ON MOTION, was ENDORSED***

**R2 TSUNAMI WARNINGS**

**Nanaimo RD**

WHEREAS the coastal communities of British Columbia are at risk of significant loss of life in the event of a tsunami;

AND WHEREAS early and accurate information is the key to ensuring that appropriate steps are taken by the effected communities:

THEREFORE BE IT RESOLVED that UBCM urge the Province of British Columbia to take immediate action to resolve all issues with tsunami warning so as to ensure that warnings are broadcast within 2 minutes of a National Oceanic and Atmospheric Administration (NOAA) assessment of a warning, watch or advisory for any British Columbia coastal area.

***ON MOTION, was ENDORSED***

**R3 FLOOD MANAGEMENT RESPONSIBILITY**

**Central Coast RD**

WHEREAS within the Province of British Columbia there are a large number of waterways subject to periodic, sudden and extensive flooding, including overland flooding which has potentially profound adverse consequences in terms of life safety, private and public property interests, economic prosperity and public infrastructure;

AND WHEREAS the Province of British Columbia is the steward of the water resources within the province where local authorities lack the mandate, statutory jurisdiction, financial and technical resources, equipment and staff necessary to provide emergency site response, mitigation and flood remediation works:

THEREFORE BE IT RESOLVED that the Province of British Columbia take immediate and direct responsibility for flood management including but not limited to:

- Provision of emergency response resources for the use of local governments
- Identification of flood related hazards;
- Remediation of stream channels so as to mitigate future flooding;
- Monitor stream flows and levels in waterways posing a risk to life, safety or property;
- Respond to sudden cessation of stream flows or reports of debris dams, executing tactical evacuations when warranted and communicate with the Emergency Operations Centre.

***ON MOTION, to Refer To Resolution R1, was ENDORSED***

## TRANSPORTATION

### R4 REDUCING DEFAULT SPEED LIMITS FOR MUNICIPAL ROADS

Victoria

WHEREAS local governments are concerned about resident safety on municipal streets, and lower vehicle speeds reduce the severity of injuries to pedestrians in vehicle/pedestrian collisions;

AND WHEREAS consistent province-wide speed limits promote driver awareness and ease enforcement between municipalities:

THEREFORE BE IT RESOLVED that UBCM lobby the Province of British Columbia to amend the *Motor Vehicle Act* to limit the default speed limit on a highway in a municipality to 40 km/h.

On motion, duly moved and seconded, that the resolution be amended to add “***and allocate implementation funds to assist municipalities in installing signage for higher speeds where appropriate.***” to the end of the resolution was endorsed.

On motion, duly moved and seconded, that the resolution be amended to strike the word “municipality” replacing it with “**residential areas of a local government community**” was not endorsed.

The motion, as amended, then read:

THEREFORE BE IT RESOLVED that UBCM lobby the Province of British Columbia to amend the Motor Vehicle Act to limit the default speed limit on a highway in a municipality to 40 km/h and allocate implementation funds to assist municipalities in installing signage for higher speeds where appropriate.”

***ON MOTION, as amended, was ENDORSED***

### R5 BIKE LANES ON PROVINCIAL ROAD RIGHTS-OF-WAY

Sunshine Coast RD

WHEREAS the Ministry of Transportation and Infrastructure has requested local governments building paths on provincial road rights-of-way to provide invasive species management plans, have work overseen by an environmental monitor and assume responsibility for invasive plant management in the permitted area in perpetuity, in addition to providing for maintenance, including any sweeping which exceeds standards outlined in road maintenance contracts;

AND WHEREAS local governments are building paths to encourage people to use environmentally friendly alternatives to vehicles and should not be burdened with the costs of tasks within the jurisdiction of the Ministry, such as sweeping or ongoing invasive plant management:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities urge the Ministry of Transportation and Infrastructure to ensure permit conditions for construction and maintenance do not provide a deterrent to local governments wishing to expand active transportation networks.

On motion, duly moved and seconded, that the resolution be amended to add “***by the Ministry of Transportation and Infrastructure (MOTI) assuming full responsibility for the control of invasive plants on MOTI road rights of way and for maintaining adequate sweeping standards on bike lanes***” to the end of the resolution was endorsed. The motion, as amended, then read:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities urge the Ministry of Transportation and Infrastructure to ensure permit conditions for construction and maintenance do not provide a deterrent to local governments wishing to expand active transportation networks by the Ministry of Transportation and Infrastructure assuming full responsibility for the control of invasive plants on MOTI road rights of way and for maintaining adequate sweeping standards on bike lanes.

***ON MOTION, as amended, was ENDORSED***

## ENVIRONMENT

### R6 STREAMKEEPERS – WORKS IN STREAMS

Nanaimo RD

WHEREAS Streamkeepers and other such non-profit societies provide a valuable service in protecting and enhancing fish habitat;

AND WHEREAS, under the current federal Department of Fisheries and Oceans and provincial regulations, non-profit societies are not able to receive the appropriate approvals to undertake certain projects that would greatly improve fish habitat:

THEREFORE BE IT RESOLVED that UBCM urge the Department of Fisheries and Oceans and the Province of British Columbia to permit non-profit societies to do works in streams for the purpose of improving fish habitat.

On motion, duly moved and seconded, that the resolution be amended to ***“under the supervision of an environmental professional”*** to the end of the resolution was not endorsed.

The original resolution was then considered and

***ON MOTION, was ENDORSED***

### R7 COASTAL DOUGLAS FIR PARTNERSHIP

Sunshine Coast RD

WHEREAS the Ministry of Forests, Lands and Natural Resource Operations has established the multi-agency Coastal Douglas Fir and Associated Ecosystems Partnership (CDFCP) to provide a strategic and collaborative approach to conservation of these ecosystems and which is intended to be funded by the participants;

AND WHEREAS local governments have limited means to raise revenues outside of property taxes to fund initiatives such as the Coastal Douglas Fir and Associated Ecosystems Partnership:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities urge the Ministry of Forests, Lands and Natural Resource Operations to ensure the Province adequately resources the CDFCP, including the implementation of recommendations made.

***ON MOTION, was ENDORSED***

### R8 WATERSHED PROTECTION

Port Alberni

WHEREAS the majority of Vancouver Island communities draw drinking water from an active working forested watershed;

AND WHEREAS logging companies are not required to submit a long range forestry plan:

THEREFORE BE IT RESOLVED that the Province of British Columbia enact legislation that requires all land and tenure holders logging in a municipal watershed to have in place a one hundred year cut rotation plan;

AND BE IT FURTHER RESOLVED that all logging companies have environmental policies in place that protect the integrity of municipalities' drinking water.

On motion, duly moved and seconded, that the resolution be amended to add “electoral area” to municipalities.

On further motion, duly moved and seconded, that the resolution be further amended to replace “municipalities’ and electoral area’s drinking water” with “regional district drinking water sheds.”

The sponsor then put forward the following friendly amendment to substitute “local government” for the word “municipal” and “municipalities” resulting in the sponsors of the two prior amendments agreeing to withdraw their proposed amendments. The motion then read:

THEREFORE BE IT RESOLVED that the Province of British Columbia enact legislation that requires all land and tenure holders logging in a local government watershed to have in place a one hundred year cut rotation plan;

AND BE IT FURTHER RESOLVED that all logging companies have environmental policies in place that protect the integrity of local governments’ drinking water.

***ON MOTION, as amended was ENDORSED***

**R9 UNDERGROUND AQUIFER MAPPING FOR PROPOSED MINING PROJECTS Cumberland**

WHEREAS there are concerns that mining projects can negatively affect surrounding aquifers;

AND WHEREAS many people rely on these aquifers for drinking water:

THEREFORE BE IT RESOLVED that the provincial government conduct comprehensive mapping and modeling of aquifers that may be affected by proposed mines before approving mine projects.

***ON MOTION, was ENDORSED***

**R10 GENETICALLY ENGINEERED PLANTS & ANIMALS Metchosin**

WHEREAS some Genetically Engineered (GE) crops, through pollination, can disperse their pollen and genes indiscriminately and potentially contaminate non-GE crops, resulting in lawsuits, loss of organic certification, and marketability;

AND WHEREAS there is particular concern with the transfer of DNA between species and the potential unintended consequences, especially with animal species;

AND WHEREAS Vancouver Island and associated coastal communities are isolated from other agricultural areas in British Columbia, which can provide practical approaches to avoiding contamination by GE organisms and these locations suggest that there is an opportunity for local farmers to provide organic production, to help maintain long-term sustainability, to foster a living seed bank, and to be a refuge from genetically engineered contamination:

THEREFORE BE IT RESOLVED that AVICC ask the British Columbia government to legislate the prohibition of importing, exporting and growing plants and seeds containing genetically engineered DNA, and raising GE animals, on Vancouver Island and in associated coastal communities and in the marine waters nearby, and to declare, through legislation, that the area encompassed by AVICC is a GE Free area in respect to all plant and animal species.

***ON MOTION, was ENDORSED***

**R11 REMOVAL OF CARBON TAX FROM BIO FUELS Highlands**

WHEREAS the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* has mandated the reduction of fossil carbon emissions and the use of renewable fuels;

AND WHEREAS the removal of Motor Fuel Tax exemptions and the additional application of the Carbon Tax to the production and sale of pure (100%) biofuels since 2010 has had a negative impact on biofuel producers and suppliers within BC, and has resulted in a decrease in the availability of pure renewable fuels that have the greatest potential to reduce fossil carbon emissions:

THEREFORE BE IT RESOLVED that the Province of BC amend the *Green House Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* to remove the Carbon Tax from the entire biofuel portion of all fuel production and sales and restore the Motor Fuel Tax exemptions for the biofuel producers and suppliers of British Columbia, and provide further incentives to ensure that the renewable fuel sector continues as a viable industry for BC consumers and supports provincial greenhouse gas reduction objectives.

On motion, duly moved and seconded, that the resolution be amended to remove the clause “**and restore the Motor Fuel Tax exemptions for the biofuel producers and suppliers of British Columbia**” was endorsed.

On motion, duly moved and seconded, to add clarity, “sustainable” was added to the second Whereas statement to describe biofuels was accepted by the sponsor. The clause then read:

AND WHEREAS the removal of Motor Fuel Tax exemptions and the additional application of the Carbon Tax to the production and sale of pure (100%) sustainable biofuels since 2010 has had a negative impact on biofuel producers and suppliers within BC, and has resulted in a decrease in the availability of pure renewable fuels that have the greatest potential to reduce fossil carbon emissions:”

On motion, duly moved and seconded, that the resolution be further amended to add “**derived from reused oil sources only**” and reinstate the clause “**and restore the Motor Fuel Tax exemptions for the biofuel producers and suppliers of British Columbia,**” that was deleted by the prior amendment was endorsed.

The amended resolution then read:

THEREFORE BE IT RESOLVED that the Province of BC amend the *Green House Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* to remove the Carbon Tax from the entire biofuel portion of all fuel production and sales derived from reused oil sources only, and restore the Motor Fuel Tax exemptions for the biofuel producers and suppliers of British Columbia, and provide further incentives to ensure that the renewable fuel sector continues as a viable industry for BC consumers and supports provincial greenhouse gas reduction objectives.

**ON MOTION, as amended, was ENDORSED**

## **TAXATION & ASSESSMENT**

### **R12 NEW PROPERTY CLASS FOR LARGE COMMERCIAL ENTITIES**

**Courtenay**

WHEREAS the current property assessment class 06 business/other is a broad class that captures any property use not defined elsewhere;

AND WHEREAS local governments are restricted in managing local taxation policy by the broad nature of the class:

THEREFORE BE IT RESOLVED that the provincial government examine the possibility that an additional property assessment class be added to capture the concept of commercial entity size as a property class for the purposes of property taxation.

**ON MOTION, was ENDORSED**

## **LAND USE**

### **R13 LICENCES ISSUED BY THE PROVINCIAL GOVERNMENT**

**Nanaimo RD**

WHEREAS the Provincial Ministry of Agriculture recently issued harvesting licences that allow for the removal of thousands of tonnes of beach-cast seaweed from the Vancouver Island shoreline;

AND WHEREAS local governments were not aware of the issuance of these licences and are not made aware of other licences issued by the Province that may impact local government:

THEREFORE BE IT RESOLVED that the provincial government be required to inform local governments when they are issuing licences for activity to take place on lands within or adjacent to any local government.

On motion, duly moved and seconded, that the resolution be amended to add the clause “**and allow them the opportunity to comment**” after “inform local governments” was endorsed.

On motion, duly moved and seconded, that the amended resolution be further amended to include the clause “**and ensure local government zoning is in place**” following the previously added clauses and in front of “prior to issuing licences” was endorsed.

The amended resolution then read:

THEREFORE BE IT RESOLVED that the provincial government be required to inform local governments and allow them the opportunity to comment and ensure local government zoning is in place prior to issuing licences for activity to take place on lands within or adjacent to any local government.

***ON MOTION, as amended, was ENDORSED***

**R14 REGULATION OF FOREIGN OWNERSHIP OF FARMLAND**

**North Saanich**

WHEREAS the financial viability of BC farms is threatened by the rising cost of farmland due in part to speculative acquisition of BC farmland, possibly by foreign investors and investment companies, as recognized in the 2010 publication by Canada’s National Farmers Union, *Losing Our Grip*;

AND WHEREAS BC’s food sovereignty is threatened by foreign control of BC food production, and that foreign owners and investment companies could profit from Canadian taxpayer-funded farm subsidies without providing an income for BC farmers nor food for consumption by BC residents:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities petition the Province to:

1. Assemble data on current foreign ownership of farm land inside and outside the Agricultural Land Reserve in BC and maintain a registry;
2. Support and strengthen the powers of the Agricultural Land Commission and take measures to protect the agricultural land base from price speculation; and
3. Take measures to limit foreign and investment company ownership of BC farmland, similar to measures taken in Alberta, Manitoba and Prince Edward Island.

***ON MOTION, was ENDORSED***

**R15 PRIVATE MANAGED FOREST LAND ASSESSMENT & CONSULTATION**

**Cumberland**

WHEREAS many owners of private managed forest land are planning for its sale for residential and commercial development rather than committing to long-term forest production;

AND WHEREAS the land is under valued by BC Assessment:

THEREFORE BE IT RESOLVED that the provincial government be called upon to review the method of land valuation of private managed forest land intended for development and to impose a duty on owners of private managed forest land to consult with the local government in which the land is located.

***ON MOTION, was ENDORSED***

## COMMUNITY ECONOMIC DEVELOPMENT

### R16 SPORT HALIBUT FISHING

Mount Waddington RD

WHEREAS the recreational and sport halibut fishery is an essential economic driver for many communities along the coast of British Columbia;

AND WHEREAS the recreational and sport halibut fishery depends on an assurance of quota during a specific season to ensure that appropriate arrangements can be made for accommodations;

AND WHEREAS the Ministry of Fisheries and Oceans has created considerable uncertainty by delaying announcements or announcing unanticipated closures in recreational and sport halibut:

THEREFORE BE IT RESOLVED that the AVICC request that the Ministry of Fisheries and Oceans ensure that the open season for the recreational and sport halibut fishery is set prior to the end of February and that the closing date to be no earlier than mid-September, subject to not exceeding the recreational fishing quota, to enable maximum benefit to be derived from this fishery.

***ON MOTION, was ENDORSED***

## HEALTH

### R17 THIRD PARTY MONITORING OF SEWERAGE INSTALLATIONS ABUTTING FARMLAND

North Cowichan

WHEREAS human health and the production of safe and healthy food products for human consumption can be compromised by sewerage system malfunctions or poor design;

AND WHEREAS complaints to BC Health Authorities and the self-regulating professional associations have had poor results due to 1) a lack of regulated third party oversight; and 2) the limited ability to provide oversight with respect to agricultural products:

THEREFORE BE IT RESOLVED that the Province require British Columbia Health Authorities to implement third party monitoring of sewerage installations on and abutting farmland or, at minimum, on a random basis.

***ON MOTION, was ENDORSED***

## SELECTED ISSUES

### R18 CONFLICT OF INTEREST

AVICC Executive

WHEREAS the recent Court of Appeal decision in *Schlenker v. Torgrimson, 2013 BCCA 9* broadened the interpretation of the conflict of interest provisions under sections 100 and 101 of the *Community Charter*, determining that a local government elected official who also serves on the board of directors of a non-profit organization is deemed to have an indirect pecuniary conflict of interest when voting on grants offered by the local government to non-profit organizations;

AND WHEREAS this broadened interpretation of the conflict of interest provisions has significant implications for those local government elected officials who also serve on the board of a non-profit organization, since contravention of the conflict of interest provisions could result in disqualification from local government elected office:

THEREFORE BE IT RESOLVED that the Province work with UBCM to identify a remedy that clarifies the responsibilities and suggested conduct of local government elected officials who serve on the boards of non-profit organizations, so that they may continue to serve in both positions concurrently, without fear of disqualification from local government elected office due to conflict of interest.

On motion, duly moved and seconded, that the clause **“as appointed elected officials,”** be added after “on the boards of non-profit organizations” was endorsed.

The resolution then read:

THEREFORE BE IT RESOLVED that the Province work with UBCM to identify a remedy that clarifies the responsibilities and suggested conduct of local government elected officials who serve on the boards of non-profit organizations as appointed elected officials, so that they may continue to serve in both positions concurrently, without fear of disqualification from local government elected office due to conflict of interest.

***ON MOTION, as amended, was ENDORSED***

**Part 2 - Section “B”** - This section contains resolutions that support existing UBCM policy including:

- Previously considered and endorsed resolutions; or
- Resolutions in keeping with the UBCM policy, including previously approved policy papers or other documents.

A motion, duly moved and seconded, that all the recommendations of the Resolutions Committee for Part 2, Section “B” Resolutions with the exception of Resolution R28 be adopted, was endorsed.

**COMMUNITY SAFETY**

**R19 EMERGENCY PREPAREDNESS**

**Port McNeill**

WHEREAS there is a need for well-trained experienced personnel to deal with catastrophic emergency events that may occur in their communities:

THEREFORE BE IT RESOLVED that the Province of British Columbia through Emergency Management BC be asked to continue to provide funding for training programs for existing and future emergency personnel, by 2014.

***ON MOTION, was ENDORSED***

**R20 SEARCH & RESCUE SQUAD FUNDING**

**Alberni-Clayoquot RD**

WHEREAS Search and Rescue Squads in British Columbia are not directly funded through the Province, each year they are required to apply for gaming grants which are not guaranteed and amounts vary;

AND WHEREAS Search and Rescue Squads provide an extremely valuable service in our vast province and consistent annual core funding, including equipment costs should be provided by the Province:

THEREFORE BE IT RESOLVED that Association of Vancouver Island and Coastal Communities request the provincial government to directly fund 100% of the costs for Search and Rescue Squad services.

***ON MOTION, was ENDORSED***

**R21 BEAR AWARE FUNDING**

**Sunshine Coast RD**

WHEREAS the evolving criteria and competitive process for securing Bear Aware/Wild Safe BC funding is counterproductive to local governments requiring funding certainty to ensure continuity of a service provided in partnership with other organizations;

AND WHEREAS small rural local governments are less able to respond to evolving program criteria and funding requirements:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities urge the Ministry of Environment to provide financial support and work with the BC Conservation Foundation to revise the

funding criteria for the Bear Aware/Wild Safe program to ensure interested communities can participate without having to compete against other jurisdictions for funding.

***ON MOTION, was ENDORSED***

**R22 RCMP SMALL MUNICIPALITY DETACHMENTS**

**Sayward**

WHEREAS RCMP detachments in small municipalities through their presence, liaison and regular patrols deter criminal activity in these communities and surrounding areas, supplying a sense of security to our citizens;

AND WHEREAS RCMP are presently investigating the cost cutting measures of closing small municipality detachments in favour of centralizing their staff into larger urban detachments, some over an hour's travel time from the current detachment location in the small municipality;

AND WHEREAS this would leave small municipalities vulnerable to increased criminal activity, slow response times and lack of security:

THEREFORE BE IT RESOLVED that Association of Vancouver Island Coastal Communities call upon UBCM and the provincial government to liaise with RCMP and affected small municipalities to maintain the status quo and retain all small municipality detachments.

***ON MOTION, was ENDORSED***

**TRANSPORTATION**

**R23 BC FERRY FARES**

**Powell River RD**

WHEREAS coastal communities consider that ferry services are an integral part of the provincial highway system;

AND WHEREAS increasing ferry fares are crippling coastal community economies:

THEREFORE BE IT RESOLVED that the AVICC and the UBCM lobby the provincial government to recognize the coastal ferry services as essential extensions of our provincial public highway system and to ensure that ferry fares are reduced and core service levels are maintained at current service levels until such time as the provincial government implements legislation that recognizes our coastal ferry services as essential extensions of our provincial public highway system and creates equity between BC's terrestrial and marine, interior and coast highway systems.

***ON MOTION, was ENDORSED***

**ENVIRONMENT**

**R24 CARBON SEQUESTRATION OFFSETS – LOCAL GOVERNMENT OWNED TREES**

**Port Alberni**

WHEREAS most local governments in B.C. have signed on to the Province's Climate Action Charter committing to be carbon neutral in their operations by 2012;

AND WHEREAS the provincial Climate Action Secretariat has advised that carbon sequestered by trees in a local government's urban forest and park lands is not eligible to be counted as offsetting carbon output under the Climate Action Charter:

THEREFORE BE IT RESOLVED that the Province of BC instruct the provincial Climate Action Secretariat to change their position regarding acceptance of carbon sequestered by trees owned by a local government as an accepted offset of carbon produced.

***ON MOTION, was ENDORSED***

**R25 DERELICT & ABANDONED VESSELS**

**Islands Trust**

WHEREAS the UBCM previously endorsed resolutions in 2005, 2010, and 2012 proposing constructive solutions and encouraging the federal and provincial governments to take action on the issue of derelict and abandoned vessels;

AND WHEREAS the issue continues to be of significant concern to coastal communities for economic, aesthetic, environmental and safety reasons:

THEREFORE BE IT RESOLVED that the UBCM again petition the provincial and federal governments to increase their efforts to work together to create a permanent solution to the issue of abandoned and derelict vessels that includes sustainable funding sources.

***ON MOTION, was ENDORSED***

**FINANCE**

**R26 ADEQUATE FUNDING FOR RESPONSIBILITIES**

**Victoria**

WHEREAS additional responsibilities assumed by local governments through double devolution should include authority to access the existing tax revenues;

AND WHEREAS funding for additional responsibilities should be equal to the cost of those responsibilities in recognition that there is a single taxpayer who should not feel an additional burden when a different level of government offers the service:

THEREFORE BE IT RESOLVED that the UBCM work with the Province of British Columbia to ensure that current and future responsibilities devolved to local government from the Province include revenue commensurate with those responsibilities.

***ON MOTION, was Referred to the UBCM Select Committee on Local Government Finance***

**R27 INFRASTRUCTURE GRANTS FOR SMALL MUNICIPALITIES**

**Sayward**

WHEREAS small local governments throughout British Columbia are experiencing significant challenges providing its citizens with adequate municipal infrastructure and facilities;

AND WHEREAS due to the small tax base of these local governments, they are unable to fund the cost of significant infrastructure projects and upgrades and as a result are falling behind their larger counterparts in providing its citizens with adequate infrastructure and facilities;

AND WHEREAS due to the small tax base of these local governments they often cannot fund the annual financing payments required to undertake the majority of these significant infrastructure and facility projects:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island Coastal Communities call upon the Union of British Columbia Municipalities to lobby the Provincial and the Federal governments to implement an infrastructure grants program directed towards small local governments to assist them with the cost of infrastructure and facilities upgrades.

The Resolutions Committee proposed the following amendment:

*THEREFORE BE IT RESOLVED that the provincial and federal governments implement infrastructure grant programs that recognize the limited capacity of small and rural local governments, and that facilitate efficient and fair access to infrastructure funding for all BC local governments.*

***ON MOTION, as amended, was ENDORSED***

**COMMUNITY ECONOMIC DEVELOPMENT**

**R29 CANADA-EUROPEAN COMPREHENSIVE ECONOMIC & TRADE AGREEMENT Cumberland**

WHEREAS Canadian municipalities have expressed growing concerns with trade agreements and their potential impacts on municipal procurement policies which favour local suppliers:

THEREFORE BE IT RESOLVED that the provincial government negotiate a clear, permanent exemption for local governments from CETA.

***ON MOTION, was ENDORSED***

**SELECTED ISSUES**

**R30 ACCESS TO LEGAL SERVICES Lantzville**

WHEREAS:

- A. Funding for legal aid was cut back by over 40% in 2002 and the small increases since then have not kept up with inflation and as a result there is a very low level of legal aid coverage (almost none in family cases, none in poverty law cases, and limited criminal defence and refugee case coverage);
- B. The funding of legal aid in British Columbia is 10<sup>th</sup> out of 13 provinces and territories;
- C. Self-represented litigants who have legal problems that are not effectively resolved have escalating problems of poverty, homelessness, mental illness, lack of employability and deteriorating health;
- D. Such persons live in our community and their unresolved, or badly resolved, legal problems mushroom and become the problems of our community;
- E. Self-represented persons cause slow-downs and backlogs in our courts which have negative repercussions for individuals and businesses who use the courts to resolve disputes; and
- F. Slow-downs and backlogs in the courts also give rise to public safety concerns because persons accused of crime are not tried in a timely way, sometimes are not tried at all because of the delays, and public safety officials, such as the police, spend undue amounts of time on such cases instead of making our communities safe:

THEREFORE BE IT RESOLVED that the Association of Vancouver Island and the Union of BC Municipalities calls on the provincial government to:

1. Commit to increased, long term, stable funding for the Legal Services Society;
2. Recognize legal aid as an essential service fundamental to a just society; and
3. Engage in a constructive dialogue to affect change to improve access to legal services for all British Columbians which will positively affect BC communities.

***ON MOTION, was ENDORSED***

The following resolution as pulled from the block was then considered.

**LAND USE**

**R28 LANDSCAPE SECURITY Cowichan Valley RD**

WHEREAS Section 925 of the *Local Government Act* permits the collection of security for the performance of specified development permit conditions;

AND WHEREAS it is administratively costly for local governments to pursue compliance and impractical to use security to undertake required works or construction on private land:

THEREFORE BE IT RESOLVED that the provincial government amend Section 925 of the *Local Government Act* to allow local governments to collect a 5 percent per month administrative fee on conditions of a development permit that are deemed to be in default in order to provide further incentive for the developer to satisfy the conditions of a development permit.

***ON MOTION, was ENDORSED***

**PART 3 – LATE RESOLUTIONS**

**AVICC RESOLUTIONS COMMITTEE REPORT ON RESOLUTIONS RECEIVED AFTER THE DEADLINE**

**A. LATE RESOLUTIONS: ADMIT FOR PLENARY DEBATE**

LR3 Contaminated Soil Facility – Threat To Drinking Water Watershed In Shawnigan Lake (Cowichan Valley RD)

**B. LATE RESOLUTIONS: NOT APPROPRIATE FOR DEBATE**

LR1 Workplace Bullying and Harassment (Central Coast RD)  
LR2 Workplace Bullying and Harassment (Duncan)  
LR4 *Mineral Tenure Act* Modernization (Tofino)

On motion, duly moved and seconded, that the Late Resolutions Report be amended to include LR4 – *Mineral Tenure Act* Modernization to be admitted for plenary debate was endorsed.

The amended Resolution Committee Report on Resolution Received After the Deadline then read:

**A. LATE RESOLUTIONS: ADMIT FOR PLENARY DEBATE**

LR3 Contaminated Soil Facility – Threat To Drinking Water Watershed In Shawnigan Lake (Cowichan Valley RD)  
LR4 *Mineral Tenure Act* Modernization (Tofino)

**B. LATE RESOLUTIONS: NOT APPROPRIATE FOR DEBATE**

LR1 Workplace Bullying and Harassment (Central Coast RD)  
LR2 Workplace Bullying and Harassment (Duncan)

***ON MOTION, was ENDORSED***

**LR3 CONTAMINATED SOIL FACILITY – THREAT TO DRINKING WATER Watershed In Shawnigan Lake Cowichan Valley RD**

WHEREAS the Province of British Columbia appears on the verge of approving a contaminated soils facility that would permit the dumping of five million tons of highly contaminated material near the headwaters of the Shawnigan Lake drinking water watershed;

AND WHEREAS the citizens and Board of the Cowichan Valley Regional District have expressed their strong opposition to the proposed facility and the dumping of contaminated material in drinking water watersheds;

AND WHEREAS there are significant conflicting hydrogeological and technical opinions about the risk the facility would pose to the environment and people’s drinking water;

NOW THEREFORE BE IT RESOLVED that the Association of Vancouver Island and Coastal Communities support the residents of Shawnigan Lake, the Cowichan communities and the Cowichan Valley Regional District in calling on the Province of British Columbia to invoke the precautionary principle and deny the Waste Discharge Permit Application for property at 460 Stebbings Road in Shawnigan Lake;

AND FURTHER that the Province of British Columbia be requested to amend contaminated site regulations to provide for thorough and appropriate consideration of local government input and land use regulations in the contaminated soils permitting process.

**ON MOTION, was ENDORSED**

**LR4 MINERAL TENURE ACT MODERNIZATION**

**Tofino**

WHEREAS British Columbia's *Mineral Tenure Act* has remained substantially unchanged since the 1800's and is not suited to our modern day land base and the demands of legitimate competing interests and values; the present *Mineral Tenure Act* gives no weight to other economic activities, current or future, in areas affected by mining claims including tourism, forestry and farming.

AND WHEREAS local governments and First Nations deserve greater latitude to shape their economic development paths and protect the full range of their residents' interests; a modern *Mineral Tenure Act* could ensure adequate regional planning would take place, recognizing vital water, agricultural and other resources on which all communities depend;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the Province of British Columbia undertake a broad-based public engagement process similar to that being used to amend BC's *Water Act* and fairly engage First Nations to determine how best to modernize the *Mineral Tenure Act* and related legislation in a way that ensures the full range of interests – including social, cultural, ecological and economic – are given fair consideration on BC's land base.

On motion, duly moved and seconded, that the resolution be amended to add "**and local governments**" after "fairly engage First Nations" was endorsed. The resolution then read:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities request that the Province of British Columbia undertake a broad-based public engagement process similar to that being used to amend BC's *Water Act* and fairly engage First Nations and local governments to determine how best to modernize the *Mineral Tenure Act* and related legislation in a way that ensures the full range of interests – including social, cultural, ecological and economic – are given fair consideration on BC's land base.

**ON MOTION, as amended was ENDORSED**

On motion, duly moved and seconded, to reconsider LR1 and LR2 was endorsed.

**LR1 WORKPLACE BULLYING AND HARRASSMENT**

**Central Coast RD**

WHEREAS under the *BC Human Rights Code*, employees are entitled to work in an environment which is free from harassment, bullying, and discrimination;

AND WHEREAS some elected officials undertake to harass, bully, or discriminate against others within the local government workplace, and current provincial regulations lack the teeth to punish or enforce the removal from office elected officials who abuse their office by harassing, bullying or discriminating against others;

THEREFORE BE IT RESOLVED that the Provincial Government take immediate steps to put in place legislation that will enforce severe consequences, including removal from office, for persons who abuse their office as elected officials by harassing, bullying, or discriminating against others within their local government environment.

**ON MOTION, was ENDORSED**

WHEREAS every working person has the right to be treated with respect and dignity in their workplace;

AND WHEREAS workplace bullying/harassment has become an internationally recognized occupational health and safety issue;

AND WHEREAS it has been estimated that workplace bullying/harassment costs the Canadian economy billions of dollars a year;

AND WHEREAS workplace bullying/harassment continues to cause both mental and physical illness, loss of employment, long-term psychological trauma, and impacts both personal and professional well-being;

AND WHEREAS British Columbia can be a role model in creating and maintaining productive work environments that benefit people, business and society as a whole;

AND WHEREAS the Municipalities of British Columbia are committed to the elimination of workplace bullying/harassment of all kinds, and are further committed to increasing awareness about resources to combat workplace bullying/harassment;

THEREFORE BE IT RESOLVED that the Union of BC Municipalities calls upon citizens, businesses and governments to take a stand against bullying/harassment in British Columbia workplaces.

***ON MOTION, was ENDORSED***



## **ICET ANNOUNCES FUNDING SUPPORT FOR SAYWARD ECONOMIC DEVELOPMENT STRATEGY**

### **For Immediate Release**

**May 1, 2013**

**Courtenay, B.C.** – The Island Coastal Economic Trust (ICET) is pleased to announce funding support of \$16,000 for the Village of Sayward to develop a community economic development strategy with a total value of \$32,000.

In January of 2013, ICET launched its new Economic Development Readiness Program, designed to support communities, First Nations and non-profit organizations with funding for projects related to economic development planning and high value investment attraction.

With this funding, the Village of Sayward will address declining economic activity by undertaking a professionally developed strategy to seek strategic employment and investment opportunities. This process will include economic analysis, identification of opportunities as well as stakeholder and community engagement resulting in a framework designed to guide and support future business and investment attraction.

“We are pleased to support the Village of Sayward as it adapts to the changing economy in our region. Our goal with this new program is to strengthen community technical ability and accelerate the planning and change process required to pursue the investment and project opportunities best suited to each community,” stated ICET Chair Phil Kent.

“The Village of Sayward is extremely grateful for the financial support provided by the Island Coastal Economic Trust,” said Sayward Mayor John MacDonald. “The funding will be used to develop an economic development strategy for the village that will provide a ‘road map’ to help guide its transformation from a resource based community that is in decline to one that is diversified, vibrant and growing.”

### **About the Island Coastal Economic Trust**

The Island Coastal Economic Trust is a \$50 million endowment established in 2006 by the Government of British Columbia to help diversify the economies of central and northern Vancouver Island and the Sunshine Coast. ICET funds community driven economic development initiatives in targeted sectors to spark new and sustainable regional economic growth. These sectors include: forestry, transportation, tourism, mining, energy, economic development, agriculture and aquaculture, and small business.

ICET is managed by an independent Board of Directors comprised of thirteen members – eight Mayors and five provincial appointees from the ICET Region. ICET has approved \$47 million for over 90 projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have leveraged over \$260 million in additional funding to the region.

A full overview of ICET and the Economic Development Readiness Program can be found at [www.islandcoastaltrust.ca](http://www.islandcoastaltrust.ca)

-30-

**For further information:**

Mayor Phil Kent, ICET Chair  
City of Duncan  
Tel. 250-709-0186  
[mayor@duncan.ca](mailto:mayor@duncan.ca)

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

Darren Kiedyk, CAO  
Village of Sayward  
Tel. 250-282-5512  
[cao@saywardvalley.net](mailto:cao@saywardvalley.net)



## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Teri Fong, CGA, Manager of Finance  
**DATE:** May 1, 2013  
**RE:** Finance Warrant No.528

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### **Recommendation:**

That the Board of Directors approves Finance Warrant Number 528 in the amount of \$1,085,747.67 dated April 30, 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-CLAYQUOT REGIONAL DISTRICT**  
**Cheque Register - Detail - Supp.**



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Supplier : 0001 To 9193  
 Trans. Date : 01-Apr-2013 To 30-Apr-2013  
 Cheque Date : 01-Apr-2013 To 30-Apr-2013  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0019</b>	<b>0946982 BC LTD (DBA - ACE FLAGGING)</b>					
33812	11-Apr-2013	Issued	58	C		524.16
102-1589	01-4-2500-000	PAYABLES - TRADE		524.16		
Invoice Description --> BCWS - KAREN PLACE						
<b>Total :</b>				524.16	0.00	524.16
<b>Supplier Total :</b>				524.16	0.00	524.16
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>					
33814	11-Apr-2013	Issued	58	C		94.60
4354 0507399	01-4-2500-000	PAYABLES - TRADE		94.60		
Invoice Description --> BCWS - SMALL TOOLS & SUPPLIES						
<b>Total :</b>				94.60	0.00	94.60
<b>Supplier Total :</b>				94.60	0.00	94.60
33881	18-Apr-2013	Issued	65	C		15.21
4354 0508044	01-4-2500-000	PAYABLES - TRADE		15.21		
Invoice Description --> BCVFD - EQUIPMENT & SUPPLIES						
<b>Total :</b>				15.21	0.00	15.21
<b>Supplier Total :</b>				109.81	0.00	109.81
<b>0059</b>	<b>ADELHARDT CONCRETE PLUS</b>					
33816	11-Apr-2013	Issued	58	C		1400.00
528313	01-4-2500-000	PAYABLES - TRADE		1400.00		
Invoice Description --> ACRD OFFICE - CONCRETE WORK - CAPITAL						
<b>Total :</b>				1400.00	0.00	1400.00
<b>Supplier Total :</b>				1400.00	0.00	1400.00
<b>0056</b>	<b>AIRGAS CANADA INC.</b>					
33815	11-Apr-2013	Issued	58	C		12.00
146533	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>0060</b>	<b>ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>					
33817	11-Apr-2013	Issued	58	C		95.16
13794	01-4-2500-000	PAYABLES - TRADE		95.16		
Invoice Description --> BCVFD - MINITOR BATTERIES						
<b>Total :</b>				95.16	0.00	95.16
33882	18-Apr-2013	Issued	65	C		67.03
13891	01-4-2500-000	PAYABLES - TRADE		67.03		
Invoice Description --> EMERGENCY PLANNING - 3 PAGER BATTERIES						

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3  
 Status : All  
 Medium :  
 M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				67.03	0.00	67.03
<b>Supplier Total :</b>				162.19	0.00	162.19

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>					
33880	18-Apr-2013		Issued	65	C	968.55
MAR31/13	01-4-2500-000	PAYABLES - TRADE			404.47	
Invoice Description -->		BCVFD - MARCH FUEL COSTS				
BCWS - MAR31/13	01-4-2500-000	PAYABLES - TRADE			564.08	
Invoice Description -->		BCWS - MARCH 2013 FUEL COSTS				
<b>Total :</b>				968.55	0.00	968.55
<b>Supplier Total :</b>				968.55	0.00	968.55

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0455</b>	<b>ALBERNI VALLEY REFRIGERATION LTD.</b>					
33885	18-Apr-2013		Issued	65	C	470.40
20137095	01-4-2500-000	PAYABLES - TRADE			470.40	
Invoice Description -->		ACRD OFFICE - HVAC QUARTERLY MAINTENANCE CONTRACT				
<b>Total :</b>				470.40	0.00	470.40
<b>Supplier Total :</b>				470.40	0.00	470.40

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0095</b>	<b>ALBERNI VALLEY CHAMBER OF COMMERCE</b>					
33818	11-Apr-2013		Issued	58	C	35.00
9812	01-4-2500-000	PAYABLES - TRADE			35.00	
Invoice Description -->		ACRD COMM - NETWORKING DINNER MARCH 20, 2013				
<b>Total :</b>				35.00	0.00	35.00
<b>Supplier Total :</b>				35.00	0.00	35.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0091</b>	<b>ALBERTA FIRE CHIEFS ASSOCIATION</b>					
33883	18-Apr-2013		Issued	65	C	617.74
SO13-227	01-4-2500-000	PAYABLES - TRADE			617.74	
Invoice Description -->		BCVFD - TRAINING MATERIALS				
<b>Total :</b>				617.74	0.00	617.74
<b>Supplier Total :</b>				617.74	0.00	617.74

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0220</b>	<b>AMERICAN PLANNING ASSOCIATION</b>					
33819	11-Apr-2013		Issued	58	C	120.00
062456-1323	01-4-2500-000	PAYABLES - TRADE			120.00	
Invoice Description -->		ZONING PRACTICE PUBLICATION - 2013-14				
<b>Total :</b>				120.00	0.00	120.00

**ALBERNI-CLAYQUOQUO REGIONAL DISTRICT**  
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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			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				120.00	0.00	120.00

<b>0270 ANDREW SHERET LTD.</b>						
33884	18-Apr-2013		Issued	65	384.12	
PROMOCR	01-4-2500-000	PAYABLES - TRADE		C	-100.00	
Invoice Description --> BCWS - SUPPLIES - CREDIT PROMO						
03-035092	01-4-2500-000	PAYABLES - TRADE		17.83		
Invoice Description --> BCWS - SUPPLIES						
03-037182	01-4-2500-000	PAYABLES - TRADE		78.43		
Invoice Description --> BCWS - SUPPLIES						
03-036832	01-4-2500-000	PAYABLES - TRADE		387.86		
Invoice Description --> BCWS - SUPPLIES						
<b>Total :</b>				384.12	0.00	384.12
<b>Supplier Total :</b>				384.12	0.00	384.12

<b>0022 AON REED STENHOUSE INC.</b>						
33813	11-Apr-2013		Issued	58	4256.00	
AIR INSUR 2013-14	01-4-2500-000	PAYABLES - TRADE		C	4256.00	
Invoice Description --> AVRA & LBA INSURANCE FOR APRIL 1, 2013 TO MARCH 31, 2014						
<b>Total :</b>				4256.00	0.00	4256.00
<b>Supplier Total :</b>				4256.00	0.00	4256.00

<b>0336 ARC - WESTERN CANADA</b>						
33820	11-Apr-2013		Issued	58	171.58	
N011965	01-4-2500-000	PAYABLES - TRADE		C	171.58	
Invoice Description --> PLANNING - PLOTTER SUPPLIES						
<b>Total :</b>				171.58	0.00	171.58
<b>Supplier Total :</b>				171.58	0.00	171.58

<b>0512 BAMFIELD HARBOUR AUTHORITY</b>						
33918	24-Apr-2013		Issued	77	6820.97	
BHA-ICET FUNDS #	01-4-2500-000	PAYABLES - TRADE		C	6820.97	
Invoice Description --> BAMFIELD HARBOUR AUTHORITY - ICET FUNDING REIMBURSEMENT #2						
<b>Total :</b>				6820.97	0.00	6820.97
<b>Supplier Total :</b>				6820.97	0.00	6820.97

<b>1050 BAMFIELD VOLUNTEER FIRE DEPARTMENT</b>						
33834	11-Apr-2013		Issued	58	129.62	
BVFD-MAR31/13	01-4-2500-000	PAYABLES - TRADE		C	129.62	
Invoice Description --> BCEP - ELECTRIC CABLES FOR RECEPTION CENTRE						
<b>Total :</b>				129.62	0.00	129.62

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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>					129.62	0.00	129.62
<hr/>							
<b>0556</b>	<b>BARKLEY SOUND MANAGEMENT</b>						
33821	11-Apr-2013		Issued	58	C	2626.40	
495470	01-4-2500-000	PAYABLES - TRADE			2626.40		
Invoice Description -->		SALMON BEACH - SEWAGE					
<b>Total :</b>					2626.40	0.00	2626.40
<hr/>							
33886	18-Apr-2013		Issued	65	C	5950.02	
2013-04	01-4-2500-000	PAYABLES - TRADE			5950.02		
Invoice Description -->		SB MGMT CONTRACT MARCH 16 TO APRIL 15 , 2013					
<b>Total :</b>					5950.02	0.00	5950.02
<b>Supplier Total :</b>					8576.42	0.00	8576.42
<hr/>							
<b>0660</b>	<b>BC HYDRO</b>						
33887	18-Apr-2013		Issued	65	C	5993.92	
400002070178	01-4-2500-000	PAYABLES - TRADE			5993.92		
Invoice Description -->		HYDRO - ACRD CONSOLIDATED					
<b>Total :</b>					5993.92	0.00	5993.92
<b>Supplier Total :</b>					5993.92	0.00	5993.92
<hr/>							
<b>0998</b>	<b>BC LIFE AND CASUALTY COMPANY</b>						
33832	11-Apr-2013		Issued	58	C	2147.34	
BCLIFEAPR13	01-4-2500-000	PAYABLES - TRADE			2147.34		
Invoice Description -->		GROUP INSURANCE APRIL 2013					
<b>Total :</b>					2147.34	0.00	2147.34
<b>Supplier Total :</b>					2147.34	0.00	2147.34
<hr/>							
<b>0670</b>	<b>BC MUNICIPAL SAFETY ASSOCIATION</b>						
33822	11-Apr-2013		Issued	58	C	56.00	
947	01-4-2500-000	PAYABLES - TRADE			56.00		
Invoice Description -->		WHIMIS ONLINE TRAINING (2 BCWS - 3 ACRD OFFICE)					
<b>Total :</b>					56.00	0.00	56.00
<b>Supplier Total :</b>					56.00	0.00	56.00
<hr/>							
<b>0700</b>	<b>BC TRANSIT</b>						
33824	11-Apr-2013		Issued	58	C	12709.00	
213602	01-4-2500-000	PAYABLES - TRADE			12709.00		
Invoice Description -->		FEBRUARY 2013 CUSTOM TRANSIT					
<b>Total :</b>					12709.00	0.00	12709.00

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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>					12709.00	0.00	12709.00
<hr/>							
<b>0677</b>	<b>BC WATER &amp; WASTE ASSOC.</b>						
33823	11-Apr-2013		Issued	58	C	70.00	
2013-BF-MEMBERS	01-4-2500-000	PAYABLES - TRADE			35.00		
Invoice Description --> 2013 MEMBERSHIP - BRUCE FORSYTH #9393							
2013-KL-MEMBERS	01-4-2500-000	PAYABLES - TRADE			35.00		
Invoice Description --> 2013 MEMBERSHIP - KEITH LOOKER #3277							
<b>Total :</b>					70.00	0.00	70.00
<b>Supplier Total :</b>					70.00	0.00	70.00
<hr/>							
<b>0735</b>	<b>BEAVER CREEK COMMUNITY CLUB</b>						
33919	24-Apr-2013		Issued	77	C	50.00	
MAY14/13-BEAU-AP	01-4-2500-000	PAYABLES - TRADE			50.00		
Invoice Description --> BEAUFORT APC MAY 14, 2013							
<b>Total :</b>					50.00	0.00	50.00
<b>Supplier Total :</b>					50.00	0.00	50.00
<hr/>							
<b>0740</b>	<b>BEAVER CREEK HOME CENTER</b>						
33825	11-Apr-2013		Issued	58	C	2394.34	
478617	01-4-2500-000	PAYABLES - TRADE			10.82		
Invoice Description --> BC PARKS - SUPPLIES							
480744	01-4-2500-000	PAYABLES - TRADE			11.13		
Invoice Description --> BUILDING INSPECTION - SUPPLIES							
479579	01-4-2500-000	PAYABLES - TRADE			27.61		
Invoice Description --> BCWS SUPPLIES							
49857	01-4-2500-000	PAYABLES - TRADE			59.84		
Invoice Description --> BCWS - KISTSUKSIS RES. - GAS TAX FUNDING							
475815	01-4-2500-000	PAYABLES - TRADE			101.00		
Invoice Description --> BCWS - SMALLTOOLS							
481449	01-4-2500-000	PAYABLES - TRADE			2183.94		
Invoice Description --> SALMON BEACH - TRANSPORTATION							
<b>Total :</b>					2394.34	0.00	2394.34
<b>Supplier Total :</b>					2394.34	0.00	2394.34
<hr/>							
<b>0750</b>	<b>BEAVER CREEK VOL. FIRE DEPARTMENT</b>						
33826	11-Apr-2013		Issued	58	C	6750.66	
BCVFD-Q1-2013	01-4-2500-000	PAYABLES - TRADE			6750.66		
Invoice Description --> BCVFD - 1ST QUARTER EXPENSES FOR TRAINING AND OTHER SMALL							
<b>Total :</b>					6750.66	0.00	6750.66
<b>Supplier Total :</b>					6750.66	0.00	6750.66

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0785</b>	<b>BERKS INTERTRUCK LTD.</b>					
33827	11-Apr-2013	Issued	58	C		30.24
130070	01-4-2500-000	PAYABLES - TRADE		30.24		
Invoice Description -->		SALMON BEACH - PUMPER TRUCK LOG BOOK				
<b>Total :</b>				30.24	0.00	30.24
<b>Supplier Total :</b>				30.24	0.00	30.24
<b>0791</b>	<b>BERRY &amp; VALE CONTRACTING LTD</b>					
33828	11-Apr-2013	Issued	58	C		104666.56
1057	01-4-2500-000	PAYABLES - TRADE		35880.32		
Invoice Description -->		WCLF MARCH CONTRACTOR & FREON REMOVAL \$36				
1058	01-4-2500-000	PAYABLES - TRADE		68786.24		
Invoice Description -->		AVLF MARCH CONTRACTOR, FREON REMOVAL \$176				
<b>Total :</b>				104666.56	0.00	104666.56
<b>Supplier Total :</b>				335584.23	0.00	335584.23
<b>0825</b>	<b>BLACK PRESS GROUP LTD.</b>					
33829	11-Apr-2013	Issued	58	C		148.68
31902343	01-4-2500-000	PAYABLES - TRADE		148.68		
Invoice Description -->		ACRD OFFICE \$76.50, SL OCP \$56.25				
<b>Total :</b>				148.68	0.00	148.68
<b>Supplier Total :</b>				148.68	0.00	148.68
<b>0827</b>	<b>BLAKEY ELECTRIC</b>					
33830	11-Apr-2013	Issued	58	C		6130.23
91428	01-4-2500-000	PAYABLES - TRADE		6130.23		
Invoice Description -->		BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE				
<b>Total :</b>				6130.23	0.00	6130.23
<b>Supplier Total :</b>				6130.23	0.00	6130.23
<b>0914</b>	<b>BOWERMAN EXCAVATING LTD</b>					
33831	11-Apr-2013	Issued	58	C		11757.31
4332	01-4-2500-000	PAYABLES - TRADE		11757.31		
Invoice Description -->		AVLF - NORTH EAST EXPANSION - CAPITAL				

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**Batch No. :** All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Total :</b>				11757.31	0.00	11757.31
<b>Supplier Total :</b>				11757.31	0.00	11757.31

**0950 BRETT, KENNETH**

33920	24-Apr-2013		Issued	77	C	1000.00	
BRE158844	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

**0992 BUILDING OFFICIALS ASSOCIATION OF B.C.**

33811	09-Apr-2013		Issued	54	C	367.50	
NS-APR10/13	01-4-2500-000	PAYABLES - TRADE			183.75		
Invoice Description --> BUILDING INSPECTION - LATERAL LOAD WORKSHOP - SUTTON							
RG-APR10/13	01-4-2500-000	PAYABLES - TRADE			183.75		
Invoice Description --> BUILDING INSPECTION - LATERAL LOAD WORKSHOP - GAUDREAU							
<b>Total :</b>					367.50	0.00	367.50
33921	24-Apr-2013		Issued	77	C	448.00	
RGDUES2013	01-4-2500-000	PAYABLES - TRADE			448.00		
Invoice Description --> GAUDREAU - MEMBERSHIP DUES 2013							
<b>Total :</b>					448.00	0.00	448.00
<b>Supplier Total :</b>					815.50	0.00	815.50

**1035 BUTLER, LES**

33833	11-Apr-2013		Issued	58	C	3024.00	
2013-03A	01-4-2500-000	PAYABLES - TRADE			56.00		
Invoice Description --> PLANNING - DELIVERY OF DVA13001 NOTICES							
2013-03	01-4-2500-000	PAYABLES - TRADE			2968.00		
Invoice Description --> BWS - MARCH 2013 CONTRACTOR							
<b>Total :</b>					3024.00	0.00	3024.00
<b>Supplier Total :</b>					3024.00	0.00	3024.00

**1058 C. BOWNE ENTERPRISES**

33922	24-Apr-2013		Issued	77	C	219.24	
8195	01-4-2500-000	PAYABLES - TRADE			108.14		
Invoice Description --> SLCP - COUGAR SMITH PARKS SUPPLIES							
8178	01-4-2500-000	PAYABLES - TRADE			111.10		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES							
<b>Total :</b>					219.24	0.00	219.24

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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>Supplier Total :</b>						219.24	0.00	219.24
-----								
<b>1110</b>	<b>CANADA POST</b>							
33835	11-Apr-2013		Issued	58	C	97.22		
9512759466	01-4-2500-000	PAYABLES - TRADE				97.22		
Invoice Description -->		SPROAT LAKE MAILOUT						
<b>Total :</b>						97.22	0.00	97.22
<b>Supplier Total :</b>						97.22	0.00	97.22
-----								
<b>1270</b>	<b>CDW CANADA INC</b>							
33890	18-Apr-2013		Issued	65	C	397.52		
BJ13511	01-4-2500-000	PAYABLES - TRADE				67.25		
Invoice Description -->		COMPUTER EXPENSES - ACRD OFFICE \$15.87, BCWS \$22.09, BUILDING INSPECT \$22.09						
BJ12613	01-4-2500-000	PAYABLES - TRADE				330.27		
Invoice Description -->		ACRD OFFICE - PRINTER TONER						
<b>Total :</b>						397.52	0.00	397.52
<b>Supplier Total :</b>						397.52	0.00	397.52
-----								
<b>1316</b>	<b>CERTITECH IT SERVICES</b>							
33836	11-Apr-2013		Issued	58	C	3696.00		
115	01-4-2500-000	PAYABLES - TRADE				3696.00		
Invoice Description -->		MARCH 2013 IT SUPPORT SERVICES (\$2700) BCWS ITRON SETUP (\$600)						
<b>Total :</b>						3696.00	0.00	3696.00
<b>Supplier Total :</b>						3696.00	0.00	3696.00
-----								
<b>1342</b>	<b>CITY OF PORT ALBERNI</b>							
33837	11-Apr-2013		Issued	58	C	397.60		
MAR4/13	01-4-2500-000	PAYABLES - TRADE				397.60		
Invoice Description -->		ACRD OFFICE - WATER & SEWER CHARGES SEPTEMBER TO DECEMBER 2012 & EMERGENC'						
<b>Total :</b>						397.60	0.00	397.60
<b>33891</b>	<b>18-Apr-2013</b>		Issued	65	C	657.34		
APR11/31	01-4-2500-000	PAYABLES - TRADE				657.34		
Invoice Description -->		AVLF SEWER LECHATE - JANUARY 1 TO MARCH 31, 2013						
<b>Total :</b>						657.34	0.00	657.34
<b>Supplier Total :</b>						1054.94	0.00	1054.94
-----								
<b>1382</b>	<b>COAST CATERING COMPANY</b>							
33923	24-Apr-2013		Issued	77	C	463.68		
69	01-4-2500-000	PAYABLES - TRADE				228.48		
Invoice Description -->		ACRD COMMITTEE - BOD LUNCH						
70	01-4-2500-000	PAYABLES - TRADE				235.20		

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Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			

Invoice Description --> ACRD - COMMITTEE LUNCHES

**Total :** 463.68 0.00 463.68

**Supplier Total :** 463.68 0.00 463.68

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			

**1434 COLUMBIA ICE**

33838	11-Apr-2013		Issued	58	C	31.12
063852	01-4-2500-000	PAYABLES - TRADE			31.12	

Invoice Description --> OFFICE SUPPLIES

**Total :** 31.12 0.00 31.12

**Supplier Total :** 31.12 0.00 31.12

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			

**0801 CORIX WATER PRODUCTS LTD.**

33889	18-Apr-2013		Issued	65	C	1545.51
1031321246	01-4-2500-000	PAYABLES - TRADE			1545.51	

Invoice Description --> BWS - SUPPLIES

**Total :** 1545.51 0.00 1545.51

**Supplier Total :** 1545.51 0.00 1545.51

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			

**1650 CUPE - LOCAL 118**

33839	11-Apr-2013		Issued	58	C	1260.26
DUESMAR13	01-4-2500-000	PAYABLES - TRADE			1260.26	

Invoice Description --> MARCH 2013 UNION DUES

**Total :** 1260.26 0.00 1260.26

**Supplier Total :** 1260.26 0.00 1260.26

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			

**1675 DAVID STALKER EXCAVATING LTD.**

33840	11-Apr-2013		Issued	58	C	45672.75
8542	01-4-2500-000	PAYABLES - TRADE			45672.75	

Invoice Description --> BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE - PPC #6

**Total :** 45672.75 0.00 45672.75

**Supplier Total :** 45672.75 0.00 45672.75

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			

**1709 DEER BAY CONTRACTING**

33841	11-Apr-2013		Issued	58	C	10487.12
2224	01-4-2500-000	PAYABLES - TRADE			655.20	

Invoice Description --> SALMON BEACH - TRANSPORTATION

2225	01-4-2500-000	PAYABLES - TRADE			1464.96	
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Invoice Description --> SALMON BEACH - TRANSPORTATION

2219	01-4-2500-000	PAYABLES - TRADE			3248.00	
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Invoice Description --> SALMON BEACH - TRANSPORTATION

2227	01-4-2500-000	PAYABLES - TRADE			5118.96	
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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> SALMON BEACH - TRANSPORTATION							
<b>Total :</b>					10487.12	0.00	10487.12
<b>Supplier Total :</b>					10487.12	0.00	10487.12
-----							
<b>4002</b>	<b>DIGITAL POSTAGE ON CALL</b>						
33866	11-Apr-2013		Issued	58	C	2000.00	
APR10/13	01-4-2500-000	PAYABLES - TRADE			2000.00		
Invoice Description --> POSTAGE ACCOUNT 8000202700							
<b>Total :</b>					2000.00	0.00	2000.00
<b>Supplier Total :</b>					2000.00	0.00	2000.00
-----							
<b>1780</b>	<b>DOLANS CONCRETE LTD.</b>						
33842	11-Apr-2013		Issued	58	C	140.00	
C037820	01-4-2500-000	PAYABLES - TRADE			140.00		
Invoice Description --> BCWS - WATER SYSTEM REPAIRS							
<b>Total :</b>					140.00	0.00	140.00
<b>Supplier Total :</b>					140.00	0.00	140.00
-----							
<b>1847</b>	<b>DUPERE, JOHANNE</b>						
33924	24-Apr-2013		Issued	77	C	200.00	
DUP158845	01-4-2500-000	PAYABLES - TRADE			200.00		
Invoice Description --> SPROAT PARKS CARETAKER							
<b>Total :</b>					200.00	0.00	200.00
<b>Supplier Total :</b>					200.00	0.00	200.00
-----							
<b>0940</b>	<b>DUVALL, E.</b>						
33809	02-Apr-2013		Issued	48	C	1650.00	
BRA125658513	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
-----							
<b>1979</b>	<b>ERIK LARSEN DIESEL CO. LTD.</b>						
33843	11-Apr-2013		Issued	58	C	458.01	
710327	01-4-2500-000	PAYABLES - TRADE			199.29		
Invoice Description --> SALMON BEACH - PUMPER TRUCK REPAIR - SEWAGE							
710291	01-4-2500-000	PAYABLES - TRADE			258.72		
Invoice Description --> SALMON BEACH - PUMPER TRUCK REPAIR - SEWAGE							
<b>Total :</b>					458.01	0.00	458.01

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date				Debit	Credit	
Invoice No.	Account No.	Account Description					
<b>2067 FORTISBC</b>							
33844	11-Apr-2013		Issued	58	C	295.64	
MAR25/13	01-4-2500-000	PAYABLES - TRADE			295.64		
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL							
<b>Total :</b>					295.64	0.00	295.64
<b>Supplier Total :</b>					295.64	0.00	295.64
<b>2140 GEDDES, RICK</b>							
33845	11-Apr-2013		Issued	58	C	1200.00	
71	01-4-2500-000	PAYABLES - TRADE			1200.00		
Invoice Description --> BCVFD - FIRST RESPONDER INITIAL CERT. COURSE & EXAMS (4 MEMBERS)							
<b>Total :</b>					1200.00	0.00	1200.00
<b>Supplier Total :</b>					1200.00	0.00	1200.00
<b>2240 GIBSON BROTHERS CONTRACTING LTD.</b>							
33846	11-Apr-2013		Issued	58	C	277.20	
11665	01-4-2500-000	PAYABLES - TRADE			277.20		
Invoice Description --> MILLSTREAM WATER SYSTEM REPAIR - HYDRO SAND							
<b>Total :</b>					277.20	0.00	277.20
<b>Supplier Total :</b>					277.20	0.00	277.20
<b>2300 GRAND &amp; TOY</b>							
33847	11-Apr-2013		Issued	58	C	185.67	
E596961	01-4-2500-000	PAYABLES - TRADE			185.67		
Invoice Description --> ACRD PAPER - \$107.45, OFFICE SUPPLIES \$58.33							
<b>Total :</b>					185.67	0.00	185.67
<b>Supplier Total :</b>					185.67	0.00	185.67
<b>2422 HALL, TOM</b>							
33849	11-Apr-2013		Issued	58	C	40.00	
APR10/13	01-4-2500-000	PAYABLES - TRADE			40.00		
Invoice Description --> RETURN COMPOSTER							
<b>Total :</b>					40.00	0.00	40.00
<b>Supplier Total :</b>					40.00	0.00	40.00
<b>2390 HARBOUR VIEW COLLISION LTD</b>							
33848	11-Apr-2013		Issued	58	C	773.14	
30439	01-4-2500-000	PAYABLES - TRADE			258.45		

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
	Invoice Description --> 2007 JEEP LIBERTY - DEDUCTIBLE GLASS REPAIR					
30446	01-4-2500-000	PAYABLES - TRADE		514.69		
	Invoice Description --> FORD RANGER - DEDUCTIBLE AND PORTION OF HST - ACCIDENT MARCH 7					
<b>Total :</b>				773.14	0.00	773.14
<b>Supplier Total :</b>				773.14	0.00	773.14

2448	<b>HARTMAN BUSINESS.COM</b>					
33850	11-Apr-2013		Issued	58	C	34.72
2066195	01-4-2500-000	PAYABLES - TRADE			34.72	
	Invoice Description --> BCWS - SERVICE MATERIALS USED					
<b>Total :</b>				34.72	0.00	34.72
<b>Supplier Total :</b>				34.72	0.00	34.72

2485	<b>HOLDER, DAN</b>					
33851	11-Apr-2013		Issued	58	C	8043.84
MAR27/13	01-4-2500-000	PAYABLES - TRADE			3540.32	
	Invoice Description --> LBA - FIRE PROTECTION CONSULTING					
APR6/13	01-4-2500-000	PAYABLES - TRADE			4503.52	
	Invoice Description --> FIRE SERVICE COORDINATOR CONTRACTOR - MARCH 2013					
<b>Total :</b>				8043.84	0.00	8043.84
<b>Supplier Total :</b>				8043.84	0.00	8043.84

2499	<b>HOMETOWN AUTOMOTIVE LTD.</b>					
33852	11-Apr-2013		Issued	58	C	720.77
3200	01-4-2500-000	PAYABLES - TRADE			269.76	
	Invoice Description --> JEEP LIBERTY - REAR SHOCK REPLACEMENT					
3185	01-4-2500-000	PAYABLES - TRADE			451.01	
	Invoice Description --> BCWS - 94 DODGE DAKOTA - RADITATOR REPAIR & OIL LUBE & FILTER					
<b>Total :</b>				720.77	0.00	720.77
<b>Supplier Total :</b>				720.77	0.00	720.77

2651	<b>INSIGHT CANADA INC.</b>					
33853	11-Apr-2013		Issued	58	C	936.88
720018163	01-4-2500-000	PAYABLES - TRADE			936.88	
	Invoice Description --> ACRD OFFICE COMPUTER - ENVIRO SERVICE MANAGER - HP ELITE 8300					
<b>Total :</b>				936.88	0.00	936.88
<b>Supplier Total :</b>				936.88	0.00	936.88

2787	<b>JACKSON, ROBERT</b>					
33925	24-Apr-2013		Issued	77	C	60.00
CSPNOV1258848	01-4-2500-000	PAYABLES - TRADE			60.00	

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
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>3119</b>	<b>JIFFY LUBE #1044</b>					
33897	18-Apr-2013	Issued	65	C		59.68
17573	01-4-2500-000	PAYABLES - TRADE		59.68		
Invoice Description --> BCWS - 2003 DAKOTA - OIL LUBE & FILTER						
<b>Total :</b>				59.68	0.00	59.68
<b>Supplier Total :</b>				59.68	0.00	59.68
-----						
<b>2840</b>	<b>JUSTICE INSTITUTE</b>					
33895	18-Apr-2013	Issued	65	C		87.50
20034002	01-4-2500-000	PAYABLES - TRADE		87.50		
Invoice Description --> BCVFD - FIRE FIGHTER EXAMS						
<b>Total :</b>				87.50	0.00	87.50
<b>Supplier Total :</b>				87.50	0.00	87.50
-----						
<b>2854</b>	<b>KAMMA &amp; BLAKE INDUSTRIES</b>					
33855	11-Apr-2013	Issued	58	C		1002.40
27216	01-4-2500-000	PAYABLES - TRADE		1002.40		
Invoice Description --> REGIONAL PARKS - CHINA CREEK BRIDGE DESIGN						
<b>Total :</b>				1002.40	0.00	1002.40
<b>Supplier Total :</b>				1002.40	0.00	1002.40
-----						
<b>2877</b>	<b>KOERS &amp; ASSOCIATES ENGINEERING LTD.</b>					
33896	18-Apr-2013	Issued	65	C		20701.88
1304-002	01-4-2500-000	PAYABLES - TRADE		493.92		
Invoice Description --> BWS - RESERVOIR RECHLORINATION PROJECT - GAS TAX INITIATIVE						
1245-007	01-4-2500-000	PAYABLES - TRADE		2010.96		
Invoice Description --> BCWS - OPTIONS REVIEW						
1265-004	01-4-2500-000	PAYABLES - TRADE		3136.00		
Invoice Description --> BWS - WATER SYSTEM STUDY - CAPITAL						
1204-015	01-4-2500-000	PAYABLES - TRADE		6773.13		
Invoice Description --> BCWS - KITSUKSIS RESERVOIR - GAS TAX INITIATIVE						
1232-004	01-4-2500-000	PAYABLES - TRADE		8287.87		
Invoice Description --> BCWS - STRICT ROAD PUMP STATION - GAS TAX INITIATIVE						
<b>Total :</b>				20701.88	0.00	20701.88
<b>Supplier Total :</b>				20701.88	0.00	20701.88

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
33854	11-Apr-2013	Issued	58	C	319.08	
797480	01-4-2500-000	PAYABLES - TRADE		319.08		
Invoice Description --> HEALTH NETWORK - LUNCHESES FOR NOV 1, 2012 MEETING						
<b>Total :</b>				319.08	0.00	319.08
<b>Supplier Total :</b>				319.08	0.00	319.08

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3025</b>	<b>LADY ROSE MARINE SERVICES</b>					
33858	11-Apr-2013	Issued	58	C	974.40	
2010-10620	01-4-2500-000	PAYABLES - TRADE		324.80		
Invoice Description --> AVLF - BAMFIELD BIN TRANSPORT						
2010-10688	01-4-2500-000	PAYABLES - TRADE		324.80		
Invoice Description --> AVLF - BAMFIELD BIN TRANSPORT						
2010-10801	01-4-2500-000	PAYABLES - TRADE		324.80		
Invoice Description --> AVLF - BAMFIELD BIN TRANSPORT						
<b>Total :</b>				974.40	0.00	974.40
<b>Supplier Total :</b>				974.40	0.00	974.40

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3008</b>	<b>LAND TITLE AND SURVEY AUTHORITY OF B.C.</b>					
33856	11-Apr-2013	Issued	58	C	23.90	
DVA13001	01-4-2500-000	PAYABLES - TRADE		23.90		
Invoice Description --> DEVELOPMENT VARIANCE DVA13001 - GEALL						
<b>Total :</b>				23.90	0.00	23.90
<b>Supplier Total :</b>				23.90	0.00	23.90

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3011</b>	<b>LANDWORKS CONSULTANTS INC</b>					
33857	11-Apr-2013	Issued	58	C	1892.30	
13018	01-4-2500-000	PAYABLES - TRADE		1892.30		
Invoice Description --> RURAL OCP'S PROJECT						
<b>Total :</b>				1892.30	0.00	1892.30
<b>Supplier Total :</b>				1892.30	0.00	1892.30

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3028</b>	<b>LOCAL GOVERNMENT LEADERSHIP ACADEMY</b>					
33859	11-Apr-2013	Issued	58	C	393.75	
LGLA-CS-APR10/13	01-4-2500-000	PAYABLES - TRADE		393.75		
Invoice Description --> 5TH CHIEF ELECTED OFFICIALS FORUM - SOLDA						
<b>Total :</b>				393.75	0.00	393.75
<b>Supplier Total :</b>				393.75	0.00	393.75

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
<b>3147</b>	<b>M &amp; D AUTO PART LTD.</b>				
33860	11-Apr-2013	Issued	58	C	292.38
5759620	01-4-2500-000	PAYABLES - TRADE		5.66	

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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	
Invoice Description -->	BCVFD - AUTO SUPPLIES					
5758060	01-4-2500-000	PAYABLES - TRADE		286.72		
Invoice Description -->	BCVFD - BATTERY TRUCK BC54					
<b>Total :</b>				292.38	0.00	292.38
<b>Supplier Total :</b>				292.38	0.00	292.38

3272	MCCONNELL, SHAWN					
33898	18-Apr-2013		Issued	65	C	1849.76
746598	01-4-2500-000	PAYABLES - TRADE			924.00	
Invoice Description -->	MARCH 2013 LONG BEACH AIRPORT WATER CONTRACTOR					
746597	01-4-2500-000	PAYABLES - TRADE			925.76	
Invoice Description -->	MARCH 2013 MILLSTREAM WATER CONTRACTOR					
<b>Total :</b>				1849.76	0.00	1849.76
<b>Supplier Total :</b>				1849.76	0.00	1849.76

3270	MCCOY LAKE EXCAVATING LTD					
33861	11-Apr-2013		Issued	58	C	364.00
2622	01-4-2500-000	PAYABLES - TRADE			364.00	
Invoice Description -->	SLVFD - LAKESHORE SEPTIC SYSTEM ASSESSMENT					
<b>Total :</b>				364.00	0.00	364.00
<b>Supplier Total :</b>				364.00	0.00	364.00

3280	MCGILL & ASSOCIATES ENGINEERING					
33899	18-Apr-2013		Issued	65	C	13649.52
14198	01-4-2500-000	PAYABLES - TRADE			43.31	
Invoice Description -->	WCLF GENERAL CONSULTING COSTS					
14199	01-4-2500-000	PAYABLES - TRADE			43.31	
Invoice Description -->	LBA WATER SYSTEM EVALUATION					
14200	01-4-2500-000	PAYABLES - TRADE			119.07	
Invoice Description -->	LBA WATER SYSTEM EVALUATION					
14213	01-4-2500-000	PAYABLES - TRADE			449.66	
Invoice Description -->	SLVFD - LAKESHORE FIREHALL SEISMIC UPGRADE					
14206	01-4-2500-000	PAYABLES - TRADE			2242.80	
Invoice Description -->	SLVFD - HAROLD BISHOP FIREHALL SEISMIC UPGRADE					
14201	01-4-2500-000	PAYABLES - TRADE			2777.25	
Invoice Description -->	AVLF NORTH EAST EXPANSION					
14183	01-4-2500-000	PAYABLES - TRADE			7974.12	
Invoice Description -->	BELL ROAD/STUART ROAD WATER SYSTEM					
<b>Total :</b>				13649.52	0.00	13649.52
<b>Supplier Total :</b>				13649.52	0.00	13649.52

3287	MCLINTOCK HIGGINS LTD.					
33900	18-Apr-2013		Issued	65	C	122.85

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
34691	01-4-2500-000	PAYABLES - TRADE		122.85		
Invoice Description --> SPROAT LAKE PARKS PLUMBING REPAIRS - COUGAR SMITH WATER QUALITY						
<b>Total :</b>				122.85	0.00	122.85
<b>Supplier Total :</b>				122.85	0.00	122.85

<b>3505 MFA LEASING</b>						
AUTO58846	28-Apr-2013		Issued	75	E	2724.23
BAMFIRE58846	01-4-2500-000	PAYABLES - TRADE			2724.23	
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						
<b>Total :</b>				2724.23	0.00	2724.23
<b>Supplier Total :</b>				2724.23	0.00	2724.23
-----						
AUTO58847	28-Apr-2013		Issued	75	E	1654.31
LBTRACT58847	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>				1654.31	0.00	1654.31

<b>3340 MINISTER OF FINANCE</b>						
33862	11-Apr-2013		Issued	58	C	1533.50
MSPAPR13	01-4-2500-000	PAYABLES - TRADE			1533.50	
Invoice Description --> MSP PREMIUMS FOR APRIL 2013						
<b>Total :</b>				1533.50	0.00	1533.50
<b>Supplier Total :</b>				1533.50	0.00	1533.50

<b>3500 MUNICIPAL FINANCE AUTHORITY</b>						
EFT-5	06-Apr-2013		Issued	64	E	84582.72
92-1/2013	01-4-2500-000	PAYABLES - TRADE			84582.72	
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				84582.72	0.00	84582.72
<b>Supplier Total :</b>				84582.72	0.00	84582.72
-----						
EFT-6	12-Apr-2013		Issued	64	E	46926.75
117-1/2013	01-4-2500-000	PAYABLES - TRADE			46926.75	
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				46926.75	0.00	46926.75
<b>Supplier Total :</b>				46926.75	0.00	46926.75
-----						
EFT-7	19-Apr-2013		Issued	64	E	265525.80
97-1/2013	01-4-2500-000	PAYABLES - TRADE			265525.80	
Invoice Description --> DEBENTURE DEBT						
<b>Total :</b>				265525.80	0.00	265525.80
<b>Supplier Total :</b>				265525.80	0.00	265525.80
-----						
EFT-8	03-Apr-2013		Issued	81	E	19.84
03/2013/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

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				19.84	0.00	19.84
<b>Supplier Total :</b>				397055.11	0.00	397055.11

<b>3490 MUNICIPAL PENSION PLAN</b>							
EFT-8	14-Apr-2013		Issued	70	E	7049.96	
MAR31/13 - SUPER	01-4-2500-000	PAYABLES - TRADE			7049.96		
Invoice Description --> PP ENDING MARCH 31 - SUPERANNUATION							
<b>Total :</b>					7049.96	0.00	7049.96
EFT-9	15-Apr-2013		Issued	70	E	7018.79	
APR14/13 - SUPER	01-4-2500-000	PAYABLES - TRADE			7018.79		
Invoice Description --> PP ENDING APRIL 14 - SUPERANNUATION							
<b>Total :</b>					7018.79	0.00	7018.79
<b>Supplier Total :</b>					14068.75	0.00	14068.75

<b>3551 MYRES, LINDA</b>							
33863	11-Apr-2013		Issued	58	C	737.10	
LMAPR5/13	01-4-2500-000	PAYABLES - TRADE			106.10		
Invoice Description --> BCEP - ELECTRICAL CABLES							
LMMAR20/13	01-4-2500-000	PAYABLES - TRADE			631.00		
Invoice Description --> BCEP - SHELVING ASSEMBLY & TRAVEL REIMBURSEMENT							
<b>Total :</b>					737.10	0.00	737.10
<b>Supplier Total :</b>					737.10	0.00	737.10

<b>3622 NICKLIN WASTE DISPOSAL</b>							
33864	11-Apr-2013		Issued	58	C	168.00	
2123	01-4-2500-000	PAYABLES - TRADE			168.00		
Invoice Description --> BCVFD - GARBAGE SERVICE JANUARY TO MARCH 2013							
<b>Total :</b>					168.00	0.00	168.00
<b>Supplier Total :</b>					168.00	0.00	168.00

<b>3631 NORTH ISLAND COMMUNICATIONS INC.</b>							
33901	18-Apr-2013		Issued	65	C	450.24	
623780	01-4-2500-000	PAYABLES - TRADE			450.24		
Invoice Description --> BAMFIELD EMERGENCY PLANNING - 3 BATTERIES 2 CHARGERS							
<b>Total :</b>					450.24	0.00	450.24
<b>Supplier Total :</b>					450.24	0.00	450.24

<b>3651 NORTH ISLAND LABORATORIES</b>						
33865	11-Apr-2013		Issued	58	C	1023.68
85125	01-4-2500-000	PAYABLES - TRADE			112.00	

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> SALMON BEACH WATER TESTING - MARCH 2013						
84991	01-4-2500-000	PAYABLES - TRADE		911.68		
Invoice Description --> BCWS WATER TESTING						
<b>Total :</b>				1023.68	0.00	1023.68
<b>Supplier Total :</b>				1023.68	0.00	1023.68

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2010 OUGHTRED COFFEE &amp; TEA LTD.</b>						
33892	18-Apr-2013		Issued	65	C	100.27
INV89654	01-4-2500-000	PAYABLES - TRADE		100.27		
Invoice Description --> OFFICE SUPPLIES						
<b>Total :</b>				100.27	0.00	100.27
<b>Supplier Total :</b>				100.27	0.00	100.27

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3792 PACIFIC BLUE CROSS</b>						
33926	24-Apr-2013		Issued	77	C	4287.73
BCWS - PBCMAY13	01-4-2500-000	PAYABLES - TRADE		209.66		
Invoice Description --> BCWS - MAY 2013 PREMIUMS						
PBCMAY13	01-4-2500-000	PAYABLES - TRADE		4078.07		
Invoice Description --> MAY 2013 PREMIUMS						
<b>Total :</b>				4287.73	0.00	4287.73
<b>Supplier Total :</b>				4287.73	0.00	4287.73

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4010 PETRO CANADA</b>						
33867	11-Apr-2013		Issued	58	C	924.74
PCMAR28/13	01-4-2500-000	PAYABLES - TRADE		924.74		
Invoice Description --> FUEL RD VEHICLES						
<b>Total :</b>				924.74	0.00	924.74
<b>Supplier Total :</b>				924.74	0.00	924.74

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4115 PRICE'S ALARM SYSTEM LTD</b>						
33868	11-Apr-2013		Issued	58	C	126.00
1694873	01-4-2500-000	PAYABLES - TRADE		126.00		
Invoice Description --> BCFVD - HALL ALARM MONITORING APRIL TO JUNE 2013						
<b>Total :</b>				126.00	0.00	126.00
<b>Supplier Total :</b>				126.00	0.00	126.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4145 PROFIRE EMERGENCY EQUIPMENT INC.</b>						
33869	11-Apr-2013		Issued	58	C	411.60
33738	01-4-2500-000	PAYABLES - TRADE		411.60		
Invoice Description --> BCFVD - PUMPER TRUCK SERVICE - TANK INSPECTION - #51						

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 Medium :  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				411.60	0.00	411.60
<b>Supplier Total :</b>				411.60	0.00	411.60
-----						
<b>4180</b>	<b>PUROLATOR COURIER SERVICE</b>					
33870	11-Apr-2013	Issued	58	C		45.92
419588653	01-4-2500-000	PAYABLES - TRADE		45.92		
Invoice Description --> ACRD OFFICE - SHIPPING COSTS						
<b>Total :</b>				45.92	0.00	45.92
<b>Supplier Total :</b>				45.92	0.00	45.92
-----						
<b>4187</b>	<b>QUALITY FOODS-PORT ALBERNI</b>					
33902	18-Apr-2013	Issued	65	C		25.17
61 780507	01-4-2500-000	PAYABLES - TRADE		25.17		
Invoice Description --> OFFICE EXPENSES						
<b>Total :</b>				25.17	0.00	25.17
<b>Supplier Total :</b>				25.17	0.00	25.17
-----						
<b>4370</b>	<b>R.J. DUNCAN &amp; ASSOCIATES</b>					
33928	24-Apr-2013	Issued	77	C		9520.00
28212	01-4-2500-000	PAYABLES - TRADE		9520.00		
Invoice Description --> 2012 AUDIT - INTERM BILLING #2						
<b>Total :</b>				9520.00	0.00	9520.00
<b>Supplier Total :</b>				9520.00	0.00	9520.00
-----						
<b>4220</b>	<b>RAYNER &amp; BRACHT LTD</b>					
33871	11-Apr-2013	Issued	58	C		3136.00
2012270	01-4-2500-000	PAYABLES - TRADE		1142.40		
Invoice Description --> BAMFIELD BIN CHARGES						
2013048	01-4-2500-000	PAYABLES - TRADE		1993.60		
Invoice Description --> BAMFIELD BIN CHARGES						
<b>Total :</b>				3136.00	0.00	3136.00
<b>Supplier Total :</b>				3136.00	0.00	3136.00
-----						
<b>4510</b>	<b>RBC ROYAL BANK VISA</b>					
33873	11-Apr-2013	Issued	58	C		847.20
MAR25/13	01-4-2500-000	PAYABLES - TRADE		847.20		
Invoice Description --> BCFVD - PHONE \$107.92, TRAINING \$ 510.40, AWARDS \$98.65						
<b>Total :</b>				847.20	0.00	847.20

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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>				847.20	0.00	847.20

<b>4280 RECEIVER GENERAL FOR CANADA</b>							
33810	09-Apr-2013		Issued	51	C	15614.31	
PD7A - MAR31/13	01-4-2500-000	PAYABLES - TRADE			15614.31		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING MARCH 31, 2013							
<b>Total :</b>					15614.31	0.00	15614.31
<b>33927 24-Apr-2013</b>			Issued	77	C	16247.48	
PD7A - APR14/13-DI	01-4-2500-000	PAYABLES - TRADE			584.73		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING APRIL 14, 2013 - DIRECTORS							
PD7A - APR14/13	01-4-2500-000	PAYABLES - TRADE			15662.75		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING APRIL 14, 2013							
<b>Total :</b>					16247.48	0.00	16247.48
<b>Supplier Total :</b>					31861.79	0.00	31861.79

<b>4491 ROMPRE, SUZANNE</b>							
33872	11-Apr-2013		Issued	58	C	700.00	
MAR1-31/13	01-4-2500-000	PAYABLES - TRADE			700.00		
Invoice Description --> MARCH BAMFIELD TRANSFER STATION CONTRACTOR							
<b>Total :</b>					700.00	0.00	700.00
<b>Supplier Total :</b>					700.00	0.00	700.00

<b>4613 SEW WEST SIGNS</b>							
33874	11-Apr-2013		Issued	58	C	504.00	
1074	01-4-2500-000	PAYABLES - TRADE			504.00		
Invoice Description --> SALMON BEACH - SEWAGE							
<b>Total :</b>					504.00	0.00	504.00
<b>Supplier Total :</b>					504.00	0.00	504.00

<b>4617 SIMSON MAXWELL</b>							
33903	18-Apr-2013		Issued	65	C	1321.86	
R70054	01-4-2500-000	PAYABLES - TRADE			1321.86		
Invoice Description --> BWS - EMERGENCY GENERATOR							
<b>Total :</b>					1321.86	0.00	1321.86
<b>Supplier Total :</b>					1321.86	0.00	1321.86

<b>4725 SOFTCHOICE CORPORATION</b>						
33875	11-Apr-2013		Issued	58	C	1319.92
3318023	01-4-2500-000	PAYABLES - TRADE			1319.92	
Invoice Description --> PLANNING - PRINTER HP LASERJET 600 & ENVELOPE FEEDER						

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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>				1319.92	0.00		1319.92
33904	18-Apr-2013	Issued	65	C			192.16
3325539	01-4-2500-000	PAYABLES - TRADE		192.16			
Invoice Description -->		BCWS - COMPUTER EXPENSE - WINDOWS 8 UPGRADE					
<b>Total :</b>				192.16	0.00		192.16
<b>Supplier Total :</b>				1512.08	0.00		1512.08
-----							
<b>4728</b>	<b>SONBIRD REFUSE &amp; RECYCLING LTD.</b>						
33876	11-Apr-2013	Issued	58	C			20163.82
15249	01-4-2500-000	PAYABLES - TRADE		20163.82			
Invoice Description -->		MARCH WC GARBAGE & RECYCLING					
<b>Total :</b>				20163.82	0.00		20163.82
<b>Supplier Total :</b>				20163.82	0.00		20163.82
-----							
<b>4859</b>	<b>STANTEC CONSULTING LTD.</b>						
33930	24-Apr-2013	Issued	77	C			154.22
752905	01-4-2500-000	PAYABLES - TRADE		154.22			
Invoice Description -->		CONCEPTUAL WASTEWATER STUDY - BAMFIELD					
<b>Total :</b>				154.22	0.00		154.22
<b>Supplier Total :</b>				154.22	0.00		154.22
-----							
<b>4785</b>	<b>STEWART MCDANNOLD STUART</b>						
33905	18-Apr-2013	Issued	65	C			6107.54
63753	01-4-2500-000	PAYABLES - TRADE		73.92			
Invoice Description -->		LEGAL FEES					
63755	01-4-2500-000	PAYABLES - TRADE		228.70			
Invoice Description -->		LEGAL FEES					
63750	01-4-2500-000	PAYABLES - TRADE		453.71			
Invoice Description -->		LEGAL FEES					
63757	01-4-2500-000	PAYABLES - TRADE		763.84			
Invoice Description -->		LEGAL FEES					
64008	01-4-2500-000	PAYABLES - TRADE		1085.77			
Invoice Description -->		LEGAL FEES					
63754	01-4-2500-000	PAYABLES - TRADE		1238.98			
Invoice Description -->		LEGAL FEES					
63756	01-4-2500-000	PAYABLES - TRADE		2262.62			
Invoice Description -->		LEGAL FEES					
<b>Total :</b>				6107.54	0.00		6107.54
-----							
33929	24-Apr-2013	Issued	77	C			1908.96
63751	01-4-2500-000	PAYABLES - TRADE		1908.96			
Invoice Description -->		LEGAL FEES					

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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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-Apr-2013 To 30-Apr-2013  
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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>					1908.96	0.00	1908.96
<b>Supplier Total :</b>					8016.50	0.00	8016.50
-----							
<b>4885</b>	<b>SUN COAST WASTE SERVICES</b>						
33877	11-Apr-2013		Issued	58	C	24589.22	
101612	01-4-2500-000	PAYABLES - TRADE			24589.22		
Invoice Description -->		MARCH AV RECYCLING CONTRACT					
<b>Total :</b>					24589.22	0.00	24589.22
<b>Supplier Total :</b>					24589.22	0.00	24589.22
-----							
<b>4921</b>	<b>SURVEYOR OF TAXES</b>						
33879	15-Apr-2013		Issued	60	C	861.00	
APR15/13	01-4-2500-000	PAYABLES - TRADE			861.00		
Invoice Description -->		TRANSFER TO TAXES RECEIVED					
<b>Total :</b>					861.00	0.00	861.00
<b>Supplier Total :</b>					861.00	0.00	861.00
-----							
<b>4972</b>	<b>TAYLOR, MARUSHA</b>						
33906	18-Apr-2013		Issued	65	C	168.75	
APR5/13	01-4-2500-000	PAYABLES - TRADE			168.75		
Invoice Description -->		ACRD - PROJECT - REVIEW AND REVISE JOB DESCRIPTIONS					
<b>Total :</b>					168.75	0.00	168.75
<b>Supplier Total :</b>					168.75	0.00	168.75
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<b>4984</b>	<b>TELUS</b>						
33932	24-Apr-2013		Issued	77	C	3162.64	
APR7/13-1	01-4-2500-000	PAYABLES - TRADE			218.58		
Invoice Description -->		BCWS - MAINTENANCE OFFICE PHONE, FAX & PHONES PUMPHOUSE					
APR7/13	01-4-2500-000	PAYABLES - TRADE			2944.06		
Invoice Description -->		ACRD CONSOLIDATED					
<b>Total :</b>					3162.64	0.00	3162.64
<b>Supplier Total :</b>					3162.64	0.00	3162.64
-----							
<b>4983</b>	<b>TELUS MOBILITY (BC)</b>						
33931	24-Apr-2013		Issued	77	C	1801.38	
020322435147	01-4-2500-000	PAYABLES - TRADE			836.36		
Invoice Description -->		ACRD CELLPHONES					
020322435146	01-4-2500-000	PAYABLES - TRADE			965.02		
Invoice Description -->		ACRD CELLPHONES					
<b>Total :</b>					1801.38	0.00	1801.38

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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>2320 THE GRAPHICS FACTORY</b>								
33893	18-Apr-2013		Issued	65	C	154.56		
20742	01-4-2500-000	PAYABLES - TRADE			154.56			
Invoice Description --> BCWS - 3 SIGNS								
<b>Total :</b>						1801.38	0.00	1801.38
<b>Supplier Total :</b>						1801.38	0.00	1801.38
<b>2649 THE INK SPOT</b>								
33894	18-Apr-2013		Issued	65	C	442.40		
12-10759	01-4-2500-000	PAYABLES - TRADE			442.40			
Invoice Description --> PLANNING - TONER 5500N - CYAN								
<b>Total :</b>						442.40	0.00	442.40
<b>Supplier Total :</b>						442.40	0.00	442.40
<b>50527 TOMKO SPORTS SYSTEMS</b>								
33907	18-Apr-2013		Issued	65	C	102.71		
11287	01-4-2500-000	PAYABLES - TRADE			102.71			
Invoice Description --> SL PARKS - COUGAR SMITH PARK BASKET BALL NETS								
<b>Total :</b>						102.71	0.00	102.71
<b>Supplier Total :</b>						102.71	0.00	102.71
<b>5069 TOTAL DELIVERY SYSTEMS</b>								
33908	18-Apr-2013		Issued	65	C	45.48		
149912	01-4-2500-000	PAYABLES - TRADE			45.48			
Invoice Description --> SALMON BEACH WATER - POSTAGE								
<b>Total :</b>						45.48	0.00	45.48
<b>Supplier Total :</b>						45.48	0.00	45.48
<b>0900 TRACY BOND (PETTY CASH)</b>								
33878	15-Apr-2013		Issued	60	C	139.44		
139.44	01-4-2500-000	PAYABLES - TRADE			139.44			
Invoice Description --> POSTAGE \$73.86, OFFICE EXPENSE \$59.00								
<b>Total :</b>						139.44	0.00	139.44
<b>Supplier Total :</b>						139.44	0.00	139.44
<b>5114 TRINEX INTERNET SOLUTIONS INC</b>								
33909	18-Apr-2013		Issued	65	C	420.00		
6137	01-4-2500-000	PAYABLES - TRADE			420.00			

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description --> APRIL 2013 WEBSITE MAINTENANCE							
<b>Total :</b>					420.00	0.00	420.00
<b>Supplier Total :</b>					420.00	0.00	420.00
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<b>5186</b>	<b>UCLUELET RENT-IT CENTER</b>						
33910	18-Apr-2013		Issued	65	C	464.16	
15398	01-4-2500-000	PAYABLES - TRADE			77.76		
Invoice Description --> SALMON BEACH - RECREATION - HONDA PRESSURE WASHER REPAIR							
15324	01-4-2500-000	PAYABLES - TRADE			386.40		
Invoice Description --> SALMON BEACH GARBAGE - MARCH 2013							
<b>Total :</b>					464.16	0.00	464.16
<b>Supplier Total :</b>					464.16	0.00	464.16
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<b>5195</b>	<b>UNISERVE COMMUNICATIONS CORPORATION</b>						
33911	18-Apr-2013		Issued	65	C	39.09	
000502023-0328201	01-4-2500-000	PAYABLES - TRADE			39.09		
Invoice Description --> APRIL 2013 WCLF & BWS INTERNET SERVICE							
<b>Total :</b>					39.09	0.00	39.09
<b>Supplier Total :</b>					39.09	0.00	39.09
-----							
<b>5278</b>	<b>VANCOUVER ISLAND PUBLISHING GROUP A/R</b>						
33912	18-Apr-2013		Issued	65	C	1445.23	
AVTD00003586	01-4-2500-000	PAYABLES - TRADE			263.42		
Invoice Description --> AVLF ADVERTISING - EDUCATION							
AVTD00003926	01-4-2500-000	PAYABLES - TRADE			273.00		
Invoice Description --> ADVERTISING - AVLF							
AVTD00003504	01-4-2500-000	PAYABLES - TRADE			908.81		
Invoice Description --> GENERAL ADVERTISING \$105.84, OCP \$94.08, REG PARKS \$188.16, REG PLAN \$423.36							
<b>Total :</b>					1445.23	0.00	1445.23
<b>Supplier Total :</b>					1445.23	0.00	1445.23
-----							
<b>5299</b>	<b>VANCOUVER ISLAND UNIVERSITY</b>						
33914	18-Apr-2013		Issued	65	C	1500.00	
TRI7128-1	01-4-2500-000	PAYABLES - TRADE			1500.00		
Invoice Description --> PLANNING - FOOD SUSTAIN. DEVELOPMENT							
<b>Total :</b>					1500.00	0.00	1500.00
<b>Supplier Total :</b>					1500.00	0.00	1500.00
-----							
<b>5293</b>	<b>VANCOUVER ISLAND HEALTH AUTHORITY</b>						
33913	18-Apr-2013		Issued	65	C	250.00	
34179	01-4-2500-000	PAYABLES - TRADE			250.00		

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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**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			
Invoice Description --> BEAVER CREEK WATER OPERATING PERMIT 2013								
<b>Total :</b>						250.00	0.00	250.00
<b>Supplier Total :</b>						250.00	0.00	250.00
-----								
<b>5475</b>	<b>WEST COAST SMARTFX LTD.</b>							
33915	18-Apr-2013			Issued	65	C	317.63	
2149	01-4-2500-000	PAYABLES - TRADE				317.63		
Invoice Description --> SALMON BEACH - SECURITY GATE MAINTENANCE								
<b>Total :</b>						317.63	0.00	317.63
<b>Supplier Total :</b>						317.63	0.00	317.63
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<b>5620</b>	<b>WORKSAFE BC</b>							
33916	18-Apr-2013			Issued	65	C	4039.12	
1STQTR2013	01-4-2500-000	PAYABLES - TRADE				4039.12		
Invoice Description --> 1ST QUARTER 2013 WCB PREMIUMS								
<b>Total :</b>						4039.12	0.00	4039.12
<b>Supplier Total :</b>						4039.12	0.00	4039.12
-----								
<b>6050</b>	<b>ZWARN, LISA M.</b>							
33917	18-Apr-2013			Issued	65	C	5636.40	
2013-04	01-4-2500-000	PAYABLES - TRADE				5636.40		
Invoice Description --> ACRD - REVIEW OF PLANNING AND ENVIRO SERVICES								
<b>Total :</b>						5636.40	0.00	5636.40
<b>Supplier Total :</b>						5636.40	0.00	5636.40
-----								
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<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>0.00</u>					



## MEMORANDUM

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

**From:** Mike Irg, Manager of Planning and Development

**Date:** April 30, 2013

**Subject:** Regional Parks Plan Steering Committee

---

**Recommendation:**

That the Board instructs staff to advertise in Bamfield, the West Coast, and the Alberni Valley for volunteers to sit on the steering committee for the Regional Parks plan.

**Desired Outcome:**

The objective is to develop a Parks Plan that meets the needs of the entire Regional District, encompassing all Electoral Areas, the City of Port Alberni, the District of Ucluelet, and District Tofino. The steering committee should have representation from all areas of the Regional District. Staff recommends that the committee consist of nine people.

The Board has asked for a Regional Parks Plan to provide direction and set policies for managing this service. There are currently three Regional Parks, all within the Alberni Valley. One of the objectives of the plan would be to address regional equity and look for opportunities to provide more inclusive regional parks service.

Submitted by:

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

Reviewed by:

---

Russell Dyson, CAO



## **REQUEST FOR DECISION**

**To:** Board of Directors  
**From:** Wendy Thomson, Manager of Administrative Services  
**Meeting Date:** May 8, 2013  
**Subject:** North Island 9-1-1 Corporation Articles - Amendments

---

**Recommendation:**

That the Regional District of Alberni-Clayoquot is in favour of executing the special resolution (appendix 'A') to make select alterations to the Articles of North Island 9-1-1 Corporation, as recommended by Singleton Urquhart LLO AND FURTHER THAT a waiver of notice (appendix 'B') be executed.

**Desired Outcome:**

To amend the North Island 911 Corporation Articles.

**Background:**

In 2012 a review of the North Island 9-1-1 Corporation was conducted by the Corporation's lawyers, Singleton Urquhart LLP. It was identified that the Articles for the Corporation were old and required updating.

At the March 15, 2013 meeting of the North Island 9-1-1 Corporation Board, a motion was adopted to amend the corporate articles and request a resolution from each of the North Island 9-1-1 stakeholders in favour of the amendments to the articles. See attached documentation on the recommended changes.

The above resolution is submitted by the North Island 9-1-1 Corporation for consideration by the ACRD Board of Directors. Staff recommends the ACRD pass the resolution to amend the NI 911 articles.

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

Minimal staff or elected officials time required.

**Financial:**

n/a

Submitted by:   
Wendy Thomson, Manager of Administrative Services

Approved by:   
Russell Dyson, Chief Administrative Officer



**DATE:** March 6, 2013

**TO:** President and Directors  
Corporation Board

**FROM:** Debra Oakman  
Secretary

**RE:** North Island 9-1-1 Corporation - Articles

**FILE:** 9-CORP

### **Purpose**

To recommend that the Articles of the North Island 9-1-1 Corporation be altered.

### **Policy analysis**

A review of the North Island 9-1-1 Corporation was initiated in early 2012. In April 2012, Roger Holland of Singleton Urquhart LLP, the solicitor for the North Island 9-1-1 Corporation identified that as a general note the Articles are fairly old as they date back to January 1995 when the company was first incorporated. The governing corporate legislation in place at the time was the *British Columbia Company Act* which has since been replaced with the *British Columbia Corporations Act* (BCCA).

### **Executive summary**

The solicitor has advised that any alternations to the existing Articles would need to be completed in accordance with part 14 of the BCCA, 'which in itself is not a particularly onerous process; it is just merely the process for such alternations.'

The April 5, 2012 letter from the solicitor further identified that 'while the language of the Articles is slightly outdated and verbose, the Articles of the company are still, on the whole satisfactory, even when compared to the more recent versions of articles which are now typically in use.' We did identify that section 12.2 required amendment to correctly reflect whom the directors of the company are (altered to specifically include Powell River and Strathcona Regional District). In addition the solicitor provided other possible amendments for consideration.

The North Island 9-1-1 administration committee and subsequently the board discussed the alternations and provided direction to prepare a shareholder resolution for future consideration.

Below is a summary of the six primary alterations (amendments) being recommended:

1. Section 8.1 - Expands borrowing authority from short-term to long term.
2. Section 12 - Amended to reflect the existing practise of appointment by the constituent shareholder.
3. Section 15.6 - Amended for conflict of interest disclosure.
4. Section 16 - Amended for current meeting provisions.
5. Section 16.7 - Amended for clarity with regard to quorum.
6. Section 24.1 and 24.2 - Amended to expand notice provisions.

It is recommended that the North Island 9-1-1 Corporation send a letter to each shareholder requesting that they vote in favour of and execute the attached special resolution (Appendix B) to make select alterations to the Articles of North Island 9-1-1 Corporation, as recommended by Singleton Urquhart LLP, and to further execute the attached waiver of notice (Appendix C).

**Recommendation(s) from the secretary:**

THAT a letter be sent to each Shareholder requesting that they vote in favour of and execute the attached special resolution to make select alterations to the Articles of North Island 9-1-1 Corporation, as recommended by Singleton Urquhart LLP, and to further execute the attached waiver of notice.

Respectfully:

***D. Oakman***

---

Debra Oakman, CMA  
Secretary

Attachments:

- Appendix A – February 22, 2013 Singleton Urquhart ‘Amendments to the Articles of the North Island 9-1-1 Corporation’
- Appendix B – Shareholders Resolution
- Appendix C – Waiver of Notice
- Appendix D – Articles of the North Island 9-1-1 Corporation (current)

**SINGLETON**  
LEGAL COUNSEL  
**URQUHART**

Via Email

Singleton Urquhart LLP  
1200 - 925 West Georgia Street  
Vancouver, BC V6C 3L2  
T 604 682 7474  
F 604 682 1283  
Toll Free 1 877 682 4404  
su@singleton.com  
www.singleton.com

Roger E. Holland  
D 604 673 7413  
rholland@singleton.com

Our File 54840.002

February 22, 2013

North Island 9-1-1 Corporation  
600 Comox Road  
Courtenay, B.C., V9N 3P6

**Attention: Debra Oakman**

Dear Sirs/Mesdames:

**Re: Amendments to the Articles of North Island 9-1-1 Corporation (the "Company")**

Further to our previous discussions and correspondence, in particular, our letter to you of April 5, 2012, we enclose herein the draft Shareholders Resolutions whereby various sections of the existing Articles of the Company are amended.

You may recall in our letter to you of April 5, 2012 we suggested various revisions to the Articles, and based upon further discussions between yourself and the undersigned we have made revisions to many of the items we referenced in our April 5 letter. In addition to the various matters discussed in our April 5 letter, we have also made amendments to section 16 of the Articles, respecting directors participating in board meetings by way of telephone and also with respect to amending section 16.7 with respect to the necessary quorum for the directors.

With respect to the specific revisions set out within the draft Shareholders Resolution we wish to comment as follows:

1. We have deleted the existing section 8.1 of the Articles and replaced it with a new section so as to give greater latitude to directors in authorising the Company to borrow money and issue security and, in particular, the pre-existing section 8.1 placed limitations whereby the Company could only borrow for short term needs. We have eliminated this limitation so as to give the Company greater borrowing latitude where necessary, in part, because it was not clear as to what constituted "short term needs".
2. We have deleted the existing sections 12.1 and 12.2 and replaced them with new provisions. The intention of these revisions is to change and to reflect the current reality with respect to the appointment of directors, in particular, with respect to expanding

section 12.2 to make it clear that one director is appointed by each of the constituent Shareholders. We have also provided for the appointment of alternate directors.

3. Section 15.6, this clause has been amended to provide that a director must disclose any potential conflict of interest and also that any such director will be required to account to the Company for any profits he made under any such proposed contract or transaction which the Company enters into.
4. Section 16. We have deleted the existing sections 16.4 and 16.7. With respect to 16.4 we have made specific provision for the meetings to take place by telephone or by other communications media provided that all such people participating by such telephone or communications media are able to communicate with each other and if all directors who wish to participate in the meeting agree to such participation.
5. With respect to section 16.7, we previously discussed with you that the existing section 16.7 with respect to quorum was awkwardly worded and we have amended same to further provide that a quorum necessary will not be less than two directors eligible to vote on any such business being put forward at a board meeting.
6. With respect to sections 24.1 and 24.2, we have expanded the notice provisions in terms of how and when notices are provided to shareholders with respect to Company annual meetings and general meetings to which the shareholders are entitled to attend. In particular, we have provided for notices of such meetings to be sent by facsimile and other electronic means of providing notice and we have accordingly updated this section to provide that, for example, notices can now be sent by email.

We look forward to receiving your comments or questions with respect to the attached resolutions. We are sending these to you both in draft form and with the draft watermark stamp removed, in the event the board finds them acceptable as is that you have a non-draft version available for execution.

Yours truly,

Singleton Urquhart LLP

Roger E. Holland

REH/SH

Enclosures

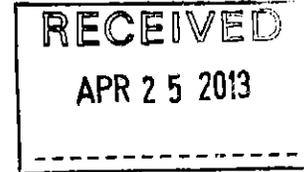


**North Island 9-1-1 Corporation**  
serving the regional districts of Alberni-Clayoquot, Comox Valley,  
Mt. Waddington, Nanaimo (School District #69),  
Powell River, and Strathcona

File: 9-CORP

April 11, 2013

Regional District of Alberni-Clayoquot  
3008-5<sup>th</sup> Avenue  
Port Alberni, BC  
V9Y 2E3



Dear Sir:

**Re: NI 9-1-1 Corporation articles - amendment**

At the March 15, 2013 meeting of the board, the North Island 9-1-1 Corporation adopted a motion to amend the corporate articles and to request a resolution from each of the NI 9-1-1 shareholders in favour of the amendment to the articles.

Please find enclosed a copy of the shareholders resolution to amend the articles of the NI 9-1-1 Corporation (appendix 'A') and waiver of notice (appendix 'B') for signature. Please consider the following recommendation at your regional board meeting.

“THAT the Regional District of Alberni-Clayoquot is in favour of executing the special resolution (appendix 'A') to make select alterations to the Articles of North Island 9-1-1 Corporation, as recommended by Singleton Urquhart LLO, AND FURTHER THAT a waiver of notice (appendix 'B') be executed.”

To assist with your discussions please find attached a copy of the 9-1-1 Corp staff report (appendix 'C') dated March 6, 2013. If further clarification is required please do not hesitate to contact me, your regional district admin staff rep or appointed elected representative.

Yours truly,

Debra Oakman  
Secretary

Enclosures:

- Appendix 'A' – Shareholders resolution of NI911 Corp
- Appendix 'B' – Waiver of notice
- Appendix 'C' – Staff report dated March 6, 2013

**SHAREHOLDERS RESOLUTION**  
**OF**  
**NORTH ISLAND 9-1-1 CORPORATION**  
(the "Company")

**RESOLVED**, as a special resolution, that the Articles of the Company be altered:

1. Section 8 of the Articles:

- (a) The existing Section 8.1. be deleted and replaced with the following new Section 8.1:

*8.1 The Company, if authorized by the Directors, may:*

*(a) borrow money in the manner and amount, on the security, from the sources and on the terms and conditions that they consider appropriate;*

*(b) issue bonds, debentures and other debt obligations either outright or as security for any liability or obligation of the Company and at such discounts or premiums and on such other terms as they consider appropriate; and*

*(c) mortgage, charge (whether by way of specific or floating charge) grant a security interest in, or give other security on, the whole or any part of the present and future assets and undertaking of the Company.*

- (b) Section 8.5. of the Articles of the Company be deleted without any replacement.

2. Section 12 of the Articles of the Company.

- (a) The existing Section 12.1. be deleted and replaced with the following new Section 12.1:

**12.1.**

*(a) The Subscribers to the Memorandum of the Company are the first Directors;*

*(b) At every annual general meeting:*

*(i) the Members entitled to vote at the annual general meeting for the election of Directors must elect, a board of Directors consisting of the number of*

*Directors for the time being set under these Articles;  
and*

*(ii) all the Directors cease to hold office immediately before the election or appointment of Directors under Article 12.1(b)(i), but are eligible for re-election or re-appointment.*

*(c) If:*

*(i) the Company fails to hold an annual general meeting, and all the Members who are entitled to vote at an annual general meeting on or before the date by which the annual general meeting is required to be held under the Business Corporations Act; or*

*(ii) the Members fail, at the annual general meeting to elect or appoint any Directors;*

*then each Director then in office continues to hold office until the earlier of:*

*(iii) the date on which his or her successor is elected or appointed; and*

*(iv) the date on which he or she otherwise ceases to hold office under the Business Corporations Act or these Articles.*

*(b) The existing Section 12.2. be deleted and replaced with the following new Section 12.2:*

*12.2. Each Member of the Company shall be entitled to appoint one (1) Director. In the event that a position on the Board of Directors shall be vacant for any reason whatsoever, the Member whose nominee formerly occupied such position shall be entitled to nominate a new Director to fill such vacancy. Without limiting the foregoing, the Directors shall be appointed as follows:*

*(a) one (1) Director appointed by the Comox Valley Regional District;*

*(b) one (1) Director appointed by the Powell River Regional District;*

*(c) one (1) Director appointed by the Strathcona Regional District;*

- (d) *one (1) Director appointed by the Regional District of Alberni-Clayoquot;*
- (e) *one (1) Director appointed by the Regional District of Mount Waddington; and*
- (f) *one (1) Director appointed by the Regional District of Nanaimo.*

*The number of Directors, excluding additional Directors, may be fixed or changed from time to time by unanimous resolution, whether previous notice thereof has been given or not, but notwithstanding anything contained in these Articles, the number of Directors shall never be more than ten (10).*

3. Section 14. of the Articles:

The existing Section 14.3 of the Articles be deleted and replaced with the following new Sections 14.3 through to 14.10:

*14.3. Any Director (the "Original Director") may by notice in writing received by the Company request the Member (the "appointor"), which appointed that original Director, to appoint any person (an "appointee") who is qualified to act as a Director to be the Original Director's alternate to act in his or her place at meetings of the Directors or Committees of the Directors at which the Original Director is not present.*

*14.4. Every alternate Director so appointed is entitled to receive notice of meetings of the Directors and of Committees of the Directors of which his or her Original Director is a member and to attend and vote as a Director at any such meetings at which his or her Original Director is not present.*

*14.5. A person may be appointed as an alternate director for more than one Director, and an alternate Director:*

- (a) *will be counted in determining the quorum for a meeting of Directors once for each of his or her Original Director and, in the case of an appointee who is also a Director, once more in that capacity;*
- (b) *has a separate vote at a meeting of Directors for each of his or her Original Directors and, in the case of an appointee who is also a Director, an additional vote in*

*that capacity;*

- (c) will be counted in determining the quorum for a meeting of a committee of Directors once for each of his or her Original Directors who is a member of that committee and, in the case of an appointee who is also a member of that committee as a Director, once more in that capacity; and*
- (d) has a separate vote at a meeting of a committee of Directors for each of his or her Original Directors who is a member of that committee and, in the case of an appointee who is also a member of that committee as a Director, an additional vote in that capacity.*

*14.6. Every alternate Director, if authorized by the notice appointing him or her, may sign in place of his or her Original Director any resolutions to be consented to in writing.*

*14.7. Every alternate Director is deemed not to be the agent of his or her Original Director.*

*14.8. An appointor may at any time, by notice in writing received by the Company, revoke the appointment of an alternate Director appointed by him or her.*

*14.9. The appointment of an alternate Director ceases when:*

- (a) his or her Original Director ceases to be a Director and is not promptly re-elected or re-appointed;*
- (b) the alternate Director dies;*
- (c) the alternate Director resigns as an alternate Director by notice in writing provided to the Company or a lawyer for the Company;*
- (d) the alternate Director ceases to be qualified to act as a Director; or*
- (e) his or her appointor revokes the appointment of the alternate Director.*

*14.10. The Company may reimburse an alternate Director for the reasonable expenses that would be properly reimbursed if he or she were a Director.*

4. Section 15 of the Articles of the Company

Section 15 of the Articles of the Company be altered by adding the following Section 15.6. to the Articles of the Company:

*15.6. A Director who holds a "disclosable interest" (as that term is used in the Business Corporations Act) in a contract or transaction into which the Company has entered or proposes to enter is liable to account to the Company for any profit that accrues to the Director under or as a result of the contract or transaction only if and to the extent provided in the Business Corporations Act.*

5. Section 16 of the Articles of the Company

- (a) The existing Section 16.4. of the Articles be deleted and replaced with the following new Section 16.4.:

*16.4. A Director may participate in a meeting of the Board of Directors or of any committee of the Directors in person or by telephone if all Directors participating in the meeting, whether in person or by telephone or other communications medium, are able to communicate with each other. A Director may participate in a meeting of the Board of Directors or of any committee of the Directors by a communications medium other than telephone if all Directors participating in the meeting, whether in person or by telephone or other communications medium, are able to communicate with each other and if all Directors who wish to participate in the meeting agree to such participation. A Director who participates in a meeting in a manner contemplated by this Article 16.4 is deemed for all purposes of the Business Corporations Act and these Articles to be present at the meeting and to have agreed to participate in that manner.*

- (b) The existing Section 16.7. of the Articles be deleted and replaced with the following new Section 16.7.:

*16.7. The quorum necessary for the transaction of the business of the Directors shall be not less than two-thirds (2/3) of the Directors eligible to vote on such business.*

6. Section 24 of the Articles of the Company

- (a) The existing Section 24.1 and 24.2. be deleted.

- (b) The following provisions be added as new Section 24:

*24.1 Unless the Business Corporations Act or these Articles provides otherwise, a notice, statement, report or other record required or permitted by the Business Corporations Act or these Articles to be sent by or to a person may be sent by any one of the following methods:*

- (a) *mail addressed to the person at the applicable address for that person as follows:*
  - (i) *for a record mailed to a Member, the Member's registered address;*
  - (ii) *for a record mailed to a Director or officer, the prescribed address for mailing shown for the Director or officer in the records kept by the Company or the mailing address provided by the recipient for the sending of that record or records of that class;*
  - (iii) *in any other case, the mailing address of the intended recipient;*
- (b) *delivery at the applicable address for that person as follows, addressed to the person:*
  - (i) *for a record delivered to a Member, the Member's registered address;*
  - (ii) *for a record delivered to a Director or officer, the prescribed address for delivery shown for the Director or officer in the records kept by the Company or the delivery address provided by the recipient for the sending of that record or records of that class;*
  - (iii) *in any other case, the delivery address of the intended recipient;*
- (c) *sending the record by fax to the fax number provided by the intended recipient for the sending of that record or records of that class;*
- (d) *sending the record by email to the email address provided by the intended recipient for the sending of that record or records of that class; and*
- (e) *physical delivery to the intended recipient.*

**24.2** *A record that is mailed to a person by ordinary mail to the applicable address for that person referred to in Article 24.1 is deemed to be received by the person to whom it was mailed on the day, Saturdays, Sundays and holidays excepted, following the date of mailing.*

**24.3** *A certificate signed by the Secretary, if any, or other officer of the Company or of any other corporation acting in that behalf for the Company stating that a notice, statement, report or other record was addressed as required by Article 24.1, prepaid and mailed or otherwise sent as permitted by Article 24.1 is conclusive evidence of that fact.*

**24.4.** *A notice, statement, report or other record may be provided by the Company to the joint Members of a share by providing the notice to the joint Member first named in the central securities register in respect of the share.*

**24.5** *A notice, statement, report or other record may be provided by the Company to the persons entitled to a share in consequence of the death, bankruptcy or incapacity of a Member by:*

*(a) mailing the record, addressed to them:*

*(i) by name, by the title of the legal personal representative of the deceased or incapacitated Member, by the title of trustee of the bankrupt Member or by any similar description; and*

*(ii) at the address, if any, supplied to the Company for that purpose by the persons claiming to be so entitled; or*

*(b) if an address referred to in Article 24.1 has not been supplied to the Company, by giving the notice in a manner in which it might have been given if the death, bankruptcy or incapacity had not occurred.*

7. The aforesaid changes be adopted as new provisions of the Articles of the Company.
8. These resolutions may be executed in several counterparts, each of which when so executed shall be deemed to be an original and such counterparts together shall constitute one and the same resolution and that reproduction of signatures by way of email, facsimile or telecopying device will be treated as though such reproductions were executed originals.

Dated effective: \_\_\_\_\_, 2013

GENERAL/54840.002/1371050.5

**COMOX VALLEY REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

Per: \_\_\_\_\_  
Authorized Signatory

**REGIONAL DISTRICT OF NANAIMO**

Per: \_\_\_\_\_  
Authorized Signatory

**POWELL RIVER REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory

**REGIONAL DISTRICT OF MOUNT WADDINGTON**

Per: \_\_\_\_\_  
Authorized Signatory

**STRATHCONA REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory

**WAIVER OF NOTICE**

The undersigned, being all of the shareholders of North Island 911 Corporation irrevocably waive notice of the meeting of shareholders concerning the passing of the special resolution attached hereto as Schedule A and consent to the holding of such meeting and the passing of the special resolution

Dated: \_\_\_\_\_, 2013

**COMOX VALLEY REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory

**POWELL RIVER REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

Per: \_\_\_\_\_  
Authorized Signatory

**REGIONAL DISTRICT OF MOUNT WADDINGTON**

Per: \_\_\_\_\_  
Authorized Signatory

**REGIONAL DISTRICT OF NANAIMO**

Per: \_\_\_\_\_  
Authorized Signatory

**STRATHCONA REGIONAL DISTRICT**

Per: \_\_\_\_\_  
Authorized Signatory



## **REQUEST FOR DECISION**

**To:** Board of Directors

**From:** Russell Dyson, Chief Administrative Officer

**Meeting Date:** May 8, 2013

**Subject:** Pacific Western Transportation Service Project Regional Transit Feasibility Study

---

### **Recommendation:**

That the Board of Directors approve the Pacific Western Transportation Service project to develop key recommendations that can address transportation issues within the Alberni-Clayoquot Regional District to a maximum amount of \$15,000.00.

### **Background:**

In its stakeholder consultations, the Alberni-Clayoquot Health Network heard that transportation in the region is a limiting factor in terms of health and safety, especially for rural remote residents. These concerns relate to the inability of many residents to get to health and community services in a safe and affordable manner. This hinders their ability to fully participate in economic and social opportunities (e.g. job and recreation opportunities). The study will look at the broad range of transportation options and a variety of funding sources.

### **Financial**

The Health Network will provide the funding for this study.

### **Summary**

Exploring Transportation has been identified as a top priority related to health and well being across the regional district. The Alberni Clayoquot Health Network proposes that the Regional District Board of Directors support Pacific Western Transportation to develop key recommendations that can address transportation issues within the Regional District.

Submitted by: Tanis Dagert, Coordinator of the Alberni Clayoquot Health Network

Approved by:

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



# Transportation Service

Alberni – Clayoquot Regional District

# Pacific Western Transportation

- Pacific Western Transportation Ltd. (PWT) is Canada's largest privately owned, full service bus transportation company, with subsidiary operations located in Ontario, Alberta, and British Columbia, that:
  - Operates more than 3,000 revenue passenger vehicles and employs approximately 4,000 people.
  - Operates North America's largest employee shuttle transportation operation moving 6,800 people to and from work daily.
  - Operates 4 distinctive lines of business;
    - Public Transit, Coach, Student, Oil Sands
- On a daily basis, PWT transports more than 20,000 people on board transit throughout Canada, plays host to 2,000 tourists and safely transports 45,000 students to and from school.
- PWT operates and is committed to 10 Core Values. These Core Values are the foundation of PWT and Safety is our cornerstone Core Value. Our commitment to Safety is in everything we do, and ultimately getting each and every one of our passengers and employee's **Safely Home** at the end of each and every journey.

# What can PWT do...



- With the vast knowledge of the transportation industry throughout all of our lines of business, we can use these resources to make a made in Port Alberni transportation network that will cover your Regional Districts needs.
- We can identify and recommend synergies throughout the region.
- We can coordinate and lead consultations of all stakeholders and develop a committee that can identify transportation needs within your corridors.
- We can provide a Key Recommendations report that will identify the current and future transportation needs for your Regional District.
- We can provide a clear schedule and funding requirements to complete this project.

# Project



- We see this project as an opportunity to develop key recommendations that can address transportation issues within your Regional District.
  - A snapshot of transportation needs;
  - Consensus on what the priority issues are;
  - Key Recommendations to address priority issues and
  - The sourcing of partnerships that will provide the foundation to a sustainable transportation network.
  
- **Transportation Needs**
  - The availability of various types of transportation within the Regional District
  - Existing need for additional transportation
  - 3 year plan for future transportation needs

# Project



- **Priority Issues**
  - Outline transportation priorities developed in consultation with stakeholders / committee / public input and First Nations groups.
  - Development of criteria and principles that will determine these needs.
- **Key Recommendations**
  - Provide clear direction and recommendations which shall identify potential models, and synergies for implementing transportation programs.
- **Sourcing of Partnerships**
  - Identify partnerships with agencies, government bodies, health services, community groups and private corporations that can provide the foundation to a sustainable transportation network.

# Costing



- **Costing Details**

- Costing was determined on having 8 consult meetings, 2 final presentation meetings and the following criteria;
  - Travel
  - Consult Fee
  - Misc Costs, i.e. Photo copies, project supplies, etc.

- **Costing Breakdown**

- Travel - \$5500
- Consult Fee - \$4800
- Misc Costs - \$700
- Maximum Project Cost - \$11,000, plus any applicable taxes

- **Notes**

- The costing of this project could be lower dependant on the Travel and Misc costs required
- Upon acceptance a monthly invoice of costs will be sent as the project proceeds

# Contact Information

Dave Christie, Regional Manager

NH Connections

Diversified Transportation LTD.

9122 Penn Road

Prince George, BC V2N 5T6

Phone: 250.564.7499

Fax: 250.564.7422

Cell: 778.349.0883

[www.northernhealth.ca/nhconnections](http://www.northernhealth.ca/nhconnections)

[davech@nhconnections.pwt.ca](mailto:davech@nhconnections.pwt.ca)

Phil Atkinson, Manager

Port Alberni Transit

PWTransit

3701-4<sup>th</sup> Ave

Port Alberni, BC V9Y 4H7

Phone: 250.723.3341

Fax: 250.723.8384

Cell: 250.735.1488

[phil@patransit.pwt.ca](mailto:phil@patransit.pwt.ca)



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Andy Daniel, Manager of Environmental Services  
**Meeting Date:** May 8, 2013  
**Subject:** Lease renewal –Orca Air – Long Beach Airport

---

**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors renews Orca Air's Kiosk #9 lease at the Long Beach Airport for a 3 year term commencing May 1, 2013 and expiring April 30, 2016 for the monthly rental rate of \$400.00 plus GST.

**Background:**

Orca Air's 3 year lease at the Long Beach Airport expired April 30, 2013. They wish to renew for another 3 years. They have been exceptional tenants and offer a scheduled flight service to and from the West Coast.

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

Minimal time for staff to prepare lease documents.

**Financial:**

Orca Air will pay \$400.00 plus GST per month.

Submitted by: \_\_\_\_\_  
Andy Daniel, Manager of Environmental Services

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



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Andy Daniel, Manager of Environmental Services

**Meeting Date:** May 8, 2013

**Subject:** Lease renewal –Devon Transport (Budget Rent a Car) – Long Beach Airport

---

**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors renews Devon Transport's (Budget Rent a Car) Kiosk #6 lease and 5 dedicated parking spots at the Long Beach Airport for a 3 year term commencing May 1, 2013 and expiring April 30, 2016 at the monthly rental rate of \$425.00 plus GST.

**Background:**

Devon Transport's 3 year lease at the Long Beach Airport expired April 30, 2013. They wish to renew for another 3 years. They have been exceptional tenants and offer a vehicle rental service to the public who arrive by aircraft to the Long Beach Airport. This service is very well used and supports the airlines and resorts on the West Coast.

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

Minimal time for staff to prepare lease documents.

**Financial:**

Devon Transport will pay \$425.00 plus GST per month.

Submitted by: \_\_\_\_\_  
Andy Daniel, Manager of Environmental Services

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



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** May 8, 2013

**Subject:** 2013 – 2014 Transit Annual Operating Agreement

**Recommendation:**

**That the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2013 – 2014 Transit Annual Operating Agreement between BC Transit, Diversified Transportation Ltd. and the ACRD for the 2013/14 fiscal year and authorize the Chairperson and Chief Administrative Officer to enter into the Agreements on behalf of the ACRD.**

**Desired Outcome:**

To enter into the Annual Operating Agreement for transit services in the ACRD transit service area.

**Background:**

The ACRD has a Master Operating Agreement with BC Transit since 1992 for the provision of a public passenger transportation system and share in the costs of providing the service. The Operating Company, Diversified Transportation Ltd. operates, manages and maintains the service in the ACRD transit service area. The service area is comprised of the City of Port Alberni and Electoral Areas "B" (Beaufort), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

The Annual Operating Agreement sets out, together with the Master Agreement, the specific terms and conditions for the operation of the service for the upcoming term. A copy of the 2013 – 2014 Annual Operating Agreement is attached for your review and consideration.

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

Minimal staff time to enter into the agreement and forward to Diversified Transit for approval.

**Financial:**

Schedule 'C' – Budget and Schedule 'D' – Payment Schedule have been removed from the agreement as they contain commercially confidential information. A summary of the costs is as follows:

Description	Amount
Revenues	\$36,382
Total Operating Costs	\$435,854
Total Costs	\$465,447
Total ACRD Share of Costs	\$130,484

**Request for Decision – 2013-2014 Transit Annual Operating Agreement**

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The transit operating budget is within the amount approved in the 2013 – 2017 ACRD Financial Plan.

**Policy or Legislation:**

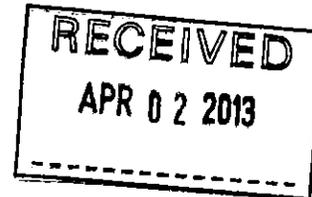
ACRD/BC Transit Master Operating Agreement.

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

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

March 25, 2013  
File: alb.23

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



Dear Mr. Dyson:

**SUBJECT: Alberni-Clayoquot 2013-2014 Annual Operating Agreement**

Further to our draft 3-Year forecast sent to you in November 2012 which included the draft 2013-14 operating budget, and subsequent discussions, please find enclosed your 2013-2014 Annual Operating Agreement (AOA) for approval. We are pleased to say that the final 2013-2014 AOA budgets closely reflect the draft budgets provided to you.

This AOA, and the previously approved Master Operating Agreement, constitute the operating agreements for your transit system. The AOA includes costs associated with your base (existing) transit services with no change in the service levels.

The following bulleted points provide you with information on items in Schedule "C" of the AOA which reflect the major cost drivers and outline key assumptions used to develop your 2013-2014 AOA budget:

- Inflationary increase of 2% in the operating company's fixed costs which includes all of the operating company's overhead (non-driver and non-mechanic) costs to deliver service such as supervision, dispatching, training, bus interior cleaning & washing, utilities, rents and administration;
- An increase in driver related labour costs of 2.5% to reflect overall changes to wage and benefit rates and increased statutory employer contributions;
- Variable Distance Costs (fuel and tires) increased based on a budgeted fuel price of \$1.30/L (versus \$1.26 last year). The annual cost of tires has increased by \$1,346 to better reflect the actual tire costs spent in 2011/12.
- Changes to the Fleet Maintenance budget reflect actual activity during the current year and upcoming work forecasted for 2013-14; and

Included with the 2013-14 AOA is a Lease Fee Summary document. This summary outlines the detail behind the Lease Fee budget amounts in the AOA.

The Budget and Service Communication Program was created in 2012 as a part of our ongoing commitment to improving our communication with our partners. BC Transit will continue to provide you with updated 3-Year forecasts this fall for the 2014-2015, 2015-2016 and 2016-2017 operating years. Additionally, in July 2013 we will be providing you with your annual system performance summary report to reflect the 2012-2013 operating year which ends March 31<sup>st</sup>, 2013; in support of which we ask that you send us your March 2013 revenue reports as soon as possible.

While it is understood that the financial information contained with the AOA is needed for budgeting and planning purposes, it is important to note that the costs outlined in the Schedule "C" – Budget and Schedule "D" – Payment Schedule contain commercially confidential information from our operating company and are subject to protection afforded by the Freedom of Information & Protection of Privacy Act. Any reports to Council or Regional Boards, or any discussions which may be made within the public sphere which contain costs associated with the provision of transit services should be limited to four line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs.

Once the agreements have received signature/seal from the Alberni-Clayoquot Regional District, please forward all three copies to Diversified Transportation Ltd. for their approval with a request to return all originals to the undersigned for execution by BC Transit. Please make every effort to have these agreements returned to BC Transit within thirty days of receipt.

Yours truly,



Myrna Moore  
Senior Regional Transit Manager  
Vancouver Island Coastal  
BC Transit

Encl: Annual Operating Agreement, Lease Fee Summary

ALBERNI-CLAYOQUOT

ANNUAL OPERATING AGREEMENT

Among

THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BRITISH COLUMBIA TRANSIT

And

DIVERSIFIED TRANSPORTATION LTD.  
(as agreed to in the MOA)

APRIL 1, 2013 TO MARCH 31, 2014

INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.

CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.

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## ANNUAL OPERATING AGREEMENT

BETWEEN: THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT  
(the "Municipality")

AND: BRITISH COLUMBIA TRANSIT  
(the "Authority")

AND: DIVERSIFIED TRANSPORTATION LTD.  
(the "Operating Company")

WHEREAS the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

WHEREAS the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Alberni-Clayoquot Transit Service Area

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto.

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

## SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
  - (b) "Master Agreement" shall mean the Master Operating Agreement, including any amendments made thereto;

## SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:
- (a) To remove Section 13 in its entirety and replace it with the following:

## "SECTION 13 - INSURANCE

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master Agreement

and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:

a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.

b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).

ii) Collision or upset insurance \$5,000.00 deductible.

iii) Comprehensive insurance covering hazards such as fire, theft, vandalism, glass breakage, falling trees, wind-storms, etc. \$500.00 deductible.

2. Physical Assets Leased from the Authority : (where applicable)

a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.

b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.

c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:

i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority

ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.

d) The Authority may, in its sole discretion, self insure part or all of the insurance requirements hereunder.

3. Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority

a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.

4. Comprehensive General Liability Insurance:

a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.

b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of

this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which provides a Waiver of Subrogation in favour of BC Transit.

5. Additional Covenants:

a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.

b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

### SECTION 3 – TERM AND RENEWAL

3.1 Term and Renewal: The term of this Agreement shall be from April 1, 2013 to March 31, 2014 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be so terminated or not renewed, as the case may be.

### SECTION 4 – SCHEDULES

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

### SECTION 5 – MISCELLANEOUS PROVISIONS

5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.

5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.

5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

**SECTION 6 - NOTICES AND COMMUNICATION**

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

<b>Regional District of Alberni-Clayoquot</b> c/o Administrator 3008 Fifth Avenue Port Alberni, BC V9Y 2E3	<b>and to:</b>	<b>BC Transit</b> c/o Chief Operating Officer 520 Gorge Road East Victoria, BC V8W 2P3
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and to:

**Diversified Transportation Ltd.**  
c/o General Manager  
1041 Great Street  
Prince George, BC V2N 2K8

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this            day of

THE CORPORATE SEAL OF THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT has been hereto affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

THE COMMON SEAL OF BRITISH COLUMBIA TRANSIT has been hereto affixed in the presence of:

\_\_\_\_\_  
CHIEF OPERATING OFFICER

\_\_\_\_\_  
CHIEF FINANCIAL OFFICER

THE CORPORATE SEAL OF DIVERSIFIED TRANSPORTATION LTD. has been hereto affixed in the presence of:

\_\_\_\_\_  
  
\_\_\_\_\_

**SCHEDULE "A" - Transit Service Area Boundaries**

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas "B", "D", "E" and "F" of the Regional District of Alberni-Clayoquot.

SCHEDULE "B" – Service Specifications

Alberni - Clayoquot Base Budget Official AOA 2013/2014

Schedule 'B'

Effective Apr 01, 2013

Scheduled Revenue Service

13/14 Full Year (Apr 01, 2013 to Mar 31, 2014)								
	Mon	Tue	Wed	Thu	Fri	Sat	Sun	
Hrs/Day	20.00	20.00	20.00	20.00	20.00	20.00	4.00	
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flexible Hours

	Apr, 2013	May, 2013	Jun, 2013	Jul, 2013	Aug, 2013	Sep, 2013	Oct, 2013	Nov, 2013	Dec, 2013	Jan, 2014	Feb, 2014	Mar, 2014
	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

Extra Revenue Service

	Apr, 2013	May, 2013	Jun, 2013	Jul, 2013	Aug, 2013	Sep, 2013	Oct, 2013	Nov, 2013	Dec, 2013	Jan, 2014	Feb, 2014	Mar, 2014

Adjusted Revenue Service

	Apr, 2013	May, 2013	Jun, 2013	Jul, 2013	Aug, 2013	Sep, 2013	Oct, 2013	Nov, 2013	Dec, 2013	Jan, 2014	Feb, 2014	Mar, 2014

2013/2014 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2013 to Apr 30, 2013	4	5	4	4	4	4	4	1	30	Apr 01, 2013 Easter Monday 2013 (Mon)
May 01, 2013 to May 31, 2013	3	4	5	5	5	4	4	1	31	May 20, 2013 Victoria Day 2013 (Mon)
Jun 01, 2013 to Jun 30, 2013	4	4	4	4	4	5	5	0	30	Jul 01, 2013 Canada Day 2013 (Mon)
Jul 01, 2013 to Jul 31, 2013	4	5	5	4	4	4	4	1	31	Aug 05, 2013 BC Day 2013 (Mon)
Aug 01, 2013 to Aug 31, 2013	3	4	4	5	5	5	4	1	31	Sep 02, 2013 Labour Day 2013 (Mon)
Sep 01, 2013 to Sep 30, 2013	4	4	4	4	4	4	5	1	30	Oct 14, 2013 Thanksgiving Day 2013 (Mon)
Oct 01, 2013 to Oct 31, 2013	3	5	5	5	4	4	4	1	31	Nov 11, 2013 Remembrance Day 2013 (Mon)
Nov 01, 2013 to Nov 30, 2013	3	4	4	4	5	5	4	1	30	Dec 25, 2013 Christmas Day 2013 (Wed)
Dec 01, 2013 to Dec 31, 2013	5	5	3	3	4	4	5	2	31	Dec 28, 2013 Boxing Day 2013 (Thu)
Jan 01, 2014 to Jan 31, 2014	4	4	4	5	5	4	4	1	31	Jan 01, 2014 New Years Day 2014 (Wed)
Feb 01, 2014 to Feb 28, 2014	3	4	4	4	4	4	4	1	28	Feb 10, 2014 Family Day 2014 (Mon)
Mar 01, 2014 to Mar 31, 2014	5	4	4	4	4	5	5	0	31	
<b>Total</b>	<b>45</b>	<b>52</b>	<b>50</b>	<b>51</b>	<b>52</b>	<b>52</b>	<b>52</b>	<b>11</b>	<b>365</b>	<b>11 Exceptions</b>

Monthly Summary

Month	Custom Transit				Revenue Kilometers				
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2013	438.00		20.00		458.00	0.00			0.00
May, 2013	458.00		20.00		478.00	0.00			0.00
June, 2013	420.00		20.00		440.00	0.00			0.00
July, 2013	458.00		20.00		478.00	0.00			0.00
August, 2013	438.00		20.00		458.00	0.00			0.00
September, 2013	420.00		20.00		440.00	0.00			0.00
October, 2013	458.00		20.00		478.00	0.00			0.00
November, 2013	416.00		20.00		436.00	0.00			0.00
December, 2013	420.00		20.00		440.00	0.00			0.00
January, 2014	456.00		20.00		476.00	0.00			0.00
February, 2014	396.00		20.00		416.00	0.00			0.00
March, 2014	440.00		20.00		460.00	0.00			0.00
<b>Total</b>	<b>5,208.00</b>	<b>0.00</b>	<b>240.00</b>	<b>0.00</b>	<b>5,448.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Schedule "E" – Tariff-Fares

## Fares:

All fares are for one-way trips.

Effective May 1, 2009

	Within City & beyond to a 6km radius	Within 6-13km radius from City limits	Within 13-20km radius from City limits	Beyond 20km from City limits
Passenger	\$2.00	\$2.75	\$3.25	\$4.50
Companion	\$2.00	\$2.75	\$3.25	\$4.50
Attendants	Free	Free	Free	Free

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Janice Hill, Environmental Services Assistant

**Meeting Date:** May 8, 2013

**Subject:** Vancouver Island Soaring Centre – Hanger Lease renewal

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**Recommendation:**

That the Alberni Clayoquot Regional District Board of Directors renews Vancouver Island Soaring Centre's (VISC) hanger lease for a term of one year commencing May 1, 2013 and ending April 30, 2014 at the rate of \$1377.00 plus GST per year.

**Background:**

Vancouver Island Soaring Centre has held a lease for Lot #6 at the Alberni Valley Regional Airport since September 2009. VISC operates a gliding business and club out of the AV Airport. The lease lot is for the purpose of constructing a hanger to store gliders and aircraft for this purpose.

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

Minimal to prepare lease agreement for renewal.

**Financial:**

VISC will pay the ACRD \$1377.00 plus GST for this lease.

Submitted by:   
Janice Hill, Environmental Services Assistant

Approved by:   
Andy Daniel, Manager of Environmental Services



## REQUEST FOR DECISION

**To:** Board of Directors

**From:** Andy Daniel, Manager of Environmental Services

**Meeting Date:** May 8, 2013

**Subject:** Wood Waste – AV and WC Landfills

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**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors increase the maximum size for free tipping of wood waste from ¼' diameter to 2" diameter at the Alberni Valley and West Coast landfills starting June 1<sup>st</sup>, 2013.

**Summary:**

Increasing the maximum size of free drop-off wood waste from ¼" to 2" diameter will help divert this material from being land-filled, illegally dumped and will reduce backyard burning.

**Background:**

Currently, tipping fees are charged at \$120.00 per tonne for any wood waste that is over ¼" diameter. Staff feel that the ¼" diameter is too small and feedback from the public is very negative on this restriction. A review of charges for this material from Regional Districts show that many have a reduced fee or no charge for branches under 2" or 3" in diameter. By increasing our maximum to 2", we can promote wood waste to be brought to the landfill which will discourage illegal dumping and backyard burning, thus assist in improving air quality. The wood waste will be ground and contribute to cover material for the landfill.

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

Staff time to promote this change.

**Financial:**

There will be a minimal decrease in revenue from wood waste and possibly a slight increase in handling fees.

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

  
Andy Daniel, Manager of Environmental Services

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

  
Russell Dyson, Chief Administrative Officer



## **DEVELOPMENT PERMIT APPLICATION**

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**Date:** May 01, 2013

**Application:** DPC13001

**Applicants:** Canadian Skyline Hotels Ltd (Zane Zbeetnoff agent)

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

**Address and Location:** Access Road to the south of the Tofino-Ucluelet Highway

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

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**Recommendation:** That the Regional Board:

- 1) Receive the staff report; and
- 2) Issue Development Permit DPC13001

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**Applicant's Intention:** The applicant intends to subdivide the approx. 22.2 hectare (54.9 acre) property into five (5) lots being approx. 4 hectares (10 acres) in size each. The subdivision layout is attached to the report as Appendix A.

**Zoning:** The property is zoned Forest Rural (A3) District. The subdivision proposal meets the minimum lot size and width requirements of the Zoning Bylaw.

**Official Community Plan:** The South Long Beach Official Community Plan (OCP) designates portions of the subject property as "Development Permit Area I – Sensitive Ecosystem Protection" and "Development Permit Area VI – Forest Resource". Section 920 of the *Local Government Act* states that if an OCP designates a Development Permit Area, land falling within that area must not be subdivided without the applicants first obtaining a Development Permit. For this proposal to proceed, a Development Permit is required.

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

The South Long Beach OCP designates Development Permit Area I – Sensitive Ecosystem Protection encompassing a wetland area on the property known as Wood Lake. DPA I is intended to protect environmentally sensitive areas including watersheds

**DPC13001**

and water supplies, older forests, red and blue listed flora and fauna and wildlife habitat.

The OCP states that known wildlife habitat and important travel and migration corridors should be protected and suggests that wildlife-human conflict can be minimized by the retention of buffers from development.

Through the bylaw referral process when the applicants were rezoning to facilitate the proposed subdivision, the proposal was referred to the Ministry of Forests, Lands and Natural Resource Operations (MFLNRO) for their comment. An Ecosystems Biologist with the Ministry identified the presence red-legged frog habitat on this property which are a blue listed indigenous species of special concern under provincial legislation. The biologist noted that the frog depends on both aquatic and upland habitat for rearing and would be adversely affected by development within these areas. Red-legged frog habitat found on this property has also been confirmed and identified by the Association of Wetland Stewards for Clayoquot and Barkley Sounds. The Association's recommendations for supporting the red-legged frog population include maintaining shoreline vegetation, minimizing impervious surfaces and controlling runoff into the ponds.

**As a condition of subdivision, planning staff is recommending that the applicants enter into a covenant that requires no building and no vegetation removal within 30 metres (98.4 feet) of the natural water features identified on the subdivision layout plan. This will follow the recommendations made by the Ministry of Forests, Land and Natural Resources and the Association of Wetland Stewards for Clayoquot and Barkley Sounds. This will also satisfy the requirements of DPA I.**

#### Development Permit Area VI – Forest Resource

A portion of the property lies within the “Development Permit Area VI – Forest Resource” designation. DPA VI is intended to minimize the impact of development on surface water quality, the effect of seasonal flooding and slope stability from logging on privately owned lands designated as Forest Resource.

**DPA VI is intended to protect land from logging development on privately owned forest lands. This 10 acre lot subdivision proposal will effectively limit any long term forestry resource use of the property through rural residential development. The covenant requiring no building and no vegetation removal within 30 metres of the natural water features identified on the subdivision layout plan will help work towards minimizing the impact of development on surface water quality as well as help in mitigating seasonal flooding.**

**Comments:** The subject property recently went through a rezoning process that downzoned a portion of the property that was zoned Industrial Park (M1) District and Heavy Industrial (M3) District to Forest Rural (A3) District in order to facilitate the proposed 10 acre lot subdivision. A portion of the property was first rezoned in 1998 to industrial in order to facilitate the construction of a breakdown sawmill and veneer plant which was ultimately never developed. The current owners underwent a long consultation process to determine the best use of the site which resulted in the industrial

**DPC13001**

zoning being removed and the remainder of the property rezoned to Forest Rural (A3) District to allow for the proposed rural residential development.

There are significant wildlife habitat values that have been identified on the property. Planning staff feels that the 10 acre rural residential development, covenant requiring no building and no vegetation removal within 30 metres of any water feature, road dedication layout avoiding intrusion into the riparian area setbacks and the downzoning of light and heavy industrial will allow for an appropriate development of the property that will help minimize any impact on the identified sensitive ecosystems.

Prepared by:   
\_\_\_\_\_  
Alex Dyer, Planner

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

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



**DEVELOPMENT PERMIT NO. DPC13001**

The Board of Directors of the Regional District of Alberni-Clayoquot, in accordance with Section 920 of the *Local Government Act*, at a regular meeting held on May 08, 2013 has authorized this Development Permit in respect of the lands described hereunder.

A Development Permit is hereby issued to:

**Name:** Canadian Skyline Hotels Ltd

**Address:** Access Road to the south of the Tofino-Ucluelet Highway

With respect to:

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

**PID:** 009-405-585

1. This Permit is issued for lands designated under Section 919.1 of the *Local Government Act* and in the South Long Beach Official Community Plan. Bylaw No. P1166, in order to regulate development and building within lands designated for the protection of the natural environment and the protection of development from hazardous conditions;
2. This Permit is issued as satisfying the requirements of Section 8.2.2 "DPA I – Sensitive Ecosystems Protection", Development Permit Guidelines Section 8.2.2 a) through e) and the requirements of Section 8.2.7 "DPA VI – Forest Resource Lands", Development Permit Guidelines Section 8.2.7 a) of the South Long Beach Official Community Plan;
3. Site and Building specifics;
  - i) No building and no vegetation removal within 30 metres (98.4 feet) of the natural boundary of all creeks, wetlands and other natural water features identified on the survey drawing provided by the applicant dated November 19, 2012.
4. All drawings may be adjusted by twenty percent (20%) upwards or downwards, inwards or outwards from any dimensions or lines contained in the Development Permit drawings provided that such adjustment does not conflict with Zoning Bylaw, and any other competent bylaw, administered by the Regional District.

This Permit is valid for two (2) years from the date of execution.

Executed this day of , 2013

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Russell Dyson, Chief Administrative Officer

**DPC13001**





## MEMORANDUM

**To:** Russell Dyson, Chief Administrative Officer; and  
Regional Board of Directors

**From:** Alex Dyer, Planner

**Date:** May 01, 2013

**Subject:** Subdivision Application SC12006 – Canadian Skyline Hotels Ltd – Parcel Frontage Waiver for Proposed Subdivision of BLOCK B OF LOT 483, CLAYOQUOT DISTRICT (south of Tofino-Ucluelet Highway junction).

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### Background

This property is the subject of a five (5) lot subdivision application. The new lots will be a minimum of 10 acres each in size and comply with the minimum lot size and lot width requirements in the Forest Rural (A3) District (see attached site plan and subdivision referral report).

Proposed Lot 4 does not meet the ten percent (10%) road frontage as required by Section 944 of the *Local Government Act*. Section 944(2) of the *Act* allows a local government to exempt a parcel from the 10% road frontage requirement by Board resolution.

The subdivision layout has been designed so that the dedicated public road will avoid intrusion into the riparian setback of a bog ecosystem and stream located on the property. The proposed road will be a minimum of 30 metres from the wetland. Due to the design of the road, the frontage for proposed Lot 4 will be reduced to 2.4% of the perimeter of the lot as the road will abut the eastern boundary of the proposed parcel. Any further road dedication or construction within proposed Lot 4 would result in disturbance of the riparian area of the stream that drains the wetland area into Wood Lake on the northern portion of the subject property.

### Recommendation

Staff recommends that the Regional Board waive the 10% road frontage requirement for Lot 4 of the proposed subdivision.

Prepared by:

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Alex Dyer, Planner



Reviewed by:

\_\_\_\_\_  
Mike Irg, Manager of Planning and Development



Reviewed by:

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



Ministry of Natural Resources and Forestry  
 445 Columbia Street, Victoria, B.C. V8V 1X6  
 Tel: 250-952-8371 Fax: 250-952-8372  
 www2.gov.bc.ca



SCALE 1:1000 metric

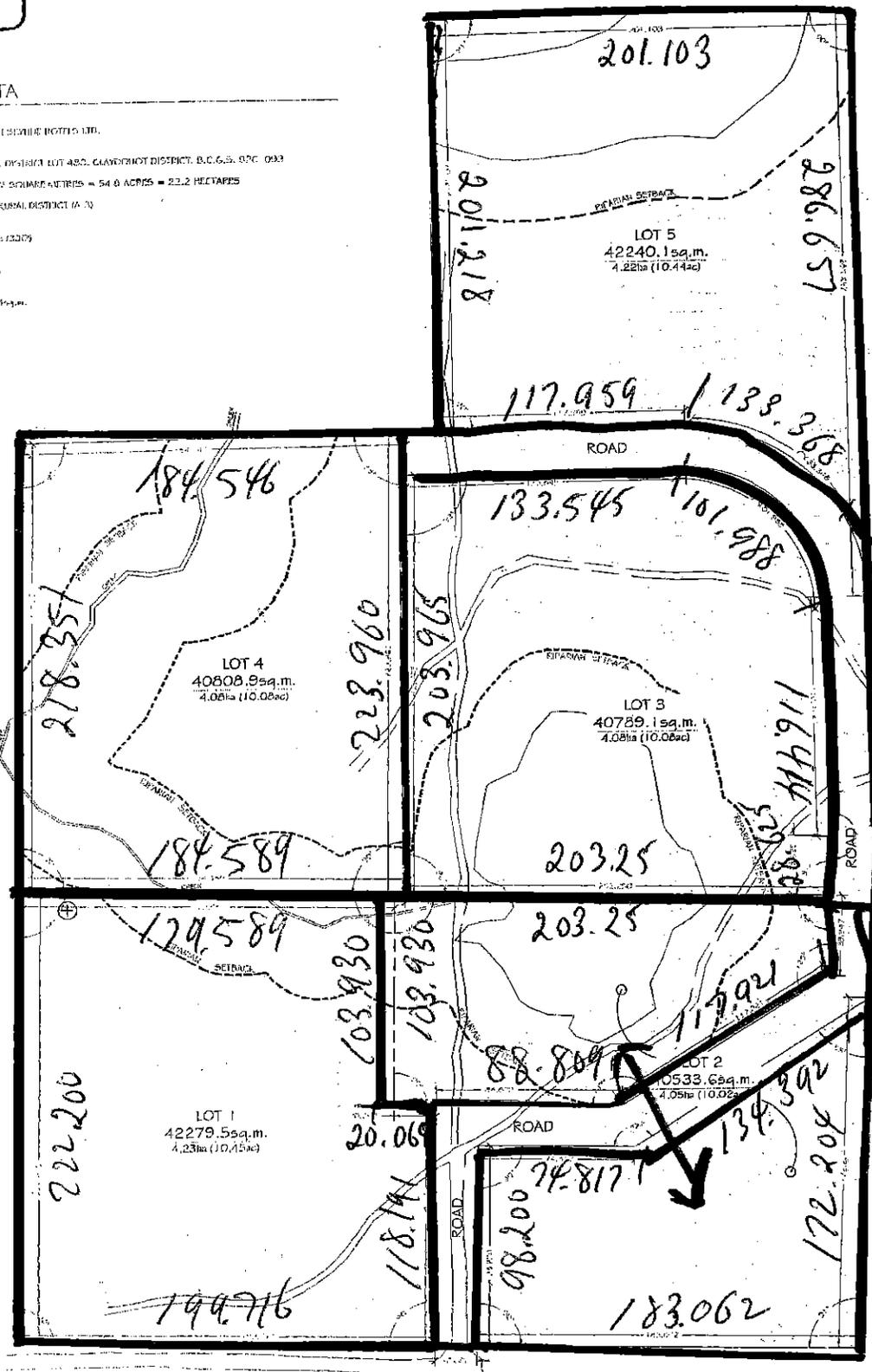
OVERALL LOT LAYOUT PLANNING EXHIBIT FOR

# 10 ACRE LOTS - PROOF OF CONCEPT

FOR DISCUSSION PURPOSES ONLY - NOT FOR CONSTRUCTION  
 NOVEMBER 19, 2012

## SITE PLAN DATA

CLIENT	SHADIAN SERVICE HOTELS LTD.
PROJECT DESCRIPTION	INDUST. B. DISTRICT LOT 480, CLAYBROOK DISTRICT, B.C.S.S. 97C 023
SITE AREA	241,767.77 SQUARE METERS = 54.8 ACRES = 22.2 HECTARES
PROMISED LAND USE	FOREST RURAL DISTRICT (A 7)
MINIMUM LOT WIDTH	100.50m (329ft)
MINIMUM LOT AREA	10,200sq.m.
ROADWAY SETBACK	15.15m (49ft)



PROJECT NO. 12-0064

L.447

L.446

L.445

L.444

L.461

L.462

Subject  
L.483  
Property  
A3

L.484

L.464

L.463

L.20

PACIFIC RIM NATIONAL PARK (Long Beach)

1406620 1406573

1406610

1406574

A4

A4

A3

A3

P2



TRANSMITTING STATION  
PLAN 3380  
15855

PLAN 1936 R.W.  
Bik. B  
2585  
2590  
2595

Bik. A  
2685  
2690  
2695  
Bik. B  
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2705  
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2990  
2995  
3000

MAC  
82114W  
SW1  
C8  
B1A

Plan 40281

PLAN 3380 R.W.  
ALBION ROAD  
PLAN 3380 R.W.  
THORNDEN ROAD  
PLAN 3497 R.W.  
KAMUCUS  
12114  
9403  
32066  
PLAN 3380 R.W.  
PLAN 3497 R.W.  
SMITH CREEK

KAMUCUS

L.477



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

**To:** Regional Board of Directors and Russell Dyson, CAO

**From:** Charity Hallberg Dodds, Planning Assistant

**Date:** May 2, 2013

**Subject:** CVRD File No. 3100-01 OCP Amendment Bylaw Referral

**Location:** Comox Valley Regional District

**Background:**

The Alberni-Clayoquot Regional District (ACRD) has received a referral from the Comox Valley Regional District (CVRD) for Bylaw No. 216 to amend the "Rural Comox Valley Official Community Plan and Bylaw, 1998". The CVRD boundary is adjacent ACRD's electoral area 'D' (Sproat Lake).

The purpose of the proposed OCP amendment is to add revised agriculture and aquaculture policies to the Rural Comox Valley Official Community Plan in order to make it consistent with the CVRD Regional Growth Strategy Bylaw 120, 2010. Section 865, Part 25 of the *Local Government Act* requires that all CVRD electoral area OCP policies be consistent with the CVRD Regional Growth Strategy. The proposed policies will preserve farm land and support and strengthen the food producing sectors of the Comox Valley.

The amendment, when adopted, will have no impact on the Alberni-Clayoquot Regional District.

**Recommendation:**

That the Board directs planning staff to respond to the CVRD's Official Community Plan amendment bylaw referral request as "**Interests Unaffected**".

Submitted by:   
 Charity Hallberg Dodds, Planning Assistant

Reviewed by:   
 Mike Irg, Manager of Planning and Development

Reviewed by:   
 Russell Dyson, CAO

**MISC13007**

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)



## **MEMORANDUM**

**To:** Board of Directors  
**From:** Russell Dyson, Chief Administrative Officer  
**Date:** May 1, 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;
- Regional Water Improvement Program – Beaver Creek Water Supply options;
- Updating various ACRD lease agreements including: Long Beach Airport Water Landing Strip and Golf Club Lease;
- Updating/renewing various agreements;
- 2013 Budget Implementation;
- Strategic Planning and Project Management;
- Occupational Health and Safety initiatives and policy coordination;
- Updating various ACRD Bylaws;
- Gas Tax Regional Water Improvement Project;
- ACRD Website Re-Development
- Planning and Environmental Services Department Review

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



**MEMORANDUM**

**TO:** Regional Board of Directors

**FROM:** Mike Irg, Manager of Planning and Development

**DATE:** May 1, 2013

**RE:** **Monthly Activity Report – Planning and Development**

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<b>2012 Total</b>	<b>2013 Total</b>	<b>APPLICATION</b>
7	3	Rezoning
10	1	Development Permit and Development Variance Permit
7	4	Subdivisions
0	0	Agricultural Land Reserve
3	1	Board of Variance
12	3	Crown Leases
20	8	Bylaw Enforcement
15	5	Miscellaneous
74	25	TOTAL APPLICATION RECEIVED

**Other Planning Projects**

Beaver Creek OCP - Adopted

Sproat Lake OCP – Final draft to be reviewed with APC before being presented to the Board for first reading.

Bamfield OCP – forwarded to referral agencies for initial comments.

Agricultural Development Committee – working with the ADC on local agricultural initiatives.

West Coast Aquatic Barkley Sound Float Cabin Initiative – working with West Coast Aquatic and the Province on a float home strategy. Meeting May 1<sup>st</sup>.

Regional Parks Plan – Contract awarded, initial meeting with consultant April 30<sup>th</sup>.

Building inspector and planning staff met with Bamfield Community Hall Society to review options for a new community hall.

Mike Irg, Manager of Planning & Development



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** May 2, 2013  
**Subject:** Finance Department Staff Report

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In addition to day-to-day activities, the finance department has been working on the following in April 2013:

- Completed the 2013-2017 Financial Plan reporting requirements including requisitioning the Municipalities and the Surveyor of Taxes.
- Worked with our auditor, Duncan Sabine Collyer Partners, on the 2012 Financial Statements and Audit.
- Provided letters to all Grant-in-aid applicants regarding the decisions on their funding requests.
- Made a request to UBCM to amend our Gas Tax agreement to allow for the funding to be spent on assets not owned by the Regional District.
- Set up a May meeting with the Ministry of Forests and the Ministry of Transportation to discuss Salmon Beach road maintenance. This is a preliminary discussion meeting and will be done at a staff level only.
- Assisted in determining current supply costs for the Beaver Creek Water System as part of the future supply evaluation that is being undertaken.
- Began developing an asset listing of all Regional District assets.
- Caught up on daily tasks that were neglected during budget season!

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

Teri Fong, CGA, Manager of Finance



## MEMORANDUM

**To:** Board of Directors  
**From:** Andy Daniel, A.Sc.T., Manager of Environmental Services  
**Date:** May 3, 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 April 10, 2013

### Long Beach Airport

- Advertised Notice of Land Disposition for water landing strip.
- Advertised RFQs' for a Boom Mower and Runway Sweeper.
- Prepared lease renewals for Orca Air and Budget Rent A Car.
- Emergency Response Plan preparation.
- Wildlife management (geese control).

### AVRA

- Investigated fuel prices for aviation fuel.
- Inspected existing fence.

### West Coast Landfill

- Testing performed.

### Alberni Valley Landfill

- Gravel importing completed.

### Bamfield

- Developed signage for Bamfield Water System.
- Reviewing engineering report.

- Investigated connection requests.

#### Salmon Beach

- Met with DFO for approval to create safe access to Little Beach.
- Gravel reclamation to be performed on SB Road.

#### Sproat Lake

- Received funding from Transport Canada for Sproat Lake Marine Patrol.
- Manager attended Parks Committee meeting.
- Sprinkler system installed at Cougar Smith Park.

#### City of Port Alberni

- Met with the AV Multiplex and ADSS to discuss future recycling programs.
- Discussed Regional water options with Staff.

#### Millstream

- Investigated reservoir cleaning methods.

#### Beaver Creek

- Advertised Beaver Creek Firehall Seismic Upgrade Tender.
- Prepared RFQ for reservoir cleaning and video inspection.
- Advertised temporary Maintenance Technician position for a 5 month term.

#### General

- Prepared Solid Waste Management Plan RFP.
- Prepared curbside recycling program for Tseshah FN.
- Prepared RFD for Geotechnical Assessment for proposed West Coast Multiplex.
- Manager and Maintenance Lead Hand attended BCWWA conference.



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 May 2, 2013**

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
1.	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
2.	Feb. 6/12 WC Comm	Proceed with plan for the water landing strip at the LB Airport re use – Advise Atleo & Tofino Air	Russell	Lease agreement now advertized - closes May 8 <sup>th</sup>
3.	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	Scheduling for the end of may
4.	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
5.	Sep.19/12 EA Directors	Evaluate staffing in the Environmental Services & Planning Departments and provide options for consideration by the ACRD Board	Russell	In Progress
6.	Nov. 4/12 Board	Explore the conduct of a Transit Feasibility Study for the region	Russell/ Tanis	Presented to April 18 ACHN
7.	Jan. 23/13 WC Comm	Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	Condition of Junction property – letter sent
8.	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 – May 2013
9.	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
10.	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	Complete

#	Date	Action Item	Assigned to	Target Date/Update
11.	March 13 <sup>th</sup> Board	Investigate with the District of Ucluelet and Tofino the possibility of providing fire protection services to the South Long Beach area	Wendy	Request sent
12.	March 13 <sup>th</sup> Board	Draft a letter to VIHA and BCAS formally requesting that an ambulance service be put in place in Bamfield and cc MLA, Province, City of Port Alberni and HFN	Wendy	Done
13.	March 27 <sup>th</sup> Board	Invite Telus and BC Hydro to make a delegation to present timelines for implementation of fiber optics on the West Coast	Wendy	Done – Joint presentation May 22 <sup>nd</sup>
14.	April 10 <sup>th</sup> Board	Send a letter to Mr. Mullen outlining the results and the purpose of the Referendum	Russell	Done
15.	April 10 <sup>th</sup> Board	Forward a letter to the Ministry thanking them for the restoration and rearing channels at Lost Shoe Creek	Wendy	Done
16.	April 10 <sup>th</sup> Board	Forward a letter to Hupacasath First Nation congratulating Chief Councilor Steven Tatoosh on his re-election and the new Council	Shelli	Done
17.	April 10 WC Committee	Arrange meeting with West Coast Multiplex Advisory Committee	Shelli	Arranged for May 13, 1:00 pm, Tofino Council Chambers
18.	April 10 WC Committee	Arrange a meeting with TFN regarding outstanding issues with regards to water and zoning of airport lands	Wendy	May
19.	April 10 WC Committee	Arrange a meeting with Chris Bird, President and representatives of the Long Beach Recreation Cooperative	Russell	May
20.	April 24 <sup>th</sup> Board	Arrange a meeting with the Alberni Clayoquot Transportation Committee	Shelli	Scheduled- May 2 9:00 am, Board Rm
21.	April 24 <sup>th</sup> Board	Forward a letter to Private Managed Forest Land Council thanking them for the meeting at AVICC	Shelli	Done
22.	April 24 <sup>th</sup> Board	Send Proclamation, purchase floral arrangement and notify BC Forest Safety Council Director McLeman will speak on behalf of the board at the day of mourning service April 28 <sup>th</sup>	Tracy Shelli	Done
<b>Finance Department</b>				
23.	Jan. 11/12 COW	Investigate other fuel providers for RD Fleet	Teri	In Progress
24.	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	Scheduled – May 16 <sup>th</sup>

#	Date	Action Item	Assigned to	Target Date/Update
25.	July 11/12 Board	Provide the ACRD Board with a list of ACRD owned assets	Teri	In Progress
26.	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	UBCM is drafting
27.	March 27 <sup>th</sup> Board	Send letters to all Grant-in-Aid Applicants advising of the outcome of their 2013 applications	Teri	Done
<b>Environmental Services Department</b>				
28.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
29.	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
30.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress
31.	April 11/12 BD	Investigate options for dumping land clearing debris on the West Coast	Andy	In Progress
32.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Andy	Increased signage requested – to be discussed next Log Train Trail Adv. Mtg
33.	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	In progress
34.	Oct. 10/12 Board	The Board allocated \$36,500.00 of Gas Tax funding for the Bamfield Water Chlorination project	Andy	Projects being constructed
35.	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
36.	April 10 WC Committee	Proceed with the notice of disposition for the water landing strip at the Long Beach Airport for a 3 year term	Andy	In Progress
<b>Planning Department</b>				
37.	June 1/09	East Bamfield Parking Plan	Mike	Part of OCP review in 2013

#	Date	Action Item	Assigned to	Target Date/Update
38.	June 1/09	Bamfield OCP Review	Mike	Out to agencies for review
39.	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
40.	n/a	Airport Zone Bylaw – Long Beach Airport	Mike	Ongoing
41.	n/a	Alberni Valley OCP Review	Mike	Sproat Lake - In progress
42.	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
43.	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
44.	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
45.	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	Staff Meeting with Hall Society April 26
46.	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
47.	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	April 24 Board
48.	March 13 <sup>th</sup> Board	Arrange a meeting with the Ministry of Environment, Ministry of Transportation, District of Ucluelet and Yuułuᑭᑦᑎᑦᑎᑦ First Nation to discuss access, safety and broader land use policies applying to the junction property	Mike	Arranging Meeting for May

Issued: May 2, 2013

# ALBERNI VALLEY CHAMBER OF COMMERCE

## BOARD OF DIRECTOR'S MEETING

THURSDAY, April 25/13

### MINUTES

**CALL TO ORDER:** Neil called the meeting to order at 7:05am

### **IN ATTENDANCE:**

- Neil Malbon, Peter Wienold, Doug Blake, Knox Coupland, Cindy Solda, Pat Deakin, David McCormick, Kim Heeks, Charlene Patterson, Jan Lavertu, Jonathan Cross, Teresa Bird, Linda Bowers, Bill Collette, Mark Aussem,
- Regrets: Bob Cole, Cherie Williams

**ACCEPTANCE OF AGENDA: MOTION: Jan/Teresa TO ACCEPT THE AGENDA. CARRIED**

**ACCEPTANCE OF MINUTES: MOTION: Jan/Peter TO ACCEPT THE March 20/13 MEETING MINUTES. CARRIED**

**Guests: Barbara Price/Rob Duncan from Duncan Sabine Collyer Partners Ltd**

Neil introduced our guests

Barb introduced the Draft Financial Statement indicating that accounting principal requires that the board carry a motion to accept the draft prior to them signing off on the statements. She then reviewed various aspects of the draft pointing out notes to the financial statements and addressing the various Statements included in the package. She confirmed overall satisfaction with the Chamber of Commerce procedures in our everyday financial handling.

Barb then spoke of the Excise Tax Act which in their opinion and supported by the activities of the BC Chamber of Commerce and other branch offices, that we should be able to conduct ourselves as a 'business' in terms of ITC management. Currently, with the exception of our retail sales, we have been expensing 46% of our HST (now GST) and in turn receiving 54% back from CRA as a 'rebate.' She confirmed that because of the building itself we have a substantial amount of money that is potentially recoverable from CRA if they agree with our position on the matter. Barb further clarified that we may be able to get a certain % set up as ITC with such % unknown at this time. The advantages of pursuing this are significant.

Barb also spoke of the current practice of the Chamber where it was also discovered that we'd made some calculation errors resulting in a credit owed to the Chamber of Commerce and AVT totalling a little less than \$5000.00.

She concluded with a summary of how the AVT account is to be managed and eventually moved outside of all participation of the Chamber of Commerce. At present there is an approximate \$8500. Liability to the Chamber for AVT.

Neil thanked Barb and Rob for their attendance and information.

### **Membership numbers:**

Bill updated us with current numbers which showed consistency with where we were last year at this time. Future plans are to have a better system in place for securing membership dues well in advance of the summer months. Where possible, for some businesses; ie: those that are seasonal.

### **Annex Property**

Neil spoke on this matter confirming with the board that Bob Cole has approached the City and the Regional District with the idea of either party purchasing the property from us as a means to consider entrance development opportunities in the future. Neil also confirmed that through Bill a letter will be sent to the city with respect to this idea.

### **Budget Update**

Bill presented an updated budget to the board outlining areas within the previous budget that have been adjusted to better reflect where we are at today. The new budget includes the Way-finding sign and its advertising revenue, funds for the flag pole purchase that is mandated through the Visitor Centre budget, & monies for the Website redevelopment.

**MOTION PRESENTED TO ACCEPT THE REVISED BUDGET:** Teresa/Jan. Carried

### **Hours of Operation:**

Bill confirmed the change in operation at the Chamber over to a 9-5 shift pattern which more closely follows those of the business community.

### **Grounds Update:**

Bill confirmed that the Way-Finding sign will now be placed on the building itself resulting in \$800.00 cost reduction over the original estimate. The flag poles will be positioned in the front of the building.

### **Website Redevelopment:**

Bill confirmed that the website redevelopment has been quoted at \$3000.00 and that this is now included in the new budget. Staff here and Jack Tsai all believe that the platform Drupal is the way to go since it offers more flexibility in bigger projects such as the on line auction. Drupal also offers more flexibility for our member community.

### **Cruise Ship**

Bill indicated that no business contacted so far is showing interest in supporting a transportation option for guests of the ship to consider. A group that has shown interest is the Classic Car Club headed by Bill Surry. The hope is that the car club will on their own participate in a courtesy venture to offer rides through the community, on a donation basis, to those interested in doing so.

David offered his support of this concept and further suggested that Bill, Pat and himself get together soon to discuss further logistics of this plan.

Jonathan brought up the liability concern which will be discussed during the pending meeting.

Char confirmed her plans and activities for the day at the Harbour Quay and David acknowledged that opportunities exist for the Chamber of Commerce Ambassadors to be present through the day to offer guests information and ideas after disembarkment.

### **Newsletter:**

Bill advised of the first edition which reached over 400 email addresses in the city this week. Plans are for bi-weekly editions which hopefully will be partially sponsored by various businesses at very low rates. The company involved, Constant Contact, have a good system in place and are able to provide us with detailed statistics advising us on readership numbers, who is looking at the file etc.

### **Chamber Insurance Plan:**

Bill summarized the plan indicating that few of our members access the program even though it is well suited to small business. Part of the problem is that the broker is based out of Nanaimo and his only marketing activity comes via mailers. Bill has met with the broker and together they have developed a plan to bring on a licenced insurance rep (Chamber member) to undertake face to face contact of the member community. Currently three members have shown interest in this program and are all under consideration. It should be noted that Bill's wife Jennifer is one of those interested and further it should be noted that Frank Allen Financial out of Nanaimo will have final say on the broker selection. The ultimate goal of the Chamber of

Commerce is to provide a much needed service to the member community. The concern is that we wish to ensure that any broker provided with our member list has our best interests at heart **vs. their own.**

### **World Host Training:**

Bill informed the group that Valley Vision has agreed to close their location for the day on May 30<sup>th</sup> and in turn hire World Host through the Chamber of Commerce with the intent of improving their own customer service levels. Revenue opportunities exist for the Chamber in this area and again the value add for our member community is seen as significant.

### **Awards 2014**

Bill discussed ideas for the next awards ceremony including methods of increasing nominations. As well, a constructive critique of the awards occurred with the idea that while we improved significantly this year there is plenty to be done to bring it further. Jan commented that the awards should be moved to a SATURDAY night to increase the value of the evening for those people wanting to socialize more.

### **Ambassador program 2013**

Bill informed the group that the ambassador program initial meeting is happening on Friday, April 26<sup>th</sup>. Intent is to increase the number of volunteers which in turn would enable us to have more exposure in the Cathedral Grove park. We saw a definite decline in visitors last year and are of the opinion that our reduced attendance in the park was a contributing factor to that problem. The ambassador conversation brought up a motion by Char.

**MOTION: TO REQUEST THAT THE CITY RESTRICT VEHICLES TO THE HARBOUR QUAY AREA WHILE THE CRUISE SHIP IS IN PORT. TERESA/KNOX: CARRIED. Bill to write letter to city with this request.**

### **Facebook training:**

Bill summarized the recent Facebook training program which was attended by six business people from the area. Feedback was good and from the Chamber we are seeing more visits to our Facebook page as our posts become more relevant and interesting.

### **Tofino App:**

Bill informed the group that we are now on the Tofino App under the portion 'On the Way.' We are looking for pictures to add to the site and we were advised that AVT's video is also on the app. With approval from AVT we'll also link that video to the Chamber of Commerce page.

### **Stats/Retail:**

Bill informed the board that retail sales are down but that visitor stats are up by about 10% this year to date. There is a management desire to improve the retail and also a desire to remove the display wall in favour of retail opportunities that currently don't exist because of the wall. Jonathan responded with a discussion on what the identity of the Visitor Centre should be such as we should focus on the heart of the community itself and not concern ourselves so much on the retail sales aspect.

### **Staffing:**

Confirmation that Jolleen will be the FT girl this summer and that Deb will be the PT one. Also comment that we have not been informed of our grant application for student funding. We expect to hear soon either way.

### **Art ideas:**

Bill suggested that we should have art on display both in the visitor centre itself and in the chamber meeting room. This is an ongoing project that is being worked on.

**IN CAMERA SESSION:** Nothing to discuss

### **REPORTS:**

#### **President:**

Neil congratulated the board on a job well done with the recent awards ceremonies. Also mentioned the finalists and winners and gave additional congratulatory comments to each of them. All in all Neil expressed satisfaction with the ceremony citing a desire to step it up a bit with recognition that we achieved that goal.

#### **AGM:**

Peter discussed the status of the nominations for the new board. Indicated that Teresa has put her name out for President and that he will remain as VP. Confirmed that one year director positions are now finished and that those on the two year list will move to one year director roles. Teresa and the AV Times for the program, and Bill, Deb and staff for a job well done.

During this conversation Neil expressed specific thanks to Peter for his role in the Awards Ceremonies.

## **TREASURERS REPORT:**

Cherie away

## **COMMITTEE REPORTS:**

**Tax Rate Committee:** Nothing to report

**Business Committee:** Nothing to report

**Transportation:** Bob not in attendance, Bill had nothing to report

## **Rotary Arts:**

Charlene reported that banners are up. Also let us know that the Uptown Merchants Association have asked her to represent them at the upcoming Waterfront meeting on May 4.

## **Young Professionals.**

Gary not in attendance, nothing to report

## **Port Authority:**

David talked about the breakwater indicating that it is being used extensively. Also confirmed that work is on schedule for the coming cruise ship on May 22<sup>nd</sup>. Asked the board to follow the Port Authority on Twitter!

## **Economic Development Pat Deakin:**

Pat told the group that there are no back room deals currently going on with respect to the front page report on the Harbour Quay investment project. Also confirmed that the interested party is not the Hong Kong group and that it is a local proposal. Informed the board that during a recent meeting with the Regional District that overall work relationships are very good and that all parties involved are committed to working together. Cindy echoed this by saying that she too was very impressed with the flow of conversation during that meeting.

Pat discussed the city's website indicating that they too are in a revamp process. They are looking at a mobile option. Pat also referred to the Waterfront Study saying that over 100 responses came in and that there were two public forums.

He thanked Neil and his team for doing a great job at the Heritage Society.

## **Alberni Valley Tourism: Jonathan Cross**

Jonathan showed the group their latest flyer which focuses on the Adventure side of Port Alberni. They have done a sports one in the past and are working on one more dedicated to the arts in the community. He confirmed that the four hotels noted on the flyer have contributed to the fund for this project. The flyers will be in various high traffic Visitor Centres and will also be on the BC Ferries. A request made to include the flyers with our Ambassadors at Cathedral Grove.

The Province is going to help contribute to the distribution of the flyer for AVT.

Teresa added that her team has been working on a project called 101 things to do in Port Alberni.

Jonathan concluded by informing the group that AVT has partnered with the city on the recently advertised CTV tourism spot where AVT will get as many as 80 fifteen second spots on the CTV network. He is confident that the dates chosen are ideal for the project. Dates are June 10 through to the end of the month. . The AVT video will be the primary feed.

**MOTION: TO APPROVE THE REPORTS: TERESA/CHAR. CARRIED**

**DATES TO NOTE:**

- **Mayor's Breakfast with Darren DeLuca – May 1 – Best Western Barclay**
- **Waterfront Study report – 8:45am – 5:00pm May 4 – Tseshaht Admin**
- **All Candidates Meeting – May 7 7:00pm – 9:00pm – Best Western Barclay**
- **AGM: Noon – May 8<sup>th</sup>, Chances Rimrock**
- **Provincial Election: - May 14**
- **Cruise Ship in Port Alberni – May 22<sup>nd</sup>**
- **Networking Dinner – Wednesday, June 19<sup>th</sup>, location TBD**
- **Networking Dinner – Wednesday, September 18<sup>th</sup>, location TBD**
- **Tourism Vancouver Island Conference – Port Alberni – September 24 - 26**

**KNOX MOTION TO ADJOURN:**