



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 26, 2013, 1:30 pm

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

AGENDA

- | | PAGE # |
|---|--------------|
| 1. <u>CALL TO ORDER</u> | |
| 2. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u>
<i>(conflict of interest or gifts)</i> | |
| 4. <u>ADOPTION OF MINUTES</u> | |
| a. Board of Directors Meeting – June 12, 2013 | 8-20 |
| <i>THAT the minutes of the Board of Directors meeting held on June 12, 2013 be adopted.</i> | |
| b. Alberni-Transportation Committee Meeting – June 11, 2013 | 21-25 |
| <i>THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on June 11, 2013 be adopted.</i> | |
| c. Beaver Creek Water Advisory Committee Meeting – June 17, 2013 | 26-28 |
| <i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on June 17, 2013 be adopted.</i> | |
| 5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u> | |
| a. Presentation – Mr. Peter Klaver
Presentation of a plaque from Emergency Management BC commemorating Mr. Klaver’s 10 years of service with the Sproat Lake Volunteer Fire Department. | |
| b. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for May 2013. | 29-31 |
| <i>THAT Inspector Mac Richards, Port Alberni Detachment, RCMP, be invited to address the Regional District Board.</i> | |

6. **CORRESPONDENCE FOR ACTION**

7. **CORRESPONDENCE FOR INFORMATION**

- | | | |
|----|--|--------------|
| a. | UNION OF BRITISH COLUMBIA MUNICIPALITIES | 32-42 |
| | Call for Nominations for UBCM Executive | |
| b. | ISLAND COASTAL ECONOMIC TRUST | 43-44 |
| | Funding Support for Malcom Island Economic Development Strategy | |
| c. | JENNY'S FINE FOODS | 45 |
| | Kudos to the Sun Coast Recycling Centre and Staff | |
| d. | PRIVATE MANAGED FOREST LAND COUNCIL | 46 |
| | ACRD Concerns Regarding Forestry Activities | |
| e. | CITY OF NORTH VANCOUVER | 47-56 |
| | Support of a Genetically Engineered Free Zone in the City of North Vancouver | |
| f. | VANCOUVER ISLAND REGIONAL LIBRARY | 57 |
| | From the Board Table | |
| | 2012 Annual Report | |
| | (Report held in office) | |
| g. | ALBERNI VALLEY CHAMBER OF COMMERCE | 58 |
| | Support for a Published GPS Approach for the Alberni Valley Airport | |
| h. | VANCOUVER ISLAND WATER WATCH COALITION | 59-61 |
| | Drinking Water Resources and Watersheds in Jeopardy | |
| i. | CANADA POST | 62-63 |
| | Closure of Port Alberni Station "A" Post Office on Argyle Street | |

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

8. **REQUEST FOR DECISIONS & BYLAWS**

- | | | |
|----|------------------------------------|---------------|
| a. | REQUEST FOR DECISION | 64-115 |
| | Statement of Financial Information | |

THAT the Board of Directors approve the Alberni-Clayoquot Regional District's and Alberni-Clayoquot Regional Hospital District's 2012 Statements of Financial Information (SOFI) including all of the statements and schedules.

- | | | |
|----|--|----------------|
| b. | REQUEST FOR DECISION | 116-117 |
| | By-Election – School District #70 Trustee (West Coast) | |

THAT the Alberni-Clayoquot Regional District Board of Directors appoint Shelli Lyle, Chief Election Officer and Wendy Thomson, Deputy Chief Election Officer for the purposes of conducting the by-election for School District No. 70 (Alberni) - West Coast Trustee.

- i. **REQUEST FOR DECISION** **140-144**
West Coast Multiplex Facility - Memorandum of Understanding – June 2013

THAT the Alberni-Clayoquot Regional District Board of Directors:

- a. *Approve the renewed Memorandum of Understanding (MOU) supporting the West Coast Multiplex facility project as presented, and;*
b. *The Alberni-Clayoquot Regional District and West Coast Multiplex Society invite the Tla-o-qui-aht First Nation, Ahousaht First Nation, Yuułuꞵiꞵꞵath Government, Hesquiaht First Nation, Toquaht First Nation, District of Tofino and District of Ucluelet to enter into the renewed MOU.*

- j. **REQUEST FOR DECISION** **145-146**
Strick Road Watermain Replacement

THAT the Board of Directors of the Alberni-Clayoquot Regional District (ACRD) award the Strick Road Watermain Replacement tender to David Stalker Excavating Ltd. for the tender price of \$288,750.00 including GST.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DVD12008, TAYLOR/ELIAS/SEETON, 9644 LAKESHORE ROAD** **147-156**
Development Variance Application – Memorandum and Report

THAT the Board of Directors pass a resolution to consider issuing development variance DVD12008.

- b. **RE13001, STREICHSBIER, WILLOW ROAD** **157-175**
Rezoning Application – Public Hearing Report, Public Hearing Minutes, and Bylaws P1307 & P1308

THAT the Board of Directors receive the public hearing report for Bylaws P1307 and P1308.

THAT the Board of Directors receive the public hearing minutes for Bylaws P1307 and P1308.

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

THAT Bylaw P1307, Regional District of Alberni-Clayoquot Zoning Atlas

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – C. Solda
- b. Vancouver Island Regional Library - P. Cote
- c. Central West Coast Forest Society – T. Bennett
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda
May 23, 2013 Meeting Minutes **212-215**
- e. Alberni Valley Chamber of Commerce – C. Solda
June 20, 2013 Meeting Minutes **216-220**
- f. Coastal Community Network – T. Bennett/B. Irving/C. Solda
- g. West Island Woodlands Advisory Group – J. Jack/L. Banton
- h. Island Coastal Economic Trust – C. Solda
- i. Air Quality Council, Port Alberni – J. McNabb
- j. West Coast Aquatic Board – T. Bennett
- k. Association of Vancouver Island & Coastal Communities – C. Solda
- l. Beaver Creek Water Advisory Committee – J. McNabb
- m. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN CAMERA

Motion to close the meeting to discuss matters relating to

- i. Litigation or potential litigation affecting the Regional District.*

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

16. **ADJOURN**

**Next Board of Directors Meeting: Wednesday, July 10, 2013, 1:30 PM
Alberni-Clayoquot Regional District Office
3008 5th Avenue, Port Alberni, BC**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING

HELD ON WEDNESDAY, JUNE 12, 2013, 1:30 PM

Ucluelet Community Centre, 500 Matterson Drive, Ucluelet, BC

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

John Douglas, Alternate Director, Mayor, City of Port Alberni

Josie Osborne, Mayor, District of Tofino

Bill Irving, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, YuułuꞀiꞀath Government

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andy Daniel, Manager of Environmental Services

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Geall

THAT the agenda be approved as circulated with the addition of the following late item: School District #70 by-election on the West Coast.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. **Board of Directors Meeting – May 22, 2013**

MOVED: Director McNabb

SECONDED: Director Irving

THAT the minutes of the Board of Directors meeting held on May 22, 2013 be adopted.

CARRIED

b. Regional Fisheries Resource Committee Meeting – May 16, 2013

MOVED: Director Bennett

SECONDED: Director Irving

THAT the minutes of the regular meeting of the Fisheries Resource Committee held on May 16, 2013 be adopted

CARRIED

c. Alberni-Clayoquot Transportation Committee Meeting – May 21, 2013

MOVED: Director Irving

SECONDED: Director Douglas

THAT the minutes of the Alberni-Clayoquot Transportation meeting held on May 21, 2013 be adopted.

CARRIED

MOVED: Director Irving

SECONDED: Director Geall

THAT the ACRD Board of Directors appoint Lucas Banton, Cherry Creek Director to the Alberni-Clayoquot Transportation Committee.

CARRIED

d. Library Services Meeting Notes – May 29, 2013

MOVED: Director McNabb

SECONDED: Director Irving

THAT the meeting notes of the Library Services meeting held on May 29, 2013 be adopted as amended.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

**a. Presentation – Teri Fong, Manager of Finance
5 Years of Service**

Ms. Teri Fong, Manager of Finance with the Alberni-Clayoquot Regional District was presented a gift of recognition for five years of service.

b. Mr. Don Jones, Duncan Sabine Collyer Partners - Presentation of 2012 Audited Financial Statements for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District.

MOVED: Director Kokura
SECONDED: Director Bennett

THAT Mr. Don Jones, Duncan Sabine Collyer Partners be invited to address the Regional District Board.

CARRIED

Mr. Jones provided an overview of the independent auditors report and presented the 2012 Audited Financial Statements for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District.

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors approve the 2012 Financial Statements for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District as presented by Don Jones, Duncan Sabine Collyer Partners.

CARRIED

6. CORRESPONDENCE FOR ACTION

a. Nuu-chah-nulth Tribal Council, May 30, 2013, Tsunami Debris and First Nations Involvement.

MOVED: Director Bennett
SECONDED: Director Irving

THAT the Board of Directors through their Chair gather more information from the Province regarding the Tsunami Debris Plan to share with First Nations, local government, AVICC and UBCM.

CARRIED

MOVED: Director Osborne
SECONDED: Director Irving

THAT the Alberni-Clayoquot Regional District Board of Directors request a meeting with the appropriate Minister to discuss the Province's Tsunami Debris Plan.

CARRIED

MOVED: Director Kokura
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District enter into an agreement with School District No. 70 to conduct a by-election in the fall of 2013 for West Coast Trustee.

CARRIED

8. CORRESPONDENCE FOR INFORMATION

- a. **AUDITOR GENERAL FOR LOCAL GOVERNMENT**
Performance Audits
- b. **ALBERNI-CLAYOQUOT REGIONAL DISTRICT/NUU-CHAH-NULTH TRIBAL COUNCIL TO MERX BID REVIEW COMMITTEE**
Economic Development & Capacity Building Support in West Coast Vancouver Island Communities
- c. **ALBERNI-CLAYOQUOT REGIONAL DISTRICT/NUU-CHAH-NULTH TRIBAL COUNCIL LETTER TO MINISTER OF FISHERIES & OCEANS**
Funds related to the Pacific Salmon Treaty Chinook Annex
- d. **CORPORATION OF THE VILLAGE OF CUMBERLAND**
Mason Bees and Pollination
- e. **METRO VANCOUVER**
New Waste-to-Energy Capacity for Metro Vancouver – Potential Site Identification
- f. **ISLAND COASTAL ECONOMIC TRUST**
ICET Announces Funding Support for Projects in the North Island and Sunshine Coast Region
- g. **SPROAT LAKE WATER SPORTS ASSOCIATION**
Update
- h. **WESTERN FOREST PRODUCTS**
Thank you for Meeting
- i. **VANCOUVER ISLAND UNIVERSITY**
Thank you for Grant-In-Aid
- j. **TELUS**
Telus Investing \$12 Million in Port Alberni in 2013

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors receive a – j correspondence for information

CARRIED

MOVED: Director Bennett
SECONDED: Director Geall

THAT the Alberni-Clayoquot Regional District Board of Directors instruct staff to investigate the correspondence from the Corporation of the Village of Cumberland inviting the promotion of pollination in the region by introducing mason bees into public places.

CARRIED

*MOVED: Director Cote
SECONDED: Director Bennett*

THAT the ACRD Board of Directors send a letter to the Sproat Lake Water Sports Association thanking them for more than 40 years of work in the community providing water sports activities at Sproat Lake.

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Garbage & Recycling Bylaw Amendment.

*MOVED: Director Bennett
SECONDED: Director Osborne*

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "R1021-3, Garbage and Recyclable Materials Collection Amendment, 2013".

CARRIED

*MOVED: Director Jack
SECONDED: Director Bennett*

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "R1021-3, Garbage and Recyclable Materials Collection Amendment, 2013".

CARRIED

*MOVED: Director Geall
SECONDED: Director Jack*

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "R1021-3, Garbage and Recyclable Materials Collection Amendment, 2013".

CARRIED

*MOVED: Director Bennett
SECONDED: Director Irving*

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "R1021-3, Garbage and Recyclable Materials Collection Amendment, 2013".

CARRIED

b. Request for Decision regarding Finance Warrant No. 529.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Board of Directors approves Finance Warrant Number 529 in the amount of \$658,992.28 dated May 31, 2013.

CARRIED

c. Request for Decision regarding Sproat Lake Noise Control Bylaw.

MOVED: Director Cote

SECONDED: Director McNabb

THAT this correspondence be received.

CARRIED

MOVED: Director Cote

SECONDED: Director Bennett

THAT the Board of Directors give first reading to Bylaw R1024 cited as the "Sproat Lake Noise Control Bylaw, 2013."

CARRIED

MOVED: Director Cote

SECONDED: Director Irving

THAT the Board of Directors give second reading to Bylaw R1024 cited as the "Sproat Lake Noise Control Bylaw, 2013."

CARRIED

MOVED: Director Cote

SECONDED: Director Geall

THAT the Board of Directors give third reading to Bylaw R1024 cited as the "Sproat Lake Noise Control Bylaw, 2013."

CARRIED

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Board of Directors adopt Bylaw R1024 cited as the "Sproat Lake Noise Control Bylaw, 2013."

CARRIED

d. Request for Decision regarding Renewal – Health Network Coordinator Contract.

*MOVED: Director Cote
SECONDED: Director Geall*

THAT the Alberni-Clayoquot Regional District Board of Directors renew the contract with Tanis Dagert, Alberni-Clayoquot Health Network Coordinator for a one year term commencing July 1, 2013 in the amount of \$55,000.00 including taxes, travel and expenses.

CARRIED

e. Request for Decision regarding Alberni Valley & West Coast Landfill Bylaw Amendments.

*MOVED: Director Irving
SECONDED: Director Bennett*

THAT this correspondence be received.

CARRIED

*MOVED: Director Irving
SECONDED: Director McNabb*

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "R1006-5, Alberni Valley Landfill Tipping Fee Amendment, 2013".

CARRIED

*MOVED: Director Bennett
SECONDED: Director Osborne*

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "R1006-5, Alberni Valley Landfill Tipping Fee Amendment, 2013".

CARRIED

MOVED: Director Geall

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "R1006-5, Alberni Valley Landfill Tipping Fee Amendment, 2013".

CARRIED

MOVED: Director Bennett

SECONDED: Director Geall

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "R1006-5, Alberni Valley Landfill Tipping Fee Amendment, 2013".

CARRIED

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as "R1010-3, West Coast Landfill Tipping Fee Amendment, 2013".

CARRIED

MOVED: Director Geall

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as "R1010-3, West Coast Landfill Tipping Fee Amendment, 2013".

CARRIED

MOVED: Director Irving

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as "R1010-3, West Coast Landfill Tipping Fee Amendment, 2013".

CARRIED

MOVED: Director Irving

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as "R1010-3, West Coast Landfill Tipping Fee Amendment, 2013".

CARRIED

f. Request for Decision regarding Lease Renewal – Wildfire Operations of the Ministry of Forests – AV Airport.

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors renew Ministry of Forests, Lands and Natural Resources lease for their Wildfire Operations base facility located at the Alberni Valley Regional Airport for a 3 year term commencing September 1, 2013 and expiring August 31, 2016 for the annual rent of \$5,113.29 per year plus GST.

CARRIED

g. Request for Decision regarding Beaver Creek Firehall Seismic Upgrade – Tender Recommendation.

MOVED: Director McNabb
SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors award the Beaver Creek Firehall Seismic Upgrade tender to J. Robbins Construction in the amount of \$235,785 excluding GST.

CARRIED

h. Request for Decision regarding China Creek Bridge Crossing.

MOVED: Director Irving
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors award the fabrication of the China Creek Foot Bridge to Kamma & Blake Industries Ltd in the amount of \$13,308.75 plus GST/PST.

CARRIED

MOVED: Director McNabb
SECONDED: Director Geall

THAT the Alberni-Clayoquot Regional District Board of Directors award the construction and installation of the China Creek Foot Bridge crossing to Coastal Bridge & Construction Ltd in the amount of \$25,953.00 plus GST.

CARRIED

9. PLANNING MATTERS

a. SPROAT LAKE OFFICIAL COMMUNITY PLAN
Memorandum and Bylaw P1310

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Board of Directors receive the staff memorandum.

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT Bylaw P1310, Regional District of Alberni-Clayoquot Sproat Lake (Electoral Area D) Official Community Plan Bylaw P1310, 2013, be read a first time.

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Board of Directors pass the following resolution: "That the Sproat Lake Official Community Plan Bylaw P1310 has been considered in conjunction with the Alberni-Clayoquot Regional District's financial plan."

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Board of Directors pass the following resolution: "That the Sproat Lake Official Community Plan Bylaw P1310 has been considered in conjunction with the Alberni-Clayoquot Regional District's Solid Waste Management Plan, November 2007 Bylaw R1020."

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT the public hearing for Bylaw P1310 be delegated to the Director for Electoral Area "D" Sproat Lake, the Alternate Director, or the Chairperson of the Regional Board.

CARRIED

b. SD11012, GREAT CENTRAL LAKE HOLDINGS, GREAT CENTRAL LAKE
Memorandum – Covenant.

MOVED: Director Cote
SECONDED: Director Bennett

THAT the Board of Directors receive the staff memorandum.

CARRIED

MOVED: Director Cote
SECONDED: Director Kokura

THAT the Board of Directors authorize the Chief Administrative Officer to enter into a covenant restricting the use of the land shown on Plan EPP20873.

CARRIED

c. REGIONAL PARKS PLAN STEERING COMMITTEE
Memorandum.

MOVED: Director Bennett
SECONDED: Director Irving

THAT the Board of Directors receive the staff memorandum.

CARRIED

MOVED: Director Bennett
SECONDED: Director Irving

THAT the Board of Directors appoint the following people to the Regional Parks Plan Steering Committee: Libby Avis, Barb Baker, Brian Callender, Harold Carlson, Judy Carlson, Richard Kudra and Emma Neill.

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT the main motion be amended to appoint Matt Kupnicki to the Regional Parks Plan Steering Committee.

CARRIED

The main motion as amended was

CARRIED

MOVED: Director Geall
SECONDED: Director McNabb

THAT the Board of Directors leave open two additional appointments to the Regional Parks Plan Steering Committee for a representative for Bamfield and another representative from the West Coast.

CARRIED

10. REPORTS

- a. **Vancouver Island North INFILM Film Commission**
Minutes from the May 31, 2013 Meeting.
- b. **Alberni Valley Chamber of Commerce**
Minutes from the May 30, 2013 Board of Directors Meeting.
- c. **Federation of Canadian Municipalities**
Value to Communities of FCM's Annual Conference and Trade Show: Key Messages and Qs and As.

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Board of Directors receives Reports a-c.

CARRIED

d. Other Reports

Director Bennett reported on the Salmon Beach Committee Annual General Meeting held on the May long weekend. It was a good meeting with approximately 40 to 50 lot owners in attendance.

MOVED: Director Bennett

SECONDED: Director Kokura

THAT this report be received.

CARRIED

Director McNabb reported on his attendance at the Mayors Breakfast meeting last week. Catalyst Paper reported they have hired 60 people within the last 6 months. Catalyst would like to see an ambassador program in the region.

MOVED: Director Irving

SECONDED: Director McNabb

THAT this report be received.

CARRIED

10.1 STAFF REPORTS

- a. **CAO Report – June 6, 2013**
- b. **Planning and Development Report – June 6, 2013**
- c. **Financial Manager Report – June 6, 2013**
- d. **Environmental Services Department Report – June 7, 2013**

e. Staff Action Items Report – June 6, 2013

MOVED: Director Kokura
SECONDED: Director McNabb

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

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Bennett
SECONDED: Director McNabb

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

CARRIED

The meeting was closed to the public at 3:32 pm.

The meeting was re-opened to the public at 4:00 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

MOVED: Director Irving
SECONDED: Director Bennett

THAT this meeting be adjourned at 4:01 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



MINUTES OF THE ALBERNI-CLAYOQUOT TRANSPORTATION COMMITTEE MEETING HELD ON JUNE 11, 2013, 9:00AM

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

- MEMBERS** Jack McLeman, Alberni-Clayoquot Regional District, Co-Chair
- PRESENT:** Darren DeLuca, Port Alberni Port Authority, Co-Chair
Neil Malbon, Alberni Valley Chamber of Commerce
Kevin Somerville, Western Forest Products
Randy Orr, Island Timberlands
Rob Cole, City of Port Alberni
Mike Lang, Port Alberni Labour Council
Gillian Trumper, Port Alberni Port Authority
Patty Edwards, MLA's Office
- OBSERVERS:** Deb Foxcroft, Tseshah First Nation
Cindy Stern, Tseshah First Nation
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer
Wendy Thomson, Manager of Administrative Services
Robert Gunn, Committee Secretariat
Pat Deakin, Economic Development Manager, City of Port Alberni

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:00 am.

2. APPROVAL OF AGENDA

MOVED: G. Trumper

SECONDED: N. Malbon

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. Transportation Committee Meeting held Tuesday, May 21, 2013

MOVED: M. Lang

SECONDED: G. Trumper

THAT the minutes of the Alberni-Clayoquot Transportation Committee Meeting held on Thursday, May 21, 2013 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION/INFORMATION

a. Letters of Support

Western Forest Products
Port Alberni & District Labour Council
Community Futures

MOVED: G. Trumper

SECONDED: J. McLeman

THAT the Committee receive the letters of support from Western Forest Products, Port Alberni & District Labour Council and Community Futures.

CARRIED

b. Transportation Infrastructure Funding Conference – September 2013

MOVED: G. Trumper

SECONDED: R. Cole

THAT the Committee receive the correspondence regarding the Transportation Infrastructure Funding Conference.

CARRIED

6. ADMINISTRATION

a. Committee Secretariat – Robert Gunn

Role and Responsibilities

R. Dyson reported the ACRD has retained the services of Mr. Robert Gunn to provide support to the Alberni-Clayoquot Transportation Committee.

7. REPORTS

a. Tseshaht Presentation – J. McLeman (verbal)

J. McLeman reported on the recent presentation to the Tseshaht First Nation Council. An overview was provided on the two proposed Highway Connector routes. C. Stern advised that the Tseshaht First Nation wants to make sure their interests are addressed at the very early stages.

b. Port Authority Expansion Plans – D. DeLuca (verbal)

D. DeLuca provided an update on Port Alberni Port Authority map reserve and

expansion plans. The map reserve is a planning tool for local governments. The notice of establishment of section 17 designated use area from the Minister of Forests, Lands and Natural Resource Operations was circulated to the Committee.

**c. Proposed Vancouver Island Transportation Strategy –
D. DeLuca (verbal)**

D. DeLuca provided a brief overview of the Vancouver Island Transportation Strategy proposed in the BC Liberal's platform – The strategy is expected to unfold by next spring. The new Minister of Transportation and Infrastructure is the Honourable Todd Stone.

8. OTHER BUSINESS

**a. Economic Impact Studies
Alberni Connector Business Case**

The Committee was provided with copies of the Alberni Connector Highway 19 to Highway 4 Business Case produced by Apex Engineering Ltd. and funded by the Port Alberni Port Authority. D. DeLuca provided a brief overview of the report. The analysis focuses on the Lacey Lake route option.

K. Somerville advised that Western Forest Products supports an alternate highway connector route. He noted there may be issues around Horne Lake with cabin owners, rock climbers and Karst protection.

D. DeLuca reported that the Business Case is now a public document. The report will be emailed to the Committee.

b. Economic Impact Assessment Study - Funding

D. DeLuca reported that at the last Alberni-Clayoquot Transportation Committee meeting the PA Port Authority was requested to fund a \$5,000 economic impact study on the proposed Lacey Lake route. Before moving forward with this project, the PA Port Authority requires a terms of reference. The Committee discussed funding required to conduct an in-depth study. D. DeLuca, J. McLeman and P. Deakin will work with R. Gunn on the terms of reference, scope and required funding for the economic impact assessment study and report back to the Committee.

**c. Communication Strategy
Local Governments, First Nations, Public**

The Committee discussed a communications strategy. R. Gunn will develop a communications strategy including; news release, newsletter and exhibition plan for consideration by the Committee.

G. Trumper recommended including the Vancouver Island Economic Development Association in all VIEDA in all communications.

R. Cole reported that Cindy Solda will be attending the Association of Vancouver Island and Coastal Communities (AVICC) meeting in a couple of weeks. She will provide AVICC with information on activities of the Alberni-Clayoquot Transportation Committee.

R. Dyson encouraged communications and support from neighbouring communities and other industries, including agriculture. The Committee will include this as part of the communications strategy.

G. Trumper reported she has spoken to Joe Stanhope, Chair of the Nanaimo Regional District regarding the Alberni-Clayoquot Transportation Committee. She will be providing him with more information on the Committee and the proposed route. W. Thomson will continue to provide the Area "H" Director with activities of the Committee.

MOVED: J. McLeman

SECONDED: G. Trumper

THAT the Committee accept all correspondence and reports.

CARRIED

d. Meeting with Minister of Transportation and Infrastructure

The Committee reviewed the draft letter to Minister Stone requesting a meeting as soon as possible to discuss the highway 19 connector. C. Stern recommended the first paragraph be amended to include First Nations as observers on the Committee. The Committee agreed to a few modifications to the letter and will include the Committee Terms of Reference.

MOVED: G. Trumper

SECONDED: J. McLeman

THAT the Alberni-Clayoquot Transportation Committee send letter to Minister of Transportation and Infrastructure requesting a meeting as soon as possible to discuss the alternatives and a business case for establishing a connection from the Alberni Valley through Horne Lake to Highway 19.

CARRIED

R. Gunn to amend the letter and circulate to Committee Members for input. The letter will go out to the Minister by the end of the day.

9. NEW BUSINESS

R. Dyson reported the Regional District is undertaking a review of transportation in the region. The report is looking at needs of interconnection between communities and First Nations in the region and will address all modes of transportation.

The next meeting of the Alberni-Clayoquot Transportation Committee will be held on **Tuesday, July 9th at 9:00 am in the Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC.** R. Orr will try to arrange a tour of the Lacey Lake route following the meeting on July 9th.

10. ADJOURN

The meeting adjourned at 10:22 am.



Alberni-Clayoquot Regional District

MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON MONDAY, JUNE 17, 2013

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

MEMBERS John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

PRESENT: Wayne Hasler
Gord Blakey
Harold Carlson

STAFF PRESENT: Russell Dyson, CAO
Teri Fong, Manager of Finance
Brenda Sauve, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 7:05pm.

2. APPROVAL OF AGENDA

MOVED: John McNabb

SECONDED: Wayne Hasler

THAT the agenda be approved as circulated with the addition of following late items:

7. j) Beaver Creek Water Income Statement till May 31, 2013 under Reports.

9. Ongoing Business – Beaver Creek Water Fire truck, status of Backhoe and location of the Fire truck.

CARRIED

3. ADOPTION OF MINUTES

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REQUEST FOR DECISIONS & BYLAWS

7. REPORTS– Staff provided an update on the following matters

- a. Itron meter reading program
- b. Kitsuksis reservoir completion
- c. Strick Rd. watermain tender
- d. Strick Rd. pump station
- e. Kackaamin project
- f. Old reservoir plan

- g. Work office space options and costs
- h. McElhanney water supply options
- i. City of Port Alberni/Regional supply
- j. Beaver Creek Water Income Statement till May 31, 2013

MOVED: John McNabb

SECONDED: Gord Blakey

THAT the Beaver Creek Water Advisory Committee receives Reports a-j for June 17, 2013.

CARRIED

MOVED: Wayne Hasler

SECONDED: Gord Blakey

THAT the Beaver Creek Water Advisory Committee supports the new shop for the Beaver Creek water system included in the Beaver Creek Firehall Seismic Upgrade Project and the shop portion of the work to commence in 2014 with \$36,000 to be allocated in the Beaver Creek Water Budget for 2014.

CARRIED

MOVED: Wayne Hasler

SECONDED: Harold Carlson

THAT the Beaver Creek Water Advisory Committee review the Development Cost Charge for New Meter Installations.

CARRIED

8. **NEW BUSINESS**
(requires 2/3 majority vote)

9. **ONGOING BUSINESS**

The Committee discussed the following:

- a. Cost of the Beaver Creek Fire Truck that is used for the temporary Pumpstation – Manager of Finance to provide the costs.
- b. Status of the Backhoe that is currently in the Beaver Creek Water yard – Manager of Environmental Services to e-mail an update to the Committee.
- c. Location of the Fire truck as it is not in the Beaver Creek Water yard – it is currently stored at the Alberni Valley Airport in a more secure area.

10. **ADJOURN**

MOVED: John McNabb

SECONDED: Wayne Hasler

THAT this meeting be adjourned at 8:35pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
CAO



PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during May 2013.

May was the busiest month for calls for service as seen in 2013. During May the Detachment responded to 1007 calls for service. This represents a fifteen percent increase over calls for service in April.

Two major files, a homicide and an attempted murder/aggravated sexual assault, were investigated. Both files were overseen by the Port Alberni GIS Unit. Both of these were complex investigations, involved hundreds of hours of investigation and incorporated all of the Detachment's resources. In addition to local resources, outside Units were called upon to assist with and complement the investigations.

Both files were resolved in a relatively short period of time. An adult male has been charged in connection to the homicide and a male youth has been charged in relation to the attempted murder/sexual assault. Both are presently facing charges before the courts.

Property crime has shown itself to be prominent in May. Thefts and mischief related complaints comprised 17 per cent of the calls.

In April the Detachment instituted dedicated traffic days for the general duty police officers. In this initiative each general duty officer dedicates a shift to solely perform traffic duties. Thus far four shifts have been completed and this has resulted in an additional 54 contacts being made for various traffic offences. An enforcement action was undertaken by Central Island Traffic and other enforcement agencies near Sutton pass over the May long weekend. A second enforcement action was undertaken as a joint effort between the Detachment, Central Island Traffic and ICBC on May 24th. Both of these initiatives showed that improvements need to be made by the motoring public to improve traffic safety.

During the month of May officers responded to 37 calls on the Nuu-chah-nulth First Nations Territory. The DARE program is in its final stages at Haahuupayak and Bamfield Schools. Aboriginal Policing Section officers in conjunction with Alberni Search and Rescue delivered the "Hug-A-Tree" program at the Bamfield School. This program teaches children what to do if they became lost in the woods.

The Police Dog Section provided valuable assistance in both the murder and attempted murder/aggravated sexual assault investigations. "Rook" provided assistance in locating both accused and in searching for and locating evidence.

Victim Services has continued to provide much needed assistance to people in need. During May the Victim Services Unit had 38 new clients and supported 11 existing with the court process. A partnership has been developed with SD 70 to explore the key healthy relationship needs of elementary, middle, and secondary aged children and youth and to examine research based staff training programs that could possibly be used to address those needs.

(M. Richards) Insp
OIC Port Alberni Detachment

Detailed Crime - 2013 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	39	36	40	39	40								194
Relationship Violence	6	8	9	9	9								41
Thefts	51	44	70	79	105								349
Break and enter	15	25	18	27	16								101
Mischief	33	37	44	45	65								224
Drugs	14	21	32	15	18								100
Provincial Traffic	88	81	84	110	98								461
Criminal Code Traffic	28	18	26	29	29								130
Motor Vehicle Incidents	26	25	19	26	21								117
Calls for Service	832	774	864	877	1007								4354

5 Year Average

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	766	728	628	616	622				3360
Relationship Violence	222	175	158	112	140				807
Thefts	1508	1288	1159	1077	1124				6156
Break and enter	450	325	298	359	251				1683
Mischief	738	679	538	555	582				3092
Drugs	445	323	257	372	329				1726
Provincial Traffic	1212	1199	1211	1150	1042				5814
Criminal Code Traffic	373	359	398	374	354				1858
Motor Vehicle Incidents	518	484	406	364	389				2161
Calls for Service	14340	12848	12077	12429	11790				63484



June 11, 2013

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Director Heath Slee
Chair, Nominating Committee

RE: Call for Nominations for UBCM Executive

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to the UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Wednesday July 31, 2013**.

1. Positions Open to Nominations

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2013 Nominating Committee are:

- Director Heath Slee, Immediate Past President, UBCM, Chair
- Councillor Bruce Christensen, North Central Local Government Association
- Councillor Harry Kroeker, Southern Interior Local Government Association
- Mayor Christina Benty, Association of Kootenay & Boundary Local Governments
- Councillor Barbara Steele, Lower Mainland Local Government Association
- Chair Joe Stanhope, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Wednesday July 31, 2012**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

All other inquiries should be directed to:

Director Heath Slee	Chair email: slee@flexibb.com
Chair, Nominating Committee	Chair tel: 406.270.9029
UBCM	250-887-3483
60-10551 Shellbridge Way	
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
Associate Executive Director	Tel: 604-270-8226 ext. 104

1 NOMINATIONS FOR THE 2013/2014 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position (Mayor/Chair/Councillor/Director): _____

Local government: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2013** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Position: _____

Local government: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca.

Submission Deadline: July 31, 2013

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].
Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Immediate Past President
 Area Association Rep. (5 positions)
 Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- Second or third week November
- Second or third week of January
- Second or third week of April (except if held in conjunction with an Area Association meeting)
- Third full week of July
- Sunday preceding the Annual Convention (half day)

Executive meetings, other than those in conjunction with the Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Some Committees' activities require attendance at meetings or conferences throughout the year. This is usually a two or three day added commitment except for Committee Chairs or Table Officers who may be called on for more regular representation.

Travel expenses and a per diem for meals and incidentals are provided for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2013

Advance nominations close – all candidates must have their documentation submitted.

Following the July 31 advance nomination deadline, the Nominating Committee will review nominees' qualifications and prepare the Report on Nominations. It is not the role of the

Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure nominations are complete and in accordance with policies and procedures.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 18

- 9:20 a.m. Nominating Committee presents the list of advance nominees for positions of President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 2:15 p.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for Table Officer positions (as necessary).

THURSDAY, SEPTEMBER 19

- 8:00-9:00 a.m. Elections continue for Table Officer positions (as necessary).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 19

- 8:30 a.m. Nominating Committee presents the list of advance nominees for Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:25 a.m. Nominations from the floor for the above positions.
- 11:30 a.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for remaining Executive positions (as necessary).

FRIDAY, SEPTEMBER 20

- 7:30-8:30 a.m. Elections continue for remaining Executive positions (as necessary).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives (“Vancouver Metro Area Representatives”) who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

(b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).

(c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GRVD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
 - Electoral Area Representative;
 - for the five positions of Director at Large; and
 - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area

Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any

ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

Press Release

ICET Announces Funding Support for Malcolm Island Economic Development Strategy

June 12, 2013

Courtenay, B.C. – The Island Coastal Economic Trust (ICET) is pleased to announce funding support of \$12,500 for the *Growing Malcolm Island* initiative, a strategic community economic development plan.

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.

For the past year, the Malcolm Island Grassroots Development Forum has been working to find solutions to the declining economy and population on the Island. With the support of the Regional District of Mount Waddington, the community is now formalizing that approach with the professional development of an economic development strategy. The process will include consultation with community and stakeholders and will result in a strategic plan with a focus on community economic development as well as investment attraction in collaboration with regional partners.

“We are pleased to support Malcolm Island with this grassroots initiative aimed at responding to the community’s economic challenges with a proactive, self-reliant approach. 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.

“We are grateful to ICET and our other partners, the Regional District of Mount Waddington and Community Futures for providing this opportunity for our group to facilitate these efforts in our community,” said Malcolm Island Grassroots Development Forum Co-Chair Gordon Curry. “This plan and the resulting analysis will be a foundation to affect much needed change and create sustainable growth together, enabling greater capacity to advance economically and as a community.”

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.

-30-

For further information:

Mayor Phil Kent, ICET Chair
City of Duncan
Tel. 250-709-0186
mayor@duncan.ca

Line Robert, CEO
Island Coastal Economic Trust
Tel. 250-871-7797 Extension 227
line.robert@islandcoastaltrust.ca

Gordon Curry, Co-chair
Malcolm Island Grassroots Development Forum
Tel. 250-671-9005
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Download PDF

Visit us Online at www.IslandCoastalTrust.ca

Web Design - Chameleon Creative

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Island Coastal
ECONOMIC TRUST

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From: Jenny's Fine Foods, Gifts & Eclectica [<mailto:jenny-s@live.ca>]
Sent: June-06-13 4:22 PM
To: Russell Dyson; info@suncoastwaste.ca
Cc: daveandedna@shaw.ca
Subject: Kudos to the Sun Coast Recycling Centre and Staff!

Letter to Sun Coast Waste Service and ARCD:

The undersigned would like to say how much we appreciate Karen Burnett and Andy Wilkinson for their exceptionally friendly and competent service in the Sun Coast Recycling Depot located at 3620 3rd Avenue in Port Alberni BC!

Without exception, these staff give attentive service (a quality of customer service unheard of in a typical recycling facility!) and make the somewhat dreary chore of sorting through one's recycling tolerable and even fun! With a smile, they invariably help to unload and sort items, so that all recycled goods are put in the appropriate bins. It is so nice to have a central location on 3rd Avenue to be able to bring our recycled goods, and I am sure it encourages local people to recycle due to convenience and helps to reduce overall garbage volumes city-wide. The depot is kept very clean and organized and is easy to use. Indeed it is always busy there when I drop in, and yet each person receives the same welcoming attitude and service.

Edna and I were discussing today how invaluable this service is, how much we appreciate their level of customer service. Thus, we decided to write a letter of thanks.

Kudos to Karen and Andy for making recycling an unusually pleasant and fun experience! We hope to see you in that location for many years to come!

Sincerely,

Jennifer Haddock
2865 1st Avenue, Port Alberni

Edna Cox
4727 Pemberton Road, Port Alberni

Jenn,

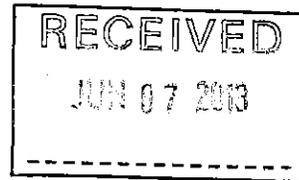
Jenny's Fine Foods, Gifts & Eclectica
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Find us on Facebook:
<http://www.facebook.com/JennysFineFoodsGiftsEclectica>



305-1627 Fort Street
Victoria, BC V8R 1H8



June 6, 2013

Alberni Clayoquot Regional District
3008 5th Ave
Port Alberni, BC V9Y 2E3

Dear Directors Jack McLeman, Penny Cote, Eric Geall, Mike Kokura, Lucas Banton

Thank you for meeting with members of the Council during the AVICC convention on April 13. We appreciated meeting with you to hear the ACRD's concerns regarding forestry activities on private land and cumulative impacts on water quality. Council would like to follow up on the specific issues raised by ARCD Directors at this meeting. We understand that Mr. Myles Mana, from the Ministry of Forests, Lands and Natural Resource Operations, is setting up a meeting with the ARCD to discuss this issue, and he has invited the Private Managed Forest Land Council to attend.

Council understands that there are often conflicts between forest operations on private managed forest land and community interest relating to protection of local environmental values

- o we are committed to working with local government, communities, and other provincial and federal regulatory agencies to address such issues
- o ensuring sustainable forest practices, protection of drinking water and fish habitat, and ensuring harvested areas are reforested will continue to be priorities for Council
- o we will continue to audit the performance of owners and Council itself to ensure the objectives established in the Act are met through our regulatory authority and the activities of owners of private managed forest land
- o Council welcomes comments from the public, and commits to follow-up on issues raised or concerns identified regarding potential non-compliance with the regulatory requirements

The Council is continuing with its consultation process with local governments and other stakeholders in an effort to increase its understanding of stakeholder concerns and suggestions, and to build awareness of the Council's role.

We welcome further discussion with you and encourage you to call our office if you have comments or concerns.

Yours truly,

Rod Davis
Chair, Private Managed Forest Land Council



June 13, 2013

File: 0230-01

All Union of British Columbia Municipalities

BY EMAIL

Attention Mayor and Council:

Re: Support of a Genetically Engineered Free Zone in the City of North Vancouver

The City Council at its regular meeting of Monday, June 10, 2013 unanimously endorsed the following resolution:

“THAT the planting and growing of genetically modified crops, trees, and plants be banned in the City of North Vancouver;

AND THAT the City call upon the Federal and Provincial governments to implement a regime of mandatory labelling of all genetically modified organisms (GMO's) for sale in BC and Canada;

AND THAT the City call upon the Federal and Provincial governments to impose a moratorium on bringing further GMO's to market for sale until a regime of independent and transparent scientific assessment and GMO management is introduced;

AND THAT staff be directed to investigate the opportunities to ban the sale of GMO crops, meat, fish, poultry and seeds in the City of North Vancouver;

AND THAT this resolution be circulated to the Premier, Prime Minister, all North Shore MLA's and MP's, FCM, and UBCM municipalities.”

Yours truly,

Karla Graham, CMC
City Clerk

(Electronic version of correspondence posted on www.cnv.org/city_hall/council_meetings/council_meeting_agenda)

cc M. Hunter, Manager, Parks & Environment
C. Jackson, Section Manager, Environmental Sustainability, Engineering
B. McRae, Manager, Bylaw Services
W. Beier, Purchasing Manager

From the Board Table

Vancouver Island Regional Library

June 15, 2013



Audited Financial Statements 2012

Each year after completion of the audit, trustees are presented with the organization's financial statements and recommendations by the auditors. Trustees received and discussed four primary statements: (1) The Consolidated Statement of Financial Position; (2) the Consolidated Statement of Operations; (3) the Consolidated Statement of Changes in Net Assets (Debt); and (4) The Consolidated Statement of Cash flows.



Overall, the results from the operations and financing activities of Vancouver Island Regional Library were positive for 2012 and the organization was able to proceed without drawing on reserves to the extent budgeted. This is good news and will help to address the future need to finance expansion and the upgrading of existing library branches.



Donations and Corporate Sponsorship Policy

Trustees approved a Donations and Corporate Sponsorship Policy which has revised an existing Donor Policy in order to incorporate corporate sponsorship and donations of funds. The new Policy defines the terms and conditions for the acceptance of donations including gifts of print or non-print materials; funds for the purchase of print or non-print materials; donation of land; facility enhancement; and/or corporate sponsorship.



Partnership and/or sponsorship is a mutually beneficial exchange between Vancouver Island Regional Library and an external organization, which allows a partner or sponsor to contribute funds or pre-approved products to Vancouver Island Regional Library in return for recognition, acknowledgement or other promotional consideration.



Facility Projects Update

Cortes Island Branch

In the fall of 2012 trustees voted to enter into an intent to lease agreement with the Linnaea Farm Society for the operation of a library on Cortes Island located in the Roque Room of the former Linnaea School. On April 10, 2013 the Strathcona Regional District Board passed the required zoning amendment. Next steps involve making the changes required to accommodate a library within the former school and to ensure appropriate customer access to the branch. The branch is anticipated to open in the late fall of 2013.



Port Renfrew Branch

The branch is moving from its current location at the Port Renfrew Elementary School to the town's recreation centre. The branch's collection will be refreshed, additional internet access will be provided and new furniture and fixtures will be added. The new branch is anticipated to open in the late summer of 2013.



Cowichan Lake Branch

Construction continues on the new branch being built in the Town of Lake Cowichan which will be more than twice as big as the current branch. The main structure is nearly complete with exterior siding being installed. Drywall finishing and grounds work has also begun. The new branch is anticipated to open in the fall of 2013. . Photos showing the progress of construction can be viewed at www.virl.bc.ca (click on the “We’re Building New Branches” button on the left hand side of the homepage).

Cumberland Branch

Construction continues on the new branch being built in the Village of Cumberland. The new library will be almost three and half times larger than the current branch and will replace an old undersized facility. The exterior structure is complete with windows being installed in early May. The new branch is anticipated to open its doors in late 2013. Photos showing the progress of construction can be viewed at www.virl.bc.ca (click on the “We’re Building New Branches” button on the left hand side of the homepage).

Nanaimo North Branch

Construction is proceeding well on the new Nanaimo North Branch being built on Hammond Bay Road. Steel beams are being erected on the building footprint and interior work continues on the portion of the former administration building being renovated to house the administrative and support services staff of Vancouver Island Regional Library. The Nanaimo North Branch will serve residents in north Nanaimo, Lantzville and Nanoose and is anticipated to open in the late spring of 2014. Photos showing the progress of construction can be viewed at www.virl.bc.ca (click on the “We’re Building New Branches” button on the left hand side of the homepage).

Key chain library cards

Trustees were introduced to VIRL’s brand new key chain library cards, which provide a new level of convenience for our customers. Thanks to a partnership with the Vancouver Island Newspaper Group, and the generous support of corporate sponsors, key chain library cards are now available at all 38 VIRL branches. Customers can add the tag to their key chain and always have their library card handy. The Vancouver Island Newspaper Group, and the following corporate sponsors, contributed \$20,000 to launch this initiative: Nanaimo Canadian Tire; Campbell River Harris NISSAN, Vancouver Island Insurance Centres, Cowichan Valley and Nanaimo McDonald’s, and Klitsa Tutoring (Literacy Alberni Society).

Enhancements to eLibrary Resources

Our eLibrary provides customers with an array of eResources. One of our most popular databases is Mango Languages which allows library customers to learn a new language from the comfort of their home. Trustees learned that recently the number of languages offered through Mango Languages has increased from 6 to 45. Languages include Spanish, French, Japanese, Brazilian, Portuguese, German, Mandarin Chinese, Greek, Italian and more. Mango Languages provides conversational proficiency by immersing the user in real, everyday conversations. Mango Languages is heavily used by VIRL customers. Out of a total of 4,234 online sessions for databases so far in 2013, Mango Languages has accounted for 1,173 sessions.

Branch Activities

The following are highlights of the many programs and events being held every day in our libraries.

Bowser Branch

The KnitWit knitting group meets at the branch every Thursday with an average of five people attending each group.

Campbell River Branch

A new monthly Teen Book Club has started at the branch thanks to advice from the Teen Advisory Group. Teens meet once a month on Saturdays to talk about books from a specific genre.

During Teen Tech Week the branch offered drop-in podcasting lessons along with an electronic resource treasure hunt. To start off spring break, the branch hosted Glenn Kachmar's new Whiz Bang Science Show. Over 150 enthusiastic people attended!

Youth Librarian Justin Unrau visits École Phoenix Middle School each month for some noon-hour book talking. He has also spoken to students in two Grade 12 communications classes about reading stories to children.

Chemainus Branch

As part of spring break celebrations the branch hosted a Lego Challenge for children and their parents. While visiting with the parents in attendance the children's librarian was able to connect a Spanish speaking family with the Spanish Storytime being hosted at the Cowichan Branch.

Comox Branch

Storytime is very popular at the branch with over twenty parents and children attending each session. The Reading Buddies program, conducted in partnership with the Rotary Club of Comox and Brooklyn Elementary School, sees children enjoying one-on-one reading with an adult volunteer.

eBooks are extremely popular and customers enjoy the Ease into eBooks instructional sessions, and one-on-one assistance from Customer Services Librarian Natalie Catto.

National Poetry Month was celebrated by partnering with the Comox Valley Writers' Society. The branch hosted a Light Verse for Adults program which saw local poets and writers read aloud published and original verse.

Courtenay Branch

Fifteen local knitters participate in weekly knitting sessions at the branch. While this is not a programmed event, the library is happy to provide a regular meeting place in the community.

Special drop-in spring break activities attracted 65 participants to a Duct Tape Wallet Craft and a "Can you find it?" Dewey Search Game. A special display of a 1 ½ foot-high LEGO space shuttle in the Library Manager's office has been entertaining passing children and adults and is helping to advertise LEGO programs at the library.

Author visits are very popular at the branch with almost 60 people attending four recent sessions.

Cowichan Branch

In March, the branch began offering a Mindfulness Meditation program. An average of 20 people attends each session, many of them new faces in the library. Ongoing popular adult programs include Spanish Class and Brain Fitness.

Weekly Family Storytimes are growing in popularity with one group of moms making a regular routine of meeting at the library for storytime, then going for coffee and a walk together afterward. Teen Tech Week was celebrated with a Teen Photography Workshop. Teens learned about getting the most out of their digital cameras, and then practiced their new skills by shooting scenes in the library.

Cowichan Lake Branch

Family Storytimes are very popular with over 30 people attending each month. Tuesday Talk Nights draw a consistent crowd which fills the branch. The demand for eReader training remains strong with a steady stream of customers signing up to learn about borrowing eBooks from the library.

Gabriola Island Branch

During Teen Tech Week local teens learned about the many valuable and authoritative electronic resources available at the library. These resources are a great source of homework help for teens. A display of "old" technology was created which included a slide rule and a typewriter. Many of the younger customers who visited the branch had never seen a slide rule before!

Gabriola Island Friends of the Library presented a special event in March. Sonja Arntzen, an expert in early Japanese Literature, gave a talk about *The Tale of Genji*, known as the first novel ever written.

Ladysmith Branch

Library Manager Stephen Warren began a partnership with Literacy Central Vancouver Island to provide free Computer Literacy Classes at the branch on Tuesday evenings throughout March. Ten community members attended and learned basic computer literacy skills.

During the week of spring break, over 50 children participated in a scavenger hunt challenge at the branch.

The Library Manager has been involved in many outreach activities including visits to the Healthy Beginnings Program at the local urgent care facility; the Nanaimo Ladysmith Literacy group; and the Ladysmith Early Years Partnership. These visits are a good way to inform young families about the many great services available at the library.

Masset Branch

In March over 130 children attended a Winter Picnic at the branch. They danced with the Wii, hunted for eggs and shared a storytime tent with other community service organizations.

Two StrongStart storytimes were held in April. The theme of the Storytime was musical books. Community Services Technician Lorelee Parker read *When cats go wrong* by Norm Hacking and everyone danced a simplified tango while listening to a CD of the book. Other books and felt stories were performed as raps while parents helped their children keep the beat.

Nanaimo Harbourfront Branch

Programs for new immigrants were a highlight during March. Customer Services Librarian Anthony Martin coordinated with the Central Vancouver Island Multicultural Society to create and teach a series of Computer Literacy Classes for English as a Second Language students and recent immigrants. Tours of the library were coordinated with the Multicultural Society in order to promote and create programming for new immigrants and refugees.

The branch also hosted a series of workshops on managing stress, tension and ways to maintain health. The workshops were very well attended and successfully promoted health literacy.

Nanaimo Wellington Branch

The Stuffed Animal Sleepover is always a huge hit at the Nanaimo Wellington Branch. This program was offered last summer and since then parents have been clamouring for it to be offered again. Twenty-seven children listened to stories and sang songs with their stuffed animal friends; then, they left their stuffies in the library overnight. The next day the children returned to the library to pick up their stuffed animal friends and to view a slide show of all the crazy antics the animals were involved in during the night!

Customer Services Librarian Julie Carter visited students at three local elementary schools as part of the Reading Link Challenge (RLC) program which promotes the love of reading to Grade 4 and 5 students. Last fall interested students were asked to form teams and become familiar with six selected books. In March, Customer Service Librarians from Nanaimo Wellington and Nanaimo Harbourfront branches visited the schools and quizzed the students on the books. The quizzes featured a game show format complete with music, prizes and oodles of suspense. The winning team from each school competed in the Grand Challenge Level at the Nanaimo Harbourfront branch.

Parksville Branch

Saturday Stitching is offered every other Saturday afternoon at the branch. On average ten adults attend each session. Participants continue to remark that they are happy the library offers a program like this. They appreciate being able to meet with people in the community and share patterns and ideas.

During Teen Tech Week the branch offered a tech quiz to teens. The quiz featured ten questions about the technology and online resources offered by the library.

The branch continues to promote library resources to groups outside of the library. Recent presentations were made at the Vancouver Island University Elder College. The first was a talk with the Genealogy Class to let them know about all of the genealogy resources (both online and in print) available at the library. The second was a talk with the Summer Reading Class to discuss some good reads for the summer and how to write a review in VIRL's online catalogue.

Port Alberni Branch

Programs in March and April included Introduction to eBooks, banding Hummingbirds, Babytime, Toddler Time, Storytime, Dad's Night Out, and a Jewelry Making Demo. Spring break was celebrated with Glenn Kachmar's Whiz Bang Science Show. One hundred children and their parents attended. All of the science experiment books were checked out of the branch after the show, and many parents and children told staff that Whiz Bang was the highlight of their spring break!

Customer Service Librarian Maggie Hodge Kwan presented at a professional development seminar for childcare providers called "Keys to Literacy". Conducted in partnership with PacificCARE and School District 70, "Keys to Literacy" gives childcare workers practical tips on incorporating early literacy activities into their childcare centres. The librarian talked about making literacy fun, demonstrated techniques used in storytime, and advertised the various library resources available for childcare providers to borrow.

Port Alice Branch

Spring break was a fun time for readers with kids picking up lots of fun colouring activity sheets and many different craft ideas. Each month students from Seaview Elementary School visit the library to work on their research projects and take out books.

Port Clements Branch

In March, almost 30 children listened to Stone Soup and The Great Big Especially Beautiful Easter Egg read during a special storytime. The children also worked on echo songs and oral folk tales. Daycare storytime has progressed from taking turns to listening to stories as a group. Four sessions with an average of seven children each featured cumulative animal stories with a felt board for a visual aid.

Port Hardy Branch

Spring Break at the branch saw kids picking up lots of fun colouring activity sheets and many different craft ideas. Mother Goose visits the library on Fridays and thrills the children with storytime and crafts.

The Port Hardy Gardening Club has started meeting at the library and the meetings are well attended. A small but excited group of Dads enjoyed their spring "Dad's Night out" at the branch. The theme was spring gardens and included a story and a craft.

Port McNeill Branch

Spring Break was a fun time for readers with children visiting the branch to pick up colouring activity sheets and lots of different craft ideas. For the wrap up of Spring Break programming, Mother Goose and the Literacy Bus performed a special storytime and taught the kids how to make a rabbit with origami.

The branch hosted a visit from North Island Secondary with students from the Connections program. Circulation Supervisor Roberta Day, and Customer Services Technician Indira Wickramasinghe, talked to the students about their jobs at the library as well as their training and education background.

The Turning Pennies into Books fundraising drive has sparked quite a bit of interest in the community. One of the classes at Sunset Elementary School has made a class project around it and raised over \$80.00 in pennies!

Port Renfrew Branch

The branch is preparing for its fall relocation to the town's Recreation Centre. The new branch will feature a refreshed collection with an increase in high-demand items including DVDs and adult fiction.

Quadra Island Branch

Preschool story time is very popular at the Branch averaging 8 to 10 children who enjoy themselves immensely. During Spring Break the Quadra Island Community Centre hosted activities for school-aged children and brought a small group of elementary students to the branch for a visit. Youth Librarian Justin Unrau read the group some stories and then gave them a tour of the branch with a special focus on non-fiction books about origami and Lego.

Well-known local storyteller Annette Yourk presented a Spring Storytelling program for an all ages audience.

Qualicum Beach Branch

Harlequin romance writer Lee McKenzie presented to a group of romance writers and readers. He explored the craft of romance writing and talked about writing novels for Harlequin. Award winning author Matthew Hughes presented on The Art of Crime and Science Fiction Writing to a group of 10 local writers. Matthew read one of his short crime stories and talked about his career as a crime and science fiction writer in Canada and the UK.

The monthly Storytime at the Gardens Retirement Home is greatly enjoyed by seniors, preschoolers and babies. They are joined by Britta, a St. John Ambulance Therapy Dog, who loves visiting the retirement home with Customer Services Librarian Helen Stevens.

Children's author Linda Granfield gave a very successful illustrated talk on John McRae and his famous poem "In Flanders Fields". She used old photographs and WW1 artifacts to bring his story to life.

Queen Charlotte City

Children and adults from Queen Charlotte Childcare enjoyed a storytime with special guests from a Skidegate daycare. The storytime featured felt stories, the Haida names of animals, mushrooms in the rain, and Doxinaay (a Haida Red Rover Game).

The Seniors' Computer classes are very popular providing lots of information on downloading and enjoying eBooks. The branch has also been serving as a temporary teen centre with local teens enjoying a teen movie and Wii night.

Sidney/North Saanich Branch

The Sidney/North Saanich Library's Writers Group hosted its first Open Mic, "10 Minutes of Fame" at the branch. Open Mic gives writers the opportunity to share their work with an audience. Two writer's groups meet monthly at the branch allowing writers to network and learn about the various aspects of writing and to critique their work.

Two board games programs were offered in March. The branch provides board games that support a child's cognitive and social development and that are good fun to play. Families are welcome to use the board games any time they visit the library.

Children 5 years of age and older enjoyed a From Books to Bookmarks program using the library's discarded books to create their own bookmarks. To get everyone inspired, the kids first viewed a slide show of amazing uses for recycled library books and then worked on their own creations.

Sointula Branch

Spring break was a fun time for readers with children visiting the branch to pick up lots of colouring activity sheets and many different craft ideas.

In April, authors John Taylor and Garth Holden presented the first Writer's Café at the branch. Both authors read from their award winning short stories and then answered questions from the appreciative audience. Many of the attendees were budding writers and had questions about the writing process and how to get published.

Sooke Branch

During Teen Tech Week the branch invited young adults to drop by the library to discover the wide variety of free, online resources available to educate and entertain. To help illustrate how the library has kept pace with technological change, an eye-catching, "old tech" display was created, contrasting with what the library had to offer "then" and what it has to offer "now". This also served as an opportunity to highlight VIRL's new Homework Help databases.

During spring break, school-aged children had the chance to practice their writing skills by creating their very own Fractured Fairy Tales (stories where familiar fairy tale characters appear in unusual ways). Their stories were posted in the children's section of the branch and participants received a small prize.

The branch's Knitting Circle meets weekly, welcoming new and returning members. The branch provides a community space for people to gather, relax and enjoy a shared hobby. Library staff promotes knitting books, DVDs and audiobooks through displays in the branch.

During National Poetry in April, the branch once again offered its popular "Bring a Story, Get a Poem" program, hosted by local master poet Wendy Morton. Customers were invited to meet individually with Wendy and share some of their life story. She then composed a personal poem for them to take home.

South Cowichan Branch

A local artist held an "Artist's Books" program for adults. A new concept to many, attendees learned about books that are one-of-a-kind and crafted as works of art. The artist demonstrated some of the tools used for those interested in making their own artist books.

A special storytime presented by a local marimba class performing a musical version of The Three Billy Goats Gruff was a bit hit with children of all ages. Afterward, the audience was allowed to explore the wooden instruments, most far larger than they are.

To celebrate Spring Break the branch offered an origami workshop by a nine-year-old who taught himself origami by checking out library books! He and his mother approached branch staff with the offer to host and they agreed it was a great idea for the end of Spring Break week.

Tofino Branch

Storytime is very popular at the branch with almost 150 children and over 50 adults attending in March and April. Spring Break was celebrated in co-operation with the Pacific Whale Foundation, with Glenn Kachmar's Whiz Bang Science Show.

Woss Branch

Spring Break was a fun time for readers with children visiting the branch to pick up lots of colouring activity sheets, and many different craft ideas. Five local children were all winners of a prize draw for a pencil crayon and eraser set.

Tundra the Wolf visited the branch in March and children enjoyed a storytime featuring several wolf themed stories.



Vancouver Island Regional Library

Administration
Box 3333 | 711 Poplar Street
Nanaimo, BC Canada V9S 5L8
t: 250.758.4697 f: 250.758.2482
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June 9, 2013

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



Dear Chair and Board

I am very pleased to enclose a copy of our 2012 Annual Report.

This past year we celebrated the official opening of three bigger and better branches in the communities of Bella Coola, Gabriola Island, and Quadra Island. We also introduced new programs and saw visits to our branches increase almost 14% over 2011. These are exciting times!

We are proud of the work done by our staff and our Board to develop strong library branches that are vital community destinations for knowledge, inspiration, innovation and renewal.

On behalf of the Board of Trustees of Vancouver Island Regional Library, I offer our thanks for the support and cooperation that we continue to receive from you. Your support helps us to maintain a strong public library system that connects people to information, ideas and experiences that enrich their lives and strengthen our community.

I invite you to take some time to read our report. Please feel free to contact me at rbonanno@virl.bc.ca with any comments or questions.

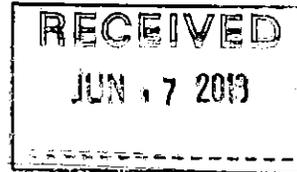
Sincerely,

Rosemary Bonanno, BA MLS
Executive Director
Vancouver Island Regional Library

Encl.

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland
Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo Wellington Parksville
Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte
Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay **57**



June 11, 2013

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

2533 Port Alberni Hwy
Port Alberni, BC V9Y 8P2
Tel: 250.724.6535
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office@albernichamber.ca

Dear Ms Solda & Board of Directors:

The Alberni Valley Chamber of Commerce wishes to express its full support for the immediate development of a **Published GPS Approach** for the Port Alberni Airport. Our investigation of this matter indicates that the acquisition of such technology is quite inexpensive at potentially well less than \$100,000.00. Such an investment in our airport featuring a capable and expandable 4200 foot runway would serve the entire community very well.

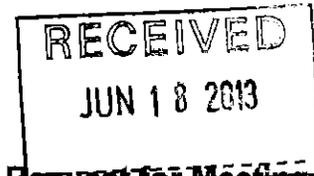
The Chamber of Commerce further suggests that the matter be prioritized for immediate consideration so as to position Port Alberni as a viable place to do business. With a goal of becoming a **'Business Friendly Community'** we simply must include access to proper transportation as a critical element to our business growth needs.

The value of air travel is most evident on Vancouver Island with the growth and prosperity now being noticed throughout the Comox Valley as a prime indicator. We feel that our entire business community would benefit immensely with a scheduled air service thus enabling all to compete on a level playing field.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Bill Collette". The signature is fluid and cursive.

Bill Collette
Executive Director
Alberni Valley Chamber of Commerce



June 19th, 2013
Dear Premier Clark,

Re: Local Government Control or Management of Watersheds Request for Meeting

As the representative for the Vancouver Island Water Watch Coalition I am writing to request a formal meeting with yourself and all relevant Ministers within the various portfolios pertaining to drinking water resources, watersheds in their entirety, and forestry lands.

Although most communities in the province have concerns with their drinking water resources and individual watersheds, there is no other area in the province of British Columbia that is in as much jeopardy as Vancouver Island. This extreme vulnerability is traced directly back, and attributable to, the E and N Land Grant.

In 1875 a strip of land, 20 miles wide and stretching from just north of Victoria and upwards to Campbell River, was given away to the coal baron, Robert Dunsmuir for completion of the national railway. This land was given away without thought to either the First Nations or the settlers and with no forethought as to future negative results to the land base and it's life-sustaining resources as the forested lands were parceled off and sold for millions of dollars by Dunsmuir.

To the everlasting shame of the Canadian governments, Dunsmuir and his associates were the only individuals who benefited enormously from this appalling land grab.

Turn the page, flash-forward to 2013, and it is still the First Nations and Island citizens who continue to pay the piper for this narrow strip of land with the ever-growing threat to the Island's water resources due to the privately owned forestry lands.

These privately owned lands continue to be over-logged, poisoned with herbicides and the never ending sell-off of these lands for development, with additional human encroachment, placing stress on watersheds and human drinking water supplies. The Provincial government poorly legislated control equates to the inability of communities to have any positive say or control over their own watersheds. This glaring power inequality has become a major issue of concern for rural and urban communities up and down the Island.

The Vancouver Island Water Watch Coalition was formed in 2005 with Island water resources uppermost in mind as the Coalition strives to educate the public on the essence of life...water.

Most recently we have contacted the Environmental Law Clinic from the University of Victoria, who completed a years worth of work on our behalf as the Coalition attempts to support our communities in understanding what legislation must be changed for the positive, to gain local control of community watersheds and water resources.

In 2011, the Town of Ladysmith had a resolution endorsed unanimously at the UBCM. The resolution reads as follows:

B129 CONTROL OF WATERSHEDS Ladysmith

WHEREAS many local governments draw surface water for their water systems, and such sources are vulnerable to degradation and pollution caused by a variety of industrial and recreational activities;

AND WHEREAS watersheds are not recognized in legislation, leaving local governments without adequate tools to enact measures for the protection of watersheds;

AND WHEREAS many local governments get their drinking water from sources on privately owned land;

AND WHEREAS the provincial health authorities are increasing the requirements for the provision of clean water from local government water systems;

THEREFORE BE IT RESOLVED that UBCM request the provincial government to develop a funding program that facilitates local government acquisition of both the watershed and adjacent land for those local governments with water systems on privately owned land;

AND BE IT FURTHER RESOLVED that all activities in watersheds used for drinking water be subject to final approval and control by affected local governments and the Ministry of Environment (MOE), and that MOE be legislatively required to ensure that the quality and quantity of water in watersheds meet provincial health requirements.

To date, nothing has been accomplished by this resolution.

In addition, there are many Island watersheds under huge stress, in rural areas water wells are running dry, and there is contamination in aquifers and watersheds at an increasing and alarming rate.

VIWWC cannot emphasize enough how urgent this request is for a meeting with you and all Ministers' involved in these issues. It is imperative that the Coalition share the findings and recommendations of the Environmental Law Clinic plus our own work on behalf of our Island communities.

Therefore, we urge you to please contact the writer to arrange a meeting. The writers home phone number is 250-729-0185 and address is - #5, 3400-Rock City Road, Nanaimo, BC V9T 6E4

The Coalition is copying all local governments and MLA's on the Island along so that working together we can reach amicable solutions for all, especially the citizens and their communities who are at Ground Zero with respect to risks in their watersheds.

Sincerely yours,
Vancouver Island Water Watch Coalition

June Ross,
Temporary Chair VIWWC and
Editor- www.vancouverislandwaterwatchcoalition.ca

c.c

2

Rich Coleman- Deputy Minister
John Rustad- Minister of Aboriginal Relations and Reconciliation
Mary Polak - Minister of Environment
Steve Thompson - Minister of Forests, Lands and natural Resources
Donna Barnett-- Parliamentary Secretary to the Minister of Forests, Lands and Natural Res.

All Municipalities (32) and Regional Districts on Vancouver Island (6)

Opposition MLA's;

Adrian Dix,

Doug Donaldson- Aboriginal Relations

Gary Holman, Deputy Critic, Environment

Spencer Chandra-Herbert, Environment

Norm Macdonald, Forests, lands and natural Resource Operations

Bill Routley, Deputy Critic - Forestry

Leonard Krog - Justice and MLA Nanaimo

Selina Robinson,, Local Government

Scott Fraser, Rural Economic Development, Mining and Fisheries

Doug Routley - MLA, Nanaimo/Cowichan

Union of BC Indian Chiefs- Grand Chief, Stewart Philip



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Mayor John Douglas
City of Port Alberni
4850 Argyle Street
PORT ALBERNI BC V9Y 1V8

June 19 2013

R.E.: Closure of Port Alberni Station A Post Office – 5262 Argyle Street – Port Alberni

Dear Mayor Douglas:

After careful consideration and review of customer feedback, Canada Post has decided to proceed with closing the Port Alberni Station A Post Office at 5262 Argyle Street at the end of business Friday, July 19, 2013. We would like to thank you for expressing your views and concerns during the 30-day consultation period.

We remain committed to serving the people of Port Alberni through post offices located at 601-3555 Johnston Road and at Fairway Markets, 3737 10th Avenue. These offices offer the same range of products and services, and one of the outlets offers extended business hours. As well, customers can purchase stamps, pay for and print shipping labels and access other postal services online at canadapost.ca.

Canada Post understands that the city is working to revitalize this area and we hope you can appreciate that this decision was not taken lightly. However, with drastically declining mail volumes and revenues, Canada Post must make some difficult decisions in order to maintain postal services while remaining financially self-sufficient.

Our customers will be informed by a notice (attached) posted where it can be seen easily by the public.

All of our regular full-time and part-time employees have job security and will be re-assigned to other duties as a result of this change.

If you require additional information please contact me at 519-457-5282 or email (tom.creech@canadapost.ca) You may also write to me at the above address.

Sincerely

Tom Creech
Officer – Delivery Operations Communications

c.c.: Cindy N. Solda – Chairperson – Alberni-Clayoquot Regional District

It's been a pleasure
to serve you.

Ce fut un plaisir
de vous servir.

This post office will close
permanently at the end of business
on **Friday, July 19, 2013.**

Ce bureau de poste fermera
définitivement à la fin de la journée
du **vendredi, 19 juillet 2013.**

We look forward to your continued business at
a post office nearby. There are 2 post offices
within 5 kilometres of this location, with
convenient hours.

Nous espérons pouvoir continuer à vous servir au
bureau de poste près de chez vous. Deux d'entre
eux se trouvent à moins de cinq kilomètres d'ici et
proposent des heures d'ouverture commodes.

You can also access the post office 24/7 at
canadapost.ca. You can buy stamps or
commemorative products, pay for and print
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Des services postaux vous sont également offerts à
toute heure du jour à postescanada.ca. Vous pouvez
commander des timbres ou des articles
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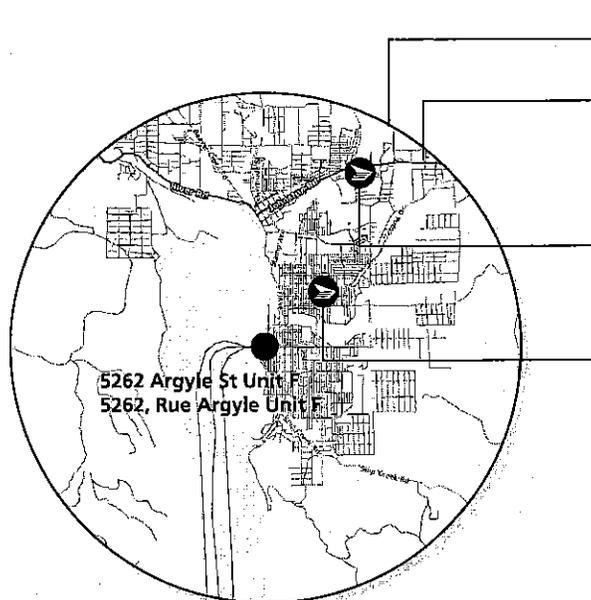
Afin d'obtenir une liste complète des bureaux
de poste situés près de chez vous, veuillez visiter
postescanada.ca.

Thank you.

Merci.

Where to access postal services

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REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CGA, Manager of Finance
Meeting Date: June 26, 2013
Subject: Statement of Financial Information

Recommendation:

That the Board of Directors approve the Alberni-Clayoquot Regional District's and Alberni-Clayoquot Regional Hospital District's 2012 Statements of Financial Information (SOFI) including all of the statements and schedules.

Desired Outcome:

Approval of the SOFI is to be done before the June 30, 2013 submission deadline.

Summary:

The Regional District's SOFI must be prepared and submitted annually to the Ministry of Community, Sport and Cultural Development in accordance with the Financial Information Act. The report must be made available for public viewing by June 30th of each year.

Background:

In past years the SOFI has been referred to as the Public Bodies report.

Policy or Legislation:

The 2012 SOFI complies with both the Financial Information Act and the Financial Information Regulation.

Submitted by: _____

Teri Fong, CGA, Manager of Finance

Approved by: _____

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

STATEMENT OF FINANCIAL INFORMATION PERIOD ENDED DECEMBER 31, 2012

Table of Contents

Audited Financial Statements which includes:

- Statement of Financial Position
- Statement of Operations
- Schedule of Debenture Debt
- Schedule of Guarantee and Indemnity Agreements
- Schedule of Remuneration and Expenses
- Statement of Severance Agreements
- Schedule of Payments to Suppliers
- Statement of Financial Information Approval
- Management Report

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
Consolidated Financial Statements
Year Ended December 31, 2012

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Index to Consolidated Financial Statements

Year Ended December 31, 2012

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CONSOLIDATED FINANCIAL STATEMENTS	
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Consolidated Schedule of Tangible Capital Assets <i>(Schedule 2)</i>	21

Management's Responsibility for Financial Reporting

The Consolidated financial statements of Regional District of Alberni-Clayoquot have been prepared in accordance with Canadian public sector accounting standards for British Columbia local governments and are outlined under "Significant Accounting Policies" in the notes to the financial statements. Management is responsible for the integrity and objectivity of these statements as well as the supplementary statements and schedules. When alternative accounting methods exist, management has chosen those it deems most appropriate in the circumstances. These statements include certain amounts based on management's estimates and judgments. Management has determined such amounts based on a reasonable basis in order to ensure that the financial statements are presented fairly in all material respects.

Management maintains a system of internal controls to provide reasonable assurance that assets are safeguarded and that transactions are authorized, recorded and reported properly. Management also maintains a program of proper business compliance.

The Board of Directors is responsible for reviewing and approving the financial statements and for ensuring that management fulfils its responsibilities for financial reporting and internal control.

Duncan Sabine Collyer Partners LLP, the Regional District's independent auditors, have conducted an examination of the financial statements in accordance with generally accepted auditing standards and have expressed their opinion in a report accompanying this statement.



Teri Fong, CGA
Manager of Finance

Port Alberni, BC



CERTIFIED GENERAL ACCOUNTANTS
MANAGEMENT CONSULTANTS

WWW.DSCP.CA

5155 ARGYLE STREET
PORT ALBERNI BC CANADA V9Y 1V3

T 250.724.5717
F 250.724.5155

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INDEPENDENT AUDITOR'S REPORT

To the Chairperson and Directors of Regional District of Alberni-Clayoquot

We have audited the accompanying consolidated financial statements of Regional District of Alberni-Clayoquot, which comprise the and the consolidated statements of operations, changes in accumulated surplus, net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

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

Auditor's Responsibility

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

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

(continues)

Independent Auditor's Report to the Chairperson and Directors of Regional District of Alberni-Clayoquot
(continued)

presentation of the consolidated financial statements.

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

Basis for Qualified Opinion

The Regional District of Alberni-Clayoquot operates landfill closure facilities of which the closure and post-closure liabilities are not susceptible to satisfactory audit verification and are carried on the consolidated statement of financial position at \$1,553,271. Accordingly, our verification of this liability was limited to the amounts recorded in the accounts of the regional district and we were not able to determine whether any adjustments might be necessary to certain liabilities, expenses or surpluses.

Qualified Opinion

In our opinion, except for the effects of the matter described in the preceding paragraph, the consolidated financial statements present fairly, in all material respects the financial position of Regional District of Alberni-Clayoquot as at December 31, 2012 and the results of its operations and its cash flow for the year then ended in accordance with Canadian Public Sector Accounting Standards.

The consolidated financial statements for the year ended December 31, 2011 were audited by another accounting firm and are presented for comparative purposes only.

Port Alberni, B.C.
June 12, 2013

Duncan Sabers Collyer Partners LLP.

CERTIFIED GENERAL ACCOUNTANTS

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Financial Position

Year Ended December 31, 2012

	2012	2011 <i>(Restated Note 15)</i>
FINANCIAL ASSETS		
Cash and cash equivalents	\$ 13,542,875	\$ 11,346,178
Portfolio investments <i>(Note 3)</i>	746	-
Accounts receivable <i>(Note 4)</i>	1,077,692	628,627
Term receivables from municipalities <i>(Note 5)</i>	8,290,562	8,831,780
Municipal Finance Authority debt reserve deposit <i>(Note 6)</i>	578,334	573,117
Inventories for resale	26,531	40,853
	23,516,740	21,420,555
FINANCIAL LIABILITIES		
Accounts payable and accrued liabilities	1,326,580	522,658
Deferred revenue	258,077	207,164
Deposits <i>(Note 7)</i>	44,000	161,705
Restricted revenues <i>(Notes 8, 9)</i>	2,095,451	2,138,445
Short term borrowing <i>(Note 10)</i>	13,500	38,000
Landfill closure liability <i>(Note 11)</i>	1,553,271	1,361,336
Municipal Finance Authority debt reserve <i>(Note 6)</i>	578,334	573,117
Capital leases <i>(Note 12)</i>	178,483	142,748
Debenture debt <i>(Note 13), Schedule 1</i>	9,198,802	9,771,580
	15,246,498	14,916,753
NET FINANCIAL ASSETS	8,270,242	6,503,802
NON-FINANCIAL ASSETS		
Tangible capital assets <i>(Note 14), Schedule 2</i>	24,874,939	18,419,423
Inventories of supplies	65,924	-
Prepaid expenses	48,730	17,851
	24,989,593	18,437,274
ACCUMULATED SURPLUS	\$ 33,259,835	\$ 24,941,076

Contingent liabilities *(Note 21)*



Teri Fong, CGA
Manager of Finance

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Operations

Year Ended December 31, 2012

	2012 Budget (See Note 23)	2012 Actual	2011 Actual (Restated Note 15)
REVENUE			
Tax requisitions	\$ 4,269,833	\$ 4,405,750	\$ 4,565,228
Grants in lieu of taxes	31,900	77,235	68,234
Services provided to other governments	101,600	96,978	124,246
Sales of services	2,732,300	3,406,872	2,880,589
Miscellaneous revenue	296,077	551,785	929,796
Government transfers			
Conditional	4,957,077	5,910,440	1,037,550
Unconditional	130,000	269,034	356,622
	12,518,787	14,718,094	9,962,265
EXPENSES			
General government services	1,007,750	1,175,746	1,090,145
Electoral area administration	2,693,107	667,717	86,237
Management of development - rural	417,500	368,215	365,851
Regional planning services	150,500	124,018	104,229
Building inspection services	212,500	193,428	190,013
Park services	175,918	77,581	117,366
Fire protection services	480,270	467,097	898,659
Landfill services	2,545,700	2,255,769	2,398,493
AV water study	11,306	556	12,285
AV Tourism marketing	2,500	17,252	87,754
Custom transit	439,000	431,263	414,063
Airport services	356,500	338,352	334,644
Amortization of tangible capital assets	-	676,601	481,812
Street lighting	1,900	2,035	1,757
Emergency planning	96,890	82,983	88,244
E911 telephone services	264,000	261,613	264,144
Vancouver Island library services	357,100	356,128	338,844
South Long Beach bike path	3,600	3,500	3,500
Grant-in-aid	312,403	284,403	310,427
Noise control	6,000	9,180	3,122
Animal control	6,100	245	1,008
Multi-purpose arena contribution	331,675	328,370	323,124
Water systems	144,784	433,162	129,271
Salmon Beach	374,000	245,921	249,783
Salmon Beach power grid transfer to BC Hydro	-	-	1,437,952
AV Health Network	-	44,799	-
	10,391,003	8,845,934	9,732,727
ANNUAL SURPLUS	\$ 2,127,784	\$ 5,872,160	\$ 229,538

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
 Consolidated Statement of Changes in Accumulated Surplus
 Year Ended December 31, 2012

	2012 Budget (See Note 23)	2012 Actual	2011 Actual (Restated Note 15)
ACCUMULATED SURPLUS - BEGINNING OF YEAR			
As previously reported	\$ 27,117,704	\$ 27,117,704	\$ 26,405,976
Prior period restatement <i>(Note 15)</i>	-	(2,176,629)	(1,694,438)
As restated	27,117,704	24,941,075	24,711,538
ANNUAL SURPLUS	2,127,784	5,872,160	229,538
	29,245,488	30,813,235	24,941,076
Acquisition of equity from Beaver Creek Improvement District <i>(Note 16)</i>	-	2,446,600	-
ACCUMULATED SURPLUS - END OF YEAR	\$ 29,245,488	\$ 33,259,835	\$ 24,941,076

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Changes in Net Financial Assets

Year Ended December 31, 2012

	2012 Budget (See Note 23)	2012 Actual	2011 Actual (Restated Note 15)
ANNUAL SURPLUS	\$ 2,127,784	\$ 5,872,160	\$ 229,538
Acquisition of prepaids	-	(29,347)	(7,629)
Acquisition of inventory of supplies	-	(19,732)	-
Acquisition of tangible capital assets	-	(5,061,937)	(1,049,162)
Amortization	-	676,601	481,812
Loss on write-off of tangible capital asset	-	70,638	-
Salmon Beach power grid transfer to BC Hydro	-	-	1,437,952
Acquisition of net financial assets from Beaver Creek Improvement District <i>(Note 16)</i>	-	258,057	-
	-	(4,105,720)	862,973
CHANGE IN NET FINANCIAL ASSETS	2,127,784	1,766,440	1,092,511
NET FINANCIAL ASSETS - BEGINNING OF YEAR	6,503,802	6,503,802	5,411,291
NET FINANCIAL ASSETS - END OF YEAR	\$ 8,631,586	\$ 8,270,242	\$ 6,503,802

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Statement of Cash Flow

Year Ended December 31, 2012

	2012	2011 <i>(Restated Note 15)</i>
OPERATING ACTIVITIES		
Annual surplus	\$ 5,872,160	\$ 229,538
Items not affecting cash:		
Amortization of tangible capital assets	676,601	481,812
Loss on write-off of tangible capital asset	70,638	(1,437,952)
Bamfiels Volunteer Fire Department consolidation	-	(73,879)
Acquisition of equity from Beaver Creek Improvement District <i>(Note 16)</i>	2,446,600	-
	9,065,999	(800,481)
Changes in non-cash working capital <i>(Note 17)</i>	354,524	29,888
	9,420,523	(770,593)
FINANCING ACTIVITIES		
Term receivables from municipalities	541,218	1,473,723
Proceeds from debenture debt financing	-	939,800
Proceeds from municipal portion of debenture debt	-	1,948,000
Proceeds from capital lease financing	84,270	-
Repayment of short term borrowing	(24,500)	(1,326,500)
Repayment of municipal portion of debenture debt long term debt	(435,400)	(357,064)
Repayment of obligations under capital lease	(48,535)	(63,248)
Actuarial adjustment to municipal portion of long term debt	(137,378)	(114,874)
	(20,325)	2,499,837
CAPITAL ACTIVITIES		
Purchase of tangible capital assets	(7,202,755)	(1,049,162)
INVESTING ACTIVITIES		
Purchase of portfolio investments	(746)	-
INCREASE IN CASH FLOW	2,196,697	680,082
CASH AND CASH EQUIVALENTS - BEGINNING OF YEAR	11,346,178	10,666,096
CASH AND CASH EQUIVALENTS - END OF YEAR	\$ 13,542,875	\$ 11,346,178
CASH FLOW SUPPLEMENTARY INFORMATION <i>(Note 17)</i>		
CASH AND CASH EQUIVALENTS CONSISTS OF:		
Bank balances	\$ 13,542,875	\$ 11,341,178
Term deposits	-	5,000
	\$ 13,542,875	\$ 11,346,178

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

1. NATURE OF THE ORGANIZATION

Regional District of Alberni-Clayoquot (the District) was established under the Local Government Act of British Columbia on April 21, 1966. As with all regional districts, the District provides a number of specific and agreed upon services directly to the public and its member municipalities. The District serves as the borrowing conduit between member municipalities and the Municipal Finance Authority of British Columbia (MFA).

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The consolidated financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants. The consolidated financial statements reflect the combined results and activities of the consolidated entity. Interfund transactions and fund balances have been eliminated on consolidation.

Budget reporting

The unaudited budget information reported in the consolidated statement of operations, the consolidated statement of changes in accumulated surplus and the consolidated statement of changes in net financial assets represents the 2012 budget as adopted by the District's Board on March 28, 2012.

Financial instruments

Financial instruments consist of cash and short-term deposits, accounts receivable, investments, municipal debt receivable, short-term loans, accounts payable, obligations under capital leases, other liabilities, and debenture debt. Unless otherwise noted, it is management's opinion that the Regional District is not exposed to significant interest, currency or credit risk arising from these financial instruments. The fair value of these financial instruments approximate their carrying values, unless otherwise noted.

Investments

Investments are carried at cost, which approximate market value.

Portfolio investments

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

Inventory

- a) Inventories for resale - Fuel inventory is valued at the lower of cost or net realizable value.
- b) Inventories of supplies - Supplies inventory is valued at the lower of cost and net realizable value with the cost being determined on a first in, first out basis.

(continues)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

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

Revenue and expenditure recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records as they are received.

Each Municipality and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities and the Province (for Electoral Areas) to individual taxpayers and turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrual of debt and related interest payable to the end of the fiscal period.

Deferred and restricted revenues

- a) Deferred revenue includes amounts received related to the curbside garbage and recycling program but not yet earned. These amounts will be recognized as revenue in the next fiscal year.
- b) Restricted revenue include amounts received for specified projects which are unspent. These amounts will be recognized as revenue when the related expenditures are incurred.

Accrued Employee Benefits

Based on obligations as determined by collective agreements and contractual arrangements, employee benefit accruals, which include an allowance for vacation entitlement and overtime benefits, are recorded in the year in which they are earned.

Post Employment Benefits

The long-term, post employment benefit liability of the regional district will be met by the Municipal Pension Plan into which both employees and the regional district contribute. The regional district is only liable for the interim retirement benefits for early retirees, from the date of retirement to the effective start date of the Municipal Pension Plan. Any liability for these benefits is accrued when the event occurs and the obligation arises.

Debenture debt

Debenture debt is recorded net of any related sinking fund installments and actuarial additions. Debt charges are charged against current revenue in the periods in which they are accrued. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Government transfers

Government transfers are recognized in the consolidated financial statements as revenues in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be made.

(continues)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

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

Tangible capital assets

Tangible capital assets (TCAs) are recorded at cost and amortized on a straight line basis, based on their expected useful life. The expected useful life of the District's TCAs are as follows:

Airport	10, 15, 25, 40 and 50 years
Fire departments	5, 7, 15, 25, 40 and 50 years
Office and administration	5, 7 and 40 years
Land	Not amortized
Landfills	Projected closures - 2095 and 2096; 10, 25 and 40 years
Parks	5, 10, 15 and 25 years
Salmon beach	10, 25 and 50 years
Water systems	25 years
Beaver Creek water system	5, 15, 20, 50 and 60 years

The District's threshold to capitalize TCAs varies between \$2,500 and \$5,000 with the exception of land which is always capitalized. Capital projects under construction are not amortized until the asset is put into use. Assets contributed to the Regional district are recorded at fair value at the time of contribution.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations. Significant areas requiring the use of estimates include the amortization of tangible capital assets and land fill closure obligations.

3. PORTFOLIO INVESTMENTS

	2012	2011
Alberni District Co-op Association equity shares	\$ 746	\$ -

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

4. ACCOUNTS RECEIVABLE

	2012	2011
Trade and other receivables	\$ 447,792	\$ 575,788
Goods and services tax recoverable	140,572	64,008
Government of Canada	382,278	-
Province of British Columbia	67,695	-
Local governments	40,355	-
Subtotal	1,078,692	639,796
Less allowances for doubtful accounts	(1,000)	(11,170)
Accounts receivable - net	\$ 1,077,692	\$ 628,626

5. TERM RECEIVABLES FROM MUNICIPALITIES

Pursuant to the Local Government Act, the Regional District acts as the agency through which its member municipalities borrow funds from the Municipal Finance Authority (MFA). The annual cost of servicing this municipal debt is recovered entirely from the borrowing member municipality. However, in the event of default the Regional District is contingently liable to the MFA for this debt.

	2012	2011
City of Port Alberni	\$ 3,376,316	\$ 3,618,804
District of Tofino	1,050,912	1,087,429
District of Ucluelet	1,979,411	2,050,037
Multiplex Arena	1,883,924	2,075,510
	\$ 8,290,563	\$ 8,831,780

6. DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia provides capital financing for Regional Districts and their Member Municipalities. The Authority is required to establish a Debt Reserve Fund into which each Regional District and Member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the Regional District. If at any time insufficient funds are provided by the Regional District or Member Municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the Regional District may be called upon to restore the fund.

7. DEPOSITS

Performance deposits are funds collected from various property developers and held as security to ensure the completion of specified agreed on works. These funds will be released once the related works are completed, or used by the District to complete the works for which they are held.

	2012	2011
Performance deposits	\$ 44,000	\$ 161,705

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

8. RESTRICTED REVENUES

	2012	2011 (Restated Note 15)
Development cost charges (Note a)	\$ 3,649	\$ -
Deferred project contribution - Beaver Creek North Reservoir (Note b)	64,315	-
Gas tax unspent funds (Note 9)	2,027,487	2,138,445
	\$ 2,095,451	\$ 2,138,445

- a) The regional district receives contributions from developers for the development of the water and sewer infrastructure. These restricted contributions are recognized as revenue in the years in which the capital projects are undertaken. Developer contributions paid in advance of infrastructure works are recorded as restricted revenue. Developer contributions received during the year were \$3,649 (2011 - \$Nil). Interest earned on developer contributions is restricted and deferred; interest earned during the year was \$Nil (2011 - \$Nil). Developer contributions expended on capital projects during the year was \$Nil (2011 - \$Nil).
- b) As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District (Note 16) on May 31, 2012, the Regional District assumed responsibility for the North Reservoir Project. A \$150,000 project contribution was received in 2010 from the Kackaamin Family Development Centre (formerly known as Kakawis) to be used to partially offset the costs of upgrading the North Reservoir booster pump station, replacing existing 4 inch main to 6 inch main and using any remaining funds to replace existing 6 inch main with new 8 inch main for the North Beaver Creek Road Area. As the contributions are externally restricted in their use, they are recognized as revenue contributions when the eligible related expenditures are incurred. The unspent portion of funds as at December 31, 2012 is \$64,315 (May 31, 2012 - \$64,315).

9. GAS TAX AGREEMENT PROGRAM

Gas Tax Agreement and Public Transit Agreement funding is provided by the Government of Canada. Public Transit Infrastructure Program funding is provided by the Province of British Columbia. The use of the funding is established by a funding agreement between the local government and the Union of British Columbia Municipalities. Gas Tax Agreement funding may be used toward designated public transit, community energy, water, wastewater, solid waste and capacity building projects, as specified in the funding agreements. Public Transit Agreement and Public Transit Infrastructure Program funding may be applied towards the cost of designated public transit projects, as specified in the funding agreements. The deadline to expend these funds is March 31, 2019.

	2012	2011 (Restated Note 15)
Opening balance of unspent funds	\$ 2,138,445	\$ 1,665,764
Add amount received during the year	452,069	452,069
Add interest earned	29,180	20,612
Less eligible expenditures made during the year	(592,208)	-
Closing balance of unspent funds	\$ 2,027,486	\$ 2,138,445

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

10. SHORT TERM BORROWING

The following amounts have been borrowed from MFA on a short term basis. At December 31, 2012 interest charged by the MFA was 1.72%.

	2012	2011
Salmon Beach Land	\$ 13,500	\$ 27,000
Sproat Lake Park	-	11,000
	<u>\$ 13,500</u>	<u>\$ 38,000</u>

11. SOLID WASTE LANDFILL CLOSURE AND POST CLOSURE LIABILITY

The Regional District of Alberni-Clayoquot operates the Alberni Valley Landfill and the West Coast Landfill. These sites are subject to closure and post-closure requirements as determined by the British Columbia Ministry of Environment. In accordance with Public Sector Accounting and Auditing Standards, financial statements should recognize a liability for closure and post-closure care as a landfill site's capacity is used. Each year the Regional District makes a contribution to the Closure and Post Closure Fund to offset future liabilities that will be incurred when the landfills reach capacity and are closed. The estimated closure date of the Alberni Valley Landfill is 2096 while the estimated closure date of the West Coast Landfill is 2095. A capacity study for the Alberni Valley Landfill was completed in 2012 and is awaiting approval from the Province of British Columbia Ministry of Environment.

12. OBLIGATIONS UNDER CAPITAL LEASES

The Regional District has financed assets under capital leases in the amount of \$243,320 (2011 - \$284,533), consisting of the Bamfield Fire Hall and the Kubota loader. The lease for the Salmon Beach Pumper ended during the year. Principal payments on these capital leases in 2012 totaled \$48,535 (2011 - \$63,248). The outstanding obligation balance for leased capital assets as at December 31, 2012 was \$178,423 (2011- \$142,748).

All capital leases are held by the MFA Leasing Corporation. While payments are fixed for the term of the lease, interest rates are variable daily based upon the Canadian prime rate minus 1%. An interest adjustment is made at the time of the final payment. In 2012, interest expenditures related to lease liabilities were \$3,144 (2011- \$6,696).

Lease payment commitments for the next five years are:

2013	\$ 46,913
2014	46,913
2015	46,913
2016	34,751
2017	<u>10,339</u>
Total minimum lease payments	185,829
Less: amount representing interest	<u>(7,406)</u>
Net obligation under capital lease	<u>\$ 178,423</u>

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

13. DEBENTURE DEBT

Currently, all borrowings for the District are entered into with the MFA. Debt interest costs are charged against revenue as incurred. The debenture debt "Schedule 1" reflects the amount of debenture debt payable.

Principal payments and sinking fund installments due within the next five years and thereafter are as follows:

2013	\$	435,399
2014		435,399
2015		435,399
2016		354,021
2017		310,108
Thereafter		<u>7,228,476</u>
	\$	<u>9,198,802</u>

Sinking fund installments are invested by MFA and earn income which, together with principal payments, are expected to be sufficient to retire the sinking fund issues at maturity.

14. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2012 Net book value	2011 Net book value
Airport	\$ 6,462,836	\$ 727,676	\$ 5,735,160	\$ 1,773,863
Fire departments	3,901,033	1,904,969	1,996,064	2,017,038
Office and administration	1,734,252	1,150,376	583,876	507,916
Land	4,510,276	-	4,510,276	4,261,950
Landfills	9,228,211	1,418,159	7,810,052	7,803,760
Parks	226,928	98,603	128,325	105,917
Salmon beach	617,280	172,253	445,027	332,858
Water systems	2,304,686	1,228,505	1,076,181	1,153,920
Beaver Creek water system	4,342,238	2,589,777	1,752,461	-
Assets under construction	837,517	-	837,517	462,201
	\$ 34,165,257	\$ 9,290,318	\$ 24,874,939	\$ 18,419,423

Land includes a right-of way value of \$16,300 which relates to the land where the Bamfield Fire Department building is situated. For additional information about tangible capital assets see Schedule 2.

For information on assets under capital lease included above see (Note 12).

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

15. PRIOR PERIOD RESTATEMENT

The prior period has been restated as follows:

- a) During the current year it was noted that vacation pay and banked pay earned had not been accrued when earned but were being expensed when paid. In accordance with accrual accounting the prior period has been retrospectively restated to record the correction of accounting for earned vacation pay and bank pay on an accrual basis.
- b) During the current year it was noted unspent Gas Tax Agreement funding was being reported as a component of accumulated surplus. Unspent funds are restricted in their use and the prior period has been retrospectively restated to report the unspent funds and any interest earned there on as a liability.

The effects of the above restatements are as follows:

	As reported	Note a	Note b	As restated
Accrued liabilities	\$ 484,476	\$ 38,183	\$ -	\$ 522,659
Restricted revenue	-	-	2,138,445	2,138,445
Accumulated surplus December 31, 2011	27,117,704	(38,183)	(2,138,445)	24,941,076
Accumulated surplus December 31, 2010	26,405,976	(28,674)	(1,665,764)	24,711,538
Annual surplus	711,728	(9,509)	(472,681)	229,538
Changes in non-cash working capital	(452,302)	9,509	472,681	29,888
Net financial assets December 31, 2010	7,105,729	(28,674)	(1,665,764)	5,411,291
Net financial assets December 31, 2011	8,680,430	(38,183)	(2,138,445)	6,503,802

16. ACQUISITION OF EQUITY FROM BEAVER CREEK IMPROVEMENT DISTRICT

On May 31, 2012 as per Order in Council #327 issued by the Province of British Columbia, the Beaver Creek Improvement District was dissolved and the assets and liabilities of the improvement district were transferred to the Alberni-Clayoquot Regional District at book value as follows:

Cash	\$ 301,893
Accounts receivable	271,426
Portfolio investments	746
Accounts payable and accrued liabilities	(65,428)
Deferred revenue	(186,265)
Restricted revenue	(64,315)
NET FINANCIAL ASSETS	258,057
Tangible capital asset	4,746,036
Less accumulated amortization	(2,605,218)
Inventory of supplies	46,192
Prepays	1,533
TOTAL ACQUISITION OF EQUITY	\$ 2,446,600

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

17. CHANGE IN NON CASH WORKING CAPITAL AND CASH FLOW SUPPLEMENTARY INFORMATION

	2012	2011 (Restated Note 15)
Accounts receivable	\$ (449,065)	\$ (132,539)
Inventories for resale	14,322	(21,948)
Inventories of supplies	(65,924)	-
Accounts payable and accrued liabilities	803,921	(216,564)
Deferred revenue	50,913	(95,150)
Prepaid expenses	(30,879)	(7,630)
MFA Debt reserve deposit	(5,217)	(91,151)
Deposits	(117,705)	(60,288)
MFA debt reserve	5,217	91,151
Restricted revenues	(42,994)	444,007
Landfill closure liability	191,935	120,000
	\$ 354,524	\$ 29,888

18. FINANCIAL INSTRUMENTS

For cash, accounts receivable, other receivables, accounts payable, and other payables, the carrying value of these financial statements approximated their fair market values due to their short-term maturity or capacity for prompt liquidation. The District is exposed to credit risk on the accounts receivable from its customers. In order to reduce its credit risk, the District has adopted credit policies which include the analysis of the financial position of its customers and the regular review of their credit limits. The District does not have a significant exposure to any individual customer or counterpart. Unless otherwise noted, it is management's opinion that the District is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

19. THE NORTH ISLAND 9-1-1 CORPORATION

A 9-1-1 emergency dispatch service is provided by the North Island 9-1-1 Corporation, which is owned by the Regional Districts of Comox Valley, Strathcona, Mount Waddington, Alberni-Clayoquot, Nanaimo and Powell River. The shares in the corporation are owned as follows:

Alberni-Clayoquot - 3 shares	Mount Waddington - 1 share
Comox Valley - 6 shares	Nanaimo - 5 shares
Strathcona - 4 shares	Powell River - 2 shares

The Regional District's investment in shares of the North Island 911 Corporation is recorded at cost as it does not fall under the definition of a government partnership (PS3060.06). The Regional District's share of the corporation is equal to 14.3% and the degree of control is proportionate to the ownership share. As no benefits are expected from the ownership, it has not been accounted for as an equity investment.

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

20. RELATED PARTIES

The Alberni-Clayoquot Regional District is related to the Alberni-Clayoquot Regional Hospital District as the same individuals are members of the Board of Directors of both organizations. As legislated by the Hospital District Act, the officers and employees of the Alberni-Clayoquot Regional District are the corresponding officers and employees of the Alberni-Clayoquot Regional Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year the Alberni-Clayoquot Regional Hospital District purchased, at cost, \$15,000 of administrative support services from the Alberni-Clayoquot Regional District.

21. CONTINGENT LIABILITIES AND COMMITMENTS

a) CLAIMS

In the normal course of a year, the District is faced with lawsuits for damages of diverse natures. At year-end the District's estimated exposure to each such liability is either not determinable or is not considered to be significant. Claims paid by the District as a result of litigation are reported as expenditures.

b) ENVIRONMENTAL REGULATIONS

The District is subject to environmental regulations which cover different aspects of its operations. These regulations may require future expenditures to meet applicable standards and subject the District to possible penalties for past violations. Any amounts required to meet obligations will be charged to operations or capitalized, as appropriate. No amounts can be estimated at this time and therefore no liabilities have been recorded at December 31, 2012.

c) PENSION LIABILITY

The municipality and its employees contribute to the Municipal Pension Plan (the plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the pension plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 176,000 active members and approximately 67,000 retired members. Active members include approximately 35,000 contributors from local governments.

The most recent actuarial valuation as at December 31, 2009 indicated a \$1,024 million funding deficit for basic pension benefits. The next valuation will be as at December 31, 2012 with results available in 2013. Defined contribution plan accounting is applied to the Plan as the Plan exposes the participating entities to actuarial risks associated with the current and former employees of other entities, with the result that there is no consistent and reliable basis for allocating the obligation, Plan assets and cost to individual entities participating in the Plan. The District paid \$83,023 for employer contributions to the plan in fiscal 2012 (2011 - \$70,044). Employees contributed \$89,745 to the plan in fiscal 2012 (2011 - \$71,899).

d) SICK LEAVE ENTITLEMENTS

Based on obligations as determined by collective agreements and contractual arrangements for sick leave, employees' sick leave entitlements accumulate. However as sick leave benefits are only payable for sick leave and are not payable upon leaving the regional district the amounts are recognized as an expense only when a claim is made. As at December 31, 2012 accumulated sick leave amounted to \$245,825 (2011 - \$204,174).

(continues)

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Notes to Consolidated Financial Statements

Year Ended December 31, 2012

21. CONTINGENT LIABILITIES AND COMMITMENTS *(continued)*

e) CONTRACTUAL OBLIGATIONS FOR LEASED PREMISES

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District (*Note 16*), the Regional District assumed the long term lease previously entered into by the Beaver Creek Improvement District effective November 1, 1961 with respect to the land on which the Improvement District's Stamp River pumphouse facilities are located. The agreement has a 99 year term and provides for annual rent of \$1 per annum. In addition, as Lessee the Regional District will pay all taxes, levies and assessments which may be assessed, charged or levied against the lands and leasehold improvements erected thereon.

f) CONTRACTUAL OBLIGATIONS FOR LEASED EQUIPMENT

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District (*Note 16*), the Regional District assumed the Improvement District lease office equipment with annual payments of \$2,628 per annum in each of the next two years. The lease expires December 31, 2015.

g) NORTH RESERVOIR PROJECT CAPITAL COMMITMENT

As a result of the conversion of the Beaver Creek Improvement District to an electoral area of the Regional District (*Note 16*), the Regional District assumed responsibility for the North Reservoir Project. The estimated North Reservoir project costs based on April and June 2009 cost estimates with known cost change orders and estimated cost increases is approximately \$426,000. To December 31, 2012 monies have been expended totaling \$209,517. The Kackaamin Family Development Centre contribution (*Note 8*) remaining to expend on this project is \$64,315 (May 31, 2012 - \$64,315). The remainder of the estimated project costs to be funded by the Regional District are \$152,000 as at December 31, 2012.

22. COMPARATIVE FIGURES

The prior year comparative figures were audited by another firm of public accountants.

23. BUDGET RECONCILIATION

Budget figures are unaudited and represent the Financial Plan Bylaw adopted by the Board on March 28, 2012. The financial plan budgeted for capital expenditures rather than amortization expense, and reflects the use of prior year operating surpluses as part of its annual budget. The carry forward of operating surpluses by department is a requirement under the Local Government Act of BC. The financial plan forms the basis for taxation and fees and charges rates which may be required for a particular year. The budget contains certain revenue and expense recognition principles that do not comply with Public Sector Accounting Standards, therefore, certain budget amounts have been restated to conform to the general purpose financial statement presentation.

Adjustments to the 2012 budgeted annual surplus

Consolidated financial plan balanced cash budget as approved March 28, 2012

	\$	-
Add transfers to reserves		5,368,469
Less surplus from prior years		(1,101,047)
Less committed surplus from prior years		(2,139,638)

Consolidated accrual budgeted annual surplus	\$	2,127,784
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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

Consolidated Schedule of Debenture Debt

(Schedule 1)

Year Ended December 31, 2012

Purpose	By-law	MFA Issue	Type of Security Issued	Maturity date	Term	Rate	Amount Borrowed	Total instalments to date	Actuarial addition	2012 Balance	2011 Balance	2013 Requirements as of December 31, 2012		
												Principal	Interest	
Port Alberni F1062	1062	97	Sinking fund	19 Apr 2016	25	4.650%	\$ 3,375,064	\$ 519,991	\$ 17,558	\$ 2,837,515	\$ 2,936,117	\$ 81,042	\$ 157,278	
Port Alberni F1062	1062	97	Sinking fund	19 Apr 2016	10	4.650%	438,170	234,167	7,907	196,096	240,498	36,496	20,419	
Port Alberni 1004	1004	64	Sinking fund	25 Sep 2016	10	7.250%	245,300	167,499	8,004	69,797	85,219	7,419	10,867	
Port Alberni 1060	1060	92	Sinking fund	04 Jun 2015	10	5.100%	797,642	507,107	17,627	272,908	356,971	66,436	36,293	
Ucluelet F1074	F1095	117	Sinking fund	14 Jun 2036	25	3.250%	1,948,000	46,775	-	1,901,225	1,948,000	46,775	63,310	
Ucluelet 829	F1037	73	Sinking fund	01 Dec 2015	15	6.360%	300,000	212,905	8,908	78,187	102,037	14,942	19,050	
Tofino F1062	1062	97	Sinking fund	19 Apr 2016	25	4.650%	1,250,000	192,586	6,503	1,050,911	1,087,429	30,014	58,250	
Arena F1027	F1037	73	Sinking fund	01 Dec 2020	20	6.360%	3,579,209	1,664,686	69,572	1,844,951	2,033,170	118,648	112,745	
Arena F1027	F1041	75	Sinking fund	01 Dec 2020	20	5.900%	68,332	28,059	1,300	38,973	42,339	2,067	2,084	
Salmon Beach F1079	F1096	117	Sinking fund	12 Oct 2031	20	3.250%	939,800	31,560	-	908,240	939,800	31,560	30,544	
											\$ 9,198,803	\$ 9,771,580	\$ 435,399	\$ 510,840

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
 Consolidated Schedule of Tangible Capital Assets

(Schedule 2)

Year Ended December 31, 2012

	Cost					Accumulated Amortization					2012 Net Book Value	2011 Net Book Value
	Opening Balance	Acquisitions	Transfers (Note 16)	Disposals	Closing Balance	Opening Balance	Amortization	Transfers (Note 16)	Disposals	2012		
Airport	\$ 2,330,186	\$ 4,132,650	\$ -	\$ -	\$ 6,462,836	\$ (556,323)	\$ (171,352)	\$ -	\$ -	\$ (727,675)	\$ 5,735,161	\$ 1,773,863
Fire department	3,785,622	115,412	-	-	3,901,034	(1,768,584)	(136,385)	-	-	(1,904,969)	1,996,065	2,017,038
Office and administration	1,608,035	101,654	24,563	-	1,734,252	(1,100,119)	(50,258)	-	-	(1,150,377)	583,875	507,916
Land	4,261,950	-	248,326	-	4,510,276	-	-	-	-	-	4,510,276	4,261,950
Landfills	9,108,879	119,332	-	-	9,228,211	(1,305,119)	(113,039)	-	-	(1,418,158)	7,810,053	7,803,760
Parks	193,559	33,368	-	-	226,927	(87,642)	(10,961)	-	-	(98,603)	128,324	105,917
Salmon Beach	477,847	139,433	-	-	617,280	(144,989)	(27,264)	-	-	(172,253)	445,027	332,858
Water systems	2,298,537	6,148	-	-	2,304,685	(1,144,617)	(83,888)	-	-	(1,228,505)	1,076,180	1,153,920
Beaver Creek water system	-	60,000	4,451,770	(169,532)	4,342,238	-	(83,453)	(2,605,218)	98,894	(2,589,777)	1,752,461	-
Under construction	462,201	353,939	21,377	-	837,517	-	-	-	-	-	837,517	462,201
	\$ 24,526,816	\$ 5,061,936	\$ 4,746,036	\$ (169,532)	\$ 34,165,256	\$ (6,107,393)	\$ (676,600)	\$ (2,605,218)	\$ 98,894	\$ (9,290,317)	\$ 24,874,939	\$ 18,419,423

The accompanying notes are an integral part of these financial statements



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Schedule of Guarantee and Indemnity Agreements

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Schedule of Remuneration and Expenses

1. Elected Officials

Name	Position	Remuneration	Expenses
Bennett, Tony	Director	\$11,022.87	\$14,461.88
Cote, Penny	Director/Vice-Chair	\$10,487.23	\$10,520.65
Douglas, John	Director	\$4,163.12	\$2,176.95
Geall, Eric	Director	\$9,627.43	\$12,521.68
Jack, John	Director	\$0.00	\$3,832.43
Irving, Bill	Director	\$6,898.91	\$6,091.60
Kokura, Mike	Director	\$6,017.19	\$5,155.45
McCarthy, Alan	Director	\$1,321.39	\$1,381.13
McLeman, Jack	Alternate Director/Director	\$645.33	\$842.67
McMaster, Duncan	Alternate Director/Director	\$1,045.00	\$1,570.51
McNabb, John	Director/Vice-Chair	\$7,137.19	\$3,568.59
Price, Lyle	Alternate Director	\$1,464.49	\$892.24
Schmunk, Perry	Director	\$5,202.23	\$3,757.44
Solda, Cindy	Vice-Chair/Chair	\$7,286.46	\$3,834.01
Wong, Glenn	Chair	\$12,021.94	\$9,956.96
Total Elected Officials		\$84,340.78	\$80,564.19

2. Other Employees (excluding those listed in Part 1 above)

Name	Position	Remuneration	Expenses
Dyson, Russell	Chief Administrative Officer	\$125,507.13	\$2,605.42
Fong, Teri	Manager of Finance	\$90,276.22	\$4,163.99
Irg, Michael	Manager of Planning	\$93,389.98	\$1,132.16
Thomson, Wendy	Manager of Admin Services	\$99,368.89	\$973.45
Consolidated total of other employees with remuneration of \$75,000.00 or less		\$899,066.75	\$27,931.36
Total Other Employees		\$1,307,608.97	\$36,806.38

3. Reconciliation

Total Remuneration – Elected Officials	\$84,340.78
Total Remuneration – Other Employees	\$1,307,608.97
Subtotal	\$1,391,949.75
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Statement of Severance Agreements

There were no severance agreements made between the Alberni-Clayoquot Regional District and its non-unionized employees during the 2012 fiscal year.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Schedule of Payments to Suppliers

1. Suppliers who received aggregate payments exceeding \$25,000.00

Supplier Name	Aggregate Amount Paid to Supplier
Alberni Valley Chamber of Commerce	\$26,257.92
Andrew Sheret Ltd.	\$58,524.86
AON Reed Stenhouse Inc	\$40,479.00
Barkley Sound Management	\$109,534.80
BC Hydro	\$119,631.45
BC Transit	\$150,126.00
Berry & Vale Contracting Ltd	\$1,425,944.54
Bowerman Excavating Ltd	\$47,369.86
Butler, Les	\$41,486.48
City of Port Alberni	\$50,162.02
Columbia Fuels	\$43,045.88
Dagert, Tanis	\$27,884.72
David Stalker Excavating Ltd.	\$83,091.46
Deer Bay Contracting	\$112,890.03
Denis Francoeur Backhoeing	\$103,054.51
Fyfe's Well & Water Services	\$32,935.66
Genivar Inc	\$167,224.08
Gibson Brothers Contracting Ltd.	\$72,124.46
Heatherbrae Builders Co. Ltd.	\$81,010.89
Holder, Dan	\$42,463.68
Koers & Associates Engineering Ltd	\$52,016.26
Lafarge Canada Inc.	\$3,716,839.57
McConnell, Shawn	\$28,086.29
McGill & Associates Engineering	\$175,121.35
MFA Leasing	\$57,880.68
Municipal Finance Authority	\$971,204.94
Municipal Insurance Association	\$32,064.00
Municipal Pension Plan	\$164,241.97
North Island 911 Corporation	\$250,328.00
North Island Laboratories	\$31,290.53
Pacific Blue Cross	\$50,582.67
Piteau Associates	\$37,359.69
Rayner Bracht Constructions Inc	\$28,609.06
Receiver General for Canada	\$364,861.55
Sonbird Refuse & Recycling	\$231,411.50
Stewart McDannold Stuart	\$26,571.10
Sun Coast Waste Services	\$261,634.14



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Schedule of Payments to Suppliers (Continued)

1. **Suppliers who received aggregate payments exceeding \$25,000.00 (continued)**

Telus	\$34,678.30
Tofino Airlines Ltd.	\$51,643.55
Vancouver Island Regional Library	\$356,028.00
Total Suppliers Equal & Over \$25,000.00	\$9,757,695.45
Total Suppliers Under \$25,000.00	\$1,277,192.13
Total Suppliers	\$11,034,887.58

2. **Suppliers who received payments for grants and contributions**

Supplier Name	Aggregate Amount Paid to Supplier
Alberni District Fall Fair Association	\$1,000.00
Alberni Valley Chamber of Commerce	\$4,000.00
Alberni Valley Community Foundation	\$40,000.00
Alberni Valley Hospice Society	\$10,000.00
Alberni Valley Rescue Squad	\$6,000.00
Bamfield Community Affairs Society	\$10,000.00
Canadian Cancer Society – Relay for Life	\$500.00
Canadian Mental Health Association	\$80,002.26
Canadian Red Cross	\$5,015.00
Cherry Creek Firefighters Association	\$2,000.00
City of Port Alberni	\$134,852.00
Homiss Wolves 2012 Jant	\$1,000.00
Music by the Sea	\$2,000.00
North Island Film Commission	\$7,500.00
Phoenix House	\$78,917.74
Port Alberni Centennial Committee	\$9,124.00
Port Alberni Shelter Society	\$76,440.00
Port Alberni Victim Services Society	\$11,000.00
Sproat Lake Community Association	\$13,112.00
West Coast Aquatic	\$17,000.00
West Coast Community Resources Society	\$29,640.00
West Coast Inland Search & Rescue Society	\$6,000.00
Total Grants and Contributions	\$545,103.00



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Schedule of Payments to Suppliers (Continued)

3. Reconciliation

Total of Aggregate Payments Equal to or Exceeding \$25,000.00	\$9,757,695.45
Consolidated Total of Payments Less Than \$25,000.00	\$1,277,192.13
Total of Aggregate Payments for Grants & Contributions	\$545,103.00
Subtotal	\$11,579,990.58
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Cindy N. Solda, Chair
June 26, 2013

Teri Fong, CGA, Manager of Finance
June 19, 2013



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by external auditors, Duncan Sabine Collyer Partners LLP, in conjunction with management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board meets with management and the external auditors once a year.

The Manager of Finance has the responsibility for assessing the management systems and practices of the Regional District.

The external auditors, Duncan Sabine Collyer Partners LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors and may meet with it as required.

On behalf of the Alberni-Clayoquot Regional District

Teri Fong, CGA
Manager of Finance
June 19, 2013



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

STATEMENT OF FINANCIAL INFORMATION PERIOD ENDED DECEMBER 31, 2012

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Audited Financial Statements which includes:

- Statement of Financial Position
- Statement of Operations
- Schedule of Debenture Debt
- Schedule of Guarantee and Indemnity Agreements
- Schedule of Remuneration and Expenses
- Schedule of Payments to Suppliers
- Statement of Financial Information Approval
- Management Report

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT
Financial Statements
Year Ended December 31, 2012

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

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Year Ended December 31, 2012

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CERTIFIED GENERAL ACCOUNTANTS
MANAGEMENT CONSULTANTS

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INDEPENDENT AUDITOR'S REPORT

To the Chairperson and Directors of Alberni-Clayoquot Regional Hospital District

We have audited the accompanying financial statements of Alberni-Clayoquot Regional Hospital District, which comprise the statement of financial position as at December 31, 2012 and the consolidated statements of operations, changes in accumulated surplus, net financial assets and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation of these financial statements in accordance with the basis of accounting described in Note 2, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

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

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

(continues)

Independent Auditor's Report to the Chairperson and Directors of Alberni-Clayoquot Regional Hospital District
(continued)

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

Opinion

In our opinion, the financial statements of Alberni-Clayoquot Regional Hospital District for the year ended December 31, 2012 are prepared, in all material respects, in accordance with the basis of accounting described in Note 2.

Basis of Accounting and Restrictions on Use

Without modifying our opinion, we draw attention to Note 2 to the financial statements, which describes the basis of accounting. These financial statements, which have not been, and were not intended to be, prepared in accordance with Canadian generally accepted accounting principles, are solely for the information and use of the Chairperson and Directors of the Alberni-Clayoquot Regional Hospital District and the Ministry of Health for complying with the Hospital District Act. These financial statements are not intended to be and should not be used by anyone other than the specified users or for any other purpose.

Port Alberni, B.C.
June 12, 2013

Duncan Sobene Collyer Partners LLP.

CERTIFIED GENERAL ACCOUNTANTS

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Financial Position

December 31, 2012

	2012	2011
FINANCIAL ASSETS		
Cash	\$ 1,419,110	\$ 1,444,602
Accounts receivable <i>(Note 3)</i>	16,157	1,544
Municipal Finance Authority debt reserve deposit <i>(Note 4)</i>	898,759	989,806
Grants to district hospitals - capitalized	8,640,260	9,648,918
	10,974,286	12,084,870
FINANCIAL LIABILITIES		
Accrued interest	64,886	121,845
Due to Alberni-Clayoquot Regional District <i>(Note 5)</i>	-	15,000
Municipal Finance Authority debt reserve <i>(Note 4)</i>	898,759	989,806
Reserves related to Section 20(3)	612,069	902,107
Debenture debt <i>(Note 6)</i> (Schedule 1)	8,904,497	9,913,154
Unamortized debenture discount <i>(Note 6)</i>	42,734	42,734
	10,522,945	11,984,646
NET FINANCIAL ASSETS AND ACCUMULATED SURPLUS <i>(Note 7)</i>	\$ 451,341	\$ 100,223



Teri Fong, CGA
 Manager of Finance

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Operations

Year Ended December 31, 2012

	Budget 2012	2012	2011
REVENUE			
Taxation (Schedule 2)	\$ 1,998,170	\$ 1,998,169	\$ 2,255,779
Grants in lieu of taxes	8,000	13,513	12,417
Other income	20,000	339,975	49,496
	2,026,170	2,351,657	2,317,692
EXPENSES			
Sinking fund installments	597,320	597,419	601,440
Interest and fees on debenture	758,892	632,937	894,445
Administrative costs	15,000	15,000	15,000
Contribution to section 20(3) reserve	755,183	755,183	727,000
	2,126,395	2,000,539	2,237,885
ANNUAL SURPLUS	\$ (100,225)	\$ 351,118	\$ 79,807

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Changes in Accumulated Surplus

Year Ended December 31, 2012

	2012	2011
ACCUMULATED SURPLUS - BEGINNING OF YEAR	\$ 100,223	\$ 20,416
Annual surplus	351,118	79,807
ACCUMULATED SURPLUS - END OF YEAR <i>(Note 7)</i>	\$ 451,341	\$ 100,223

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Changes in Net Financial Assets

Year Ended December 31, 2012

	Budget 2012	2012	2011
ANNUAL SURPLUS	\$ (100,225)	\$ 351,118	\$ 79,807
NET FINANCIAL ASSETS - BEGINNING OF YEAR	100,224	100,224	20,416
NET FINANCIAL ASSETS - END OF YEAR	\$ (1)	\$ 451,342	\$ 100,223

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Cash Flow

Year Ended December 31, 2012

	2012	2011
OPERATING ACTIVITIES		
Annual surplus	\$ 351,118	\$ 79,807
Item not affecting cash:		
Change in grants to district hospitals - capitalized	-	972,891
	351,118	1,052,698
Changes in non-cash working capital:		
Accounts receivable	(14,613)	516
Accrued interest	(56,959)	(19,163)
	(71,572)	(18,647)
Cash flow from operating activities	279,546	1,034,051
FINANCING ACTIVITIES		
Repayment of long term debt	4,021	(601,440)
Actuarial adjustments to long term debt	-	(371,451)
Cash flow from (used by) financing activities	4,021	(972,891)
INVESTING ACTIVITY		
Reserves related to Section 20(3)	(290,038)	(540,058)
DECREASE IN CASH FLOW	(6,471)	(478,898)
Cash - beginning of year	1,444,602	1,923,499
CASH - END OF YEAR	\$ 1,438,131	\$ 1,444,601
CASH FLOW SUPPLEMENTARY INFORMATION		
Interest received	\$ -	\$ 21,753
Interest paid	\$ 56,960	\$ 894,445

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2012

1. NATURE OF THE ORGANIZATION

The Alberni-Clayoquot Regional Hospital District (District) was incorporated in 1967 under the Regional Hospital District Act. Its principal activities include the borrowing of monies from the Municipal Finance Authority and advancing those monies for hospital planning and development within the region.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

The financial statements of the District are prepared by management in accordance with Canadian generally accepted accounting principles for local governments as prescribed by the Public Sector Accounting Board (PSAB) of the Canadian Institute of Chartered Accountants with the following deviations to comply with the accounting requirements prescribed by the Ministry of Health under the Hospital District Act:

- Grants to district hospitals are capitalized and recorded as an asset.
- There is no disclosure of the fair value of the financial assets and liabilities.
- Standards for recognition and disclosure of financial instruments have not been adopted.
- There is no disclosure of segmented reporting.
- Sinking fund installments are expensed in the year that they are paid.

Grants to district hospitals

Grants to district hospitals are capitalized and recorded as an asset on the statement of financial position while the hospital is in operation. When a hospital ceases operation, the amount of unrecoverable grants is written off against capital surplus.

Budget reporting

The unaudited budget information reported in the statement of operations and the statement of change in net financial assets represents the 2011 budget as adopted by the District's Board on March 28, 2012.

Long term debt

Long term debt is recorded net of any related sinking fund installments and actuarial additions. Debt charges, including principal and interest, are charged against current revenue in the periods in which they are accrued. The debt schedule indicates the amount of debt payable in accordance with schedules received from the Municipal Finance Authority.

Financial instruments

The carrying value of cash, accounts receivable, accounts payable, and accrued interest is cost due to the short-term nature of these financial instruments. Financial instruments consist of cash, accounts receivable, accrued interest and long term debt.

(continues)

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2012

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

Revenue and expenditure recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Amounts that have been received in advance of services being rendered are recorded as deferred revenue until the District discharges the obligations that led to the collection of funds.

Revenues from other levels of governments, classified as grants in lieu of taxes, are recorded in the District's records as they are received.

Each Municipality and Electoral Area within the Regional District is requisitioned for their portion of each service in which they participate. These funds are then levied by the Municipalities and the Province (for Electoral Areas) to individual taxpayers and turned over to the District by August 1 of each year.

Expenditures are recorded on an accrual basis and are recognized in the period in which the goods and services are acquired and a liability is incurred or transfers are due. Expenditures include the accrual of debt and related interest payable to the end of the fiscal period.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues, expenses, gains, and losses during the reporting period. These estimates are reviewed periodically, and, as adjustments become necessary, they are reported in earnings in the period in which they became known. By their nature, these estimates are subject to measurement uncertainty and the effect on the financial statements of changes in such estimates in future periods could be significant. Since a precise determination of many assets and liabilities depends on future events, actual results may differ from such estimates and approximations.

3. ACCOUNTS RECEIVABLE

	2012	2011
Accounts receivable	\$ 16,157	\$ 1,544

4. DEBT RESERVE FUND

The Municipal Finance Authority of British Columbia provides capital financing for the Hospital District. The Authority is required to establish a Debt Reserve Fund into which each District and Member Municipality, who share in the proceeds of a debt issue through the District, are required to pay certain amounts set out in the debt agreements. Interest earned on these funds (less administrative expenses) becomes an obligation of the Authority to the Hospital District. If at any time insufficient funds are provided by the Hospital District or Member Municipalities, the Authority will then use these funds to meet payments on its obligations. When this occurs, the Hospital District may be called upon to restore the fund.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Notes to Financial Statements

Year Ended December 31, 2012

5. RELATED PARTY

The Alberni-Clayoquot Regional Hospital District is related to the Alberni-Clayoquot Regional District; the same individuals are the Board of Directors for both organizations. As legislated by the Hospital District Act, the officers and employees of the Alberni-Clayoquot Regional District are the corresponding officers and employees of the Alberni-Clayoquot Regional Hospital District. Each of the Regional District and the Hospital District are separate legal entities as defined by separate Letters Patent and authorized by separate legislation. During the year the Alberni-Clayoquot Regional Hospital District purchased, at cost, \$15,000 of administrative support services from the Alberni-Clayoquot Regional District.

6. DEBENTURE DEBT

The debenture debt "Schedule 1" reflects the amount of debenture debt payable by the Alberni-Clayoquot Regional Hospital District. The outstanding amount payable is net of the Sinking Fund Balances as confirmed by the British Columbia Municipal Finance Authority. The Sinking Fund Balances are subject to periodic actuarial adjustments to reflect the earnings on the Sinking Fund Investment and accordingly will affect the debenture debt amount payable.

Principal repayment terms are approximately:

2013	\$	550,019
2014		529,568
2015		527,791
2016		527,791

The unamortized debenture discount will be applied in 2023 when the debenture is paid in full.

7. FUND ACCOUNTING

The District uses fund accounting to account for various aspects of operations. Presently the District uses the following three funds:

1. Capital fund - Provides funding and carries the debt related to capital projects for which the District has provided grants.
2. Revenue fund- Holds cash and receives interest on monies held by the District.
3. Reserve fund - Segregates funds raised for the purchase of equipment, minor renovations to the hospitals, and related studies, as permitted by Section 20(3) of the Hospital District Act.

As at December 31, 2012 the fund balances are:

	Capital Fund	Revenue Fund	Reserve Fund	2012
ACCUMULATED SURPLUS (DEFICIT) - BEGINNING OF YEAR	\$ 306,970	\$ (1,108,854)	\$ 902,107	\$ 100,223
Annual surplus (deficit)	-	552,101	(200,983)	351,118
ACCUMULATED SURPLUS (DEFICIT) - END OF YEAR	\$ 306,970	\$ (556,753)	\$ 701,124	\$ 451,341

8. FINANCIAL INSTRUMENTS

For cash, accounts receivable, accounts payable, and accrued interest, the carrying value of these financial statements approximated their fair market values due to their short-term maturity or capacity for prompt liquidation. The district is exposed to credit risk on the accounts receivable from its customers. In order to reduce its credit risk, the district has adopted credit policies which include the analysis of the financial position of its customers and the regular review of their credit limits. The district does not have a significant exposure to any individual customer or counterpart. Unless otherwise noted, it is management's opinion the District is not exposed to significant interest, currency, or credit risk arising from these financial instruments.

9. COMPARATIVE FIGURES

The prior year comparative figures were audited by another firm of public accountants.

10. COMPARATIVE BUDGET FIGURES

Certain budget amounts have been reclassified to conform to the financial statement presentation adopted during the year.

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Schedule of Debenture Debt

(Schedule 1)

Year Ended December 31, 2012

B.C.H.F.A. By-law	By-law No.	Type of Security Issued	Maturity date	Term	Rate	2012 Balance	2011 Balance	2013 Requirements as of December 31, 2012	
								Principal	Interest
BCRHDCDK	57	Sinking Fund	09 Jan 2012	20	9.500%	\$ -	\$ 65,308	\$ -	\$ -
CDK02-25	57	Sinking Fund	09 Jan 2012	20	9.500%	-	22,327	-	-
HPCP50	57	Sinking Fund	10 Jun 2012	20	9.450%	-	4,697	-	-
HPCP49	57A	Sinking Fund	08 May 2012	20	9.410%	-	21,729	-	-
RHD-CD-N	57	Sinking Fund	23 Aug 2013	20	8.500%	15,787	30,823	-	-
RHD-CD-N1	54 & 57	Sinking Fund	23 Aug 2013	20	8.500%	2,016	3,937	837	2,176
RHDMTN-38	54	Sinking Fund	09 Jun 2014	20	9.600%	8,362	12,247	-	-
RHDMTN 53(3)	54	Sinking Fund	23 Aug 2013	20	8.500%	10,707	20,904	4,947	10,702
RHDMTN 53 (2)	54	Sinking Fund	23 Aug 2013	20	8.500%	3,056	5,967	-	-
RHD-EC-13	54	Sinking Fund	30 Nov 2023	20	7.875%	53,264	66,065	8,259	17,295
RHD-CDN-3	54	Sinking Fund	23 Aug 2013	20	9.120%	15,428	30,121	-	-
RHD-EC-13(1)	54	Sinking Fund	30 Nov 2023	20	7.875%	25,331	36,385	-	-
RHD-EUS4(2)	54	Sinking Fund	11 Jun 2017	20	9.120%	103,429	121,256	-	-
RHD-CDV-3(B)	54	Sinking Fund	11 Jun 2017	20	7.875%	29,180	34,210	2,577	4,163
1999F	54, 74, 75	Sinking Fund	01 Dec 2019	5, 5, 20	5.840%, 5.840%, 5.990%	574,146	642,590	41,233	39,182
2000S	75	Sinking Fund	01 Jun 2020	20	6.450%	1,571,315	1,731,618	-	-
2000F	75, 82	Sinking Fund	01 Jun 2020	20	6.360%	2,132,681	2,350,254	-	-
2001F	75, 82, 83	Sinking Fund	01 Jun 2022	20	5.100%	2,575,718	2,798,187	-	-
2020S	77	Sinking Fund	01 Jun 2020	20	5.900%	998,405	1,074,003	-	-
2002F	78	Sinking Fund	01 Jun 2020	20	5.250%	271,989	292,583	-	-
2003S	75	Sinking Fund	03 Jun 2023	20	5.250%	223,528	238,512	-	-
2003F	75	Sinking Fund	03 Oct 2023	20	4.770%	228,329	243,635	-	-
2005S	93	Sinking Fund	04 Jun 2025	20	5.100%	61,826	65,796	-	-
						\$ 8,904,497	\$ 9,913,154	\$ 57,853	\$ 73,518

The accompanying notes are an integral part of these financial statements

ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Schedule of Member Municipalities Tax Requisitions

(Schedule 2)

Year Ended December 31, 2012

	Budget 2012	2012	2011
MUNICIPALITIES			
Port Alberni	\$ 783,223	\$ 783,222	\$ 879,720
District of Tofino	324,600	324,600	380,845
District of Ucluelet	195,742	195,742	233,053
	1,303,565	1,303,564	1,493,618
ELECTORAL AREAS			
"A" Bamfield	72,541	72,541	82,171
"B" Beaufort	32,801	32,801	35,809
"C" Long Beach	93,425	93,425	105,835
"D" Sproat Lake	268,904	268,904	298,970
"E" Beaver Creek	108,064	108,064	117,006
"F" Cherry Creek	118,870	118,870	122,370
	694,605	694,605	762,161
	\$ 1,998,170	\$ 1,998,169	\$ 2,255,779



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Schedule of Guarantee and Indemnity Agreements

This organization has not given any guarantees or indemnities under the Guarantees and Indemnities Regulation.

Schedule of Remuneration and Expenses

There was no remuneration, expenses or severance agreements paid to employees by the Alberni-Clayoquot Regional Hospital District during the fiscal year 2012.

Schedule of Payments to Suppliers

1. **Suppliers who received aggregate payments exceeding \$25,000.00**

Supplier Name	Aggregate Amount Paid to Supplier
Alberni-Clayoquot Regional District	\$30,000.00
Municipal Finance Authority	\$1,287,315.74
Vancouver Island Health Authority	\$956,165.82
Total Suppliers Equal & Over \$25,000.00	\$2,273,481.56
Total Suppliers Under \$25,000.00	\$0.00
Total Suppliers	\$2,273,481.56

2. **Reconciliation**

Total of Aggregate Payments Equal to or Exceeding \$25,000.00	\$2,273,481.56
Consolidated Total of Payments Less Than \$25,000.00	\$0.00
Subtotal	\$2,273,481.56
Reconciling Items	\$0.00
Total per Statement of Revenue & Expenditures	*See note below
Variance	\$0.00

*The Financial Statements do not provide this information, they are prepared on a function basis rather than on an object basis. However, the amounts reported are included in the expenses stated in the financial statements.



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

Statement of Financial Information Approval

The undersigned, as authorized by the Financial Information Regulation, Schedule 1, subsection 9(2), approves all the statements and schedules included in this Statement of Financial Information, produced under the *Financial Information Act*.

Penny Cote, Chair
June 26, 2013

Teri Fong, CGA, Manager of Finance
June 19, 2013



ALBERNI-CLAYOQUOT REGIONAL HOSPITAL DISTRICT

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the Financial Information Act have been prepared by external auditors, Duncan Sabine Collyer Partners LLP, in conjunction with management in accordance with generally accepted accounting principles or stated accounting principles, and the integrity and objectivity of these statements are management's responsibility. Management is also responsible for all the statements and schedules, and for ensuring that this information is consistent, where appropriate, with the information contained in the financial statements.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The Board of Directors is responsible for ensuring that management fulfills its responsibilities for financial reporting and internal control. The Board meets with management and the external auditors once a year.

The Manager of Finance has the responsibility for assessing the management systems and practices of the Regional District.

The external auditors, Duncan Sabine Collyer Partners LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and express their opinion on the financial statements. Their examination does not relate to the other schedules and statements required by the Act. Their examination includes a review and evaluation of the corporation's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Board of Directors and may meet with it as required.

On behalf of the Alberni-Clayoquot Regional Hospital District

Teri Fong, CGA
Manager of Finance
June 19, 2013



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 26, 2013

Subject: **By-Election – School District #70 Trustee (West Coast)**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors appoint Shelli Lyle, Chief Election Officer and Wendy Thomson, Deputy Chief Election Officer for the purposes of conducting the by-election for School District No. 70 (Alberni) - West Coast Trustee.

Desired Outcome:

To conduct a by-election in the fall of 2013 for Trustee, School District #70 representing the West Coast.

Background:

With the resignation of Barbie Mayor, former School District Trustee for the West Coast, the School District is required to conduct a by-election in the fall of 2013. The School District has requested ACRD staff to conduct the by-election on their behalf.

At the June 12th ACRD Board meeting, Directors passed a resolution to enter into an agreement with School District No. 70 to conduct the by-election. The next step in the process is to appoint the Chief and Deputy Chief Election Officer.

The proposed date for the by-election is Saturday, September 14, 2013.

Time Requirements – Staff & Elected Officials:

Substantial staff time is required - The ACRD has the staff resources and experience to arrange and conduct this by-election.

Financial:

The School District will pay all costs associated with this by-election. The estimated cost for a by-election is \$15,000.00. If the election is by acclamation, the cost will be much less.

Policy or Legislation:

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

Request for Decision – SD #70 By-Election 2013

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

Approved by: Russell Dyson
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services
Dan Holder, Regional Fire Services Coordinator

cc: Mark Kelly, Fire Chief, Bamfield Volunteer Fire Department

Meeting Date: June 26, 2013

Subject: **Bylaw R1025, Bamfield Residential Backyard Burning Bylaw**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give four readings to Bylaw R1025, Bamfield Residential Backyard Burning Bylaw, 2013.

Desired Outcome:

To adopt a bylaw to regulate backyard burning within the Bamfield Fire Specified Area.

Background:

The Bamfield Volunteer Fire Department wishes to implement a Bylaw within the Bamfield Fire Specified area in order to control residential backyard burning. Dan Holder, Fire Services Coordinator for the ACRD has been working with Bamfield Fire Chief, Mark Kelly on developing a regulatory bylaw.

Bylaw R1025, Bamfield Residential Backyard Burning, 2013 is attached for consideration of adoption by the ACRD Board of Directors. Staff recommends adoption of the Bylaw.

If this Bylaw is adopted, the ACRD will include information on the new regulations in the next Bamfield utility billing going out the first week of July. It will also be published in the Bamfield Portal and on the ACRD website.

Time Requirements – Staff & Elected Officials:

Minimal staff or elected officials time required. The Bamfield Volunteer Fire Department will administer all aspects of this bylaw including the application process and enforcement.

Financial:

Any associated costs coming out of this Bylaw will be covered by the Bamfield Volunteer Fire Department budget. Costs are expected to be minimal. The Bylaw does give a cost recovery method in the event the Fire Department needs to extinguish the fire.

Request for Decision – Bylaw R1025, Bamfield Residential Burning

Policy or Legislation:

Local Government Act applies.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. R1025

**A bylaw to control residential backyard burning within the
Bamfield Fire Specified Area**

WHEREAS the Alberni-Clayoquot Regional District may, by bylaw, establish the control of residential backyard burning;

AND WHEREAS the Alberni-Clayoquot Regional District has established, by Bylaw 24 cited as Bamfield Specified Area Establishment and Loan Authorization as amended, a specified area for the purpose of providing fire protection within a defined portion of Electoral Area "A" (Bamfield);

AND WHEREAS the Alberni-Clayoquot Regional District has deemed it necessary to set regulations for the control of residential backyard burning in the Bamfield Fire Specified Area;

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

1. CITATION

- a. This Bylaw may be cited for all purposes as the "**Bamfield Residential Backyard Burning Bylaw No. R1025, 2013.**"

2. DEFINITIONS

- a. In this Bylaw, unless the context otherwise requires:

ANIMAL ORGANIC WASTE means solid organic waste material of animal origin and includes flesh, carcasses, offal, hides, feces and feathers.

APPROVAL means acceptance as satisfactory to the Alberni-Clayoquot Regional District.

CATEGORY A OPEN FIRE means an open fire that burns piled material no larger than 1m in height and 1m in diameter but does not include a campfire or recreational fire.

CATEGORY B OPEN FIRE means an open fire that burns piled materials no larger than 4 cubic meters (5 feet by 5 feet by 5 feet).

BOARD means the Board of Directors for the Alberni-Clayoquot Regional District.

DEBRIS means distributed or undistributed vegetative matter targeted for management or disposal by open burning.

Bylaw R1025 – Bamfield Residential Backyard Burning Bylaw, 2013

DEMOLITION WASTE means any materials resulting from or produced by the complete or partial destruction or tearing down of any structure.

DISTRICT means the Alberni-Clayoquot Regional District.

DOMESTIC INCINERATOR means any metal or masonry container equipped with a tight fitting wire screen lid of a mesh not greater than one centimeter (3/8") to restrict any sparks or flying debris.

FIRE DEPARTMENT means the Bamfield Volunteer Fire Department.

FIRE CHIEF means the head of the Bamfield Volunteer Fire Department as appointed by the Board of the ACRD or his/her designate.

NOXIOUS MATERIALS includes tires, plastic, rubber products, drywall, demolition waste, domestic waste, construction waste, paint, special waste, animal organic waste, biomedical waste, tar, asphaltic products, battery boxes, waste petroleum products, all of which may produce heavy black smoke or noxious odors.

OFFICER means the Fire Chief or his/her designate, a Provincial Conservation officer or a member of the RCMP.

OPEN BURNING means the combustion of materials without control of the combustion or air and without a stack or chimney to vent the emitted products of combustion to the atmosphere but does not include charcoal fires contained within a barbeques for the purpose of cooking food.

OPEN FIRE is any fire that is not vented through a structure that has a flue incorporated in a building.

ORDER means any order, decision, requirement or direction given by an Officer.

SMOKE means the gases, particulate matter and products of combustion emitted into the atmosphere when debris is open burned.

SUPERVISOR means a person who is directly supervising the open burning.

VENTILATION INDEX means the Environment of Canada forecast ventilation index which provides regional information for airflow venting.

3. **OPEN AIR BURNING**

- a) A person may carry out open burning of debris on a parcel of land if:
 - i. The debris is open burned on the parcel of land from which it originated;

Bylaw R1025 – Bamfield Residential Backyard Burning Bylaw, 2013

- ii. The burn area is under 2 square meters, anything over 2 square meters requires a permit set out in Schedule “B & C”;
 - iii. The substances which normally emit dense smoke or noxious odors and those prohibited materials set out in Schedule “A” are not included with debris that is open burned;
 - iv. Every reasonable alternative for reducing or recycling debris has been pursued to minimize the amount of debris to be open burned; and
 - v. The open burning is conducted in accordance with the conditions set out in the Environmental Management Act, the Wildlife Act and regulations thereto.
- b) All provincial fire bans effective within the Costal Fire Center, shall apply within the Bamfield Fire Specified Area boundaries. If a fire ban has been imposed in any portion of the Bamfield Fire Specified Area it shall be deemed to be imposed within the entire Bamfield Fire Specified Area.

4. DISTANCE FROM BUILDINGS AND FACILITIES DURING OPEN BURNING

- a) The open burning of debris in a Category A fire must be carried out at least 5 meters from all property lines and buildings and at least 2 meters from any grass, shrubs, trees, wooded fences or other combustible material.
- b) The open burning of debris in a Category B fire must be carried out at least 5 meters from all property lines, buildings, grass shrubs, trees, wooden fences or other combustible material.

5. RECREATIONAL FIRE

- a) Includes a campfire and means of burning of wood for recreational purposes in a permanent outdoor fireplace, barbecue or fire pit not larger than 1 Meter in diameter that is designed and constructed to confine the fire and is suitable for such a purpose. No permit is necessary and burning may occur year round, subject to a burning ban issued by the Costal Fire Service or the local person having authority.

6. CONTROL OF FIRE

- a) Category A and B fires shall be conducted and concluded between sunrise and sunset of the same day and on designated days during the period after October 15th and before April 15th.
- b) Every owner/occupant must ensure that the fire is continuously supervised and controlled by a person who is at least sixteen (16) years old.
- c) The supervisor must have emergency equipment that is immediately available and must be capable of controlling or putting out the fire to prevent danger, damage and injury to persons or property.

Bylaw R1025 – Bamfield Residential Backyard Burning Bylaw, 2013

7. BURNING OF GARBAGE AND NOXIOUS MATERIAL

- a) No person shall burn garbage and/or noxious material in an open fire, in a domestic incinerator or in any similar device.
- b) Attached as Schedule “A” is a list of prohibited materials.

8. INSPECTION AND ORDERS

- a) An Officer may:
 - i. Enter at all reasonable times on any property that is subject to the requirements or regulations of this Bylaw, to ascertain whether the regulations in this Bylaw are in compliance;
 - ii. Make orders directing the owners or occupiers of the property or the Supervisor to bring the fire into compliance with the Bylaw.
 - iii. Prevent materials not properly prepared (i.e. dried) from being added to the fire;
 - iv. Call on Conservation Officers if a person is burning waste in contravention of the Waste Management Act, or
 - v. Order the Supervisor to immediately put the fire out.
 - vi. Engage the Fire Department to put the fire out
- b) No person shall obstruct or prevent an Officer from conducting an inspection under this Bylaw.

9. FAVOURABLE WEATHER FOR SMOKE DISPERSION

- a) Unless otherwise directed by an Officer, Category A or B must not be initiated unless the ventilation index is forecasted as: “good” for the period during which the burning is to take place.
- b) Due care and consideration must be employed so that smoke from open burning of debris does not pose a hazard at airports or on District highways by significantly reducing visibility.

10. COST RECOVERY

- a) Every owner/occupant of a property who starts or allows to be started, any outdoor fire or open burning is responsible for such fire. If, in the opinion of an Officer, the fire presents a hazard, has escaped or threatens to escape from the owner’s control or is prohibited under the terms of this Bylaw, the Fire Department may be summoned to control or extinguish the fire. The owner shall be liable for all costs and expenses incurred by the Fire Department or the District to control or extinguish the fire as calculated by the Reimbursement Rates of the BC Office of the Fire Commissioner. The costs and expenses, including an administration

Bylaw R1025 – Bamfield Residential Backyard Burning Bylaw, 2013

charge, may be billed directly to the owner and collected through property taxes if remained unpaid.

11. LIABILITIES FOR DAMAGES

- a) This Bylaw shall not be construed to hold the District nor its authorized agent or agents responsible for any damage to persons or property by reason of:
 - I. Inspections authorized by this Bylaw, or
 - II. the failure to carry out an inspection.

12. SCOPE AND PENALTIES

- a) In the event of there being any conflict between the terms and provisions of this Bylaw and the terms and provisions of the Fire Service Act or the Waste Management Act and regulations there under or other provincial acts or regulations, the terms and provisions of the said acts and regulations shall prevail.
- b) Every person who violates any of the provisions of this Bylaw, or who suffers or permits any act or thing to be done in contravention of this Bylaw or who neglects or refrains from doing anything required to be done by any of the provisions of this Bylaw shall be deemed guilty of an infraction hereof and shall be liable to the penalties imposed. Every continuing infraction shall be deemed to be a new and separate offence for each day during which the same shall continue.

13. INCLUSIVITY

In this Bylaw, unless the context otherwise requires, the singular includes the plural, and the masculine includes feminine gender and a corporation.

14. REFERENCE TO ACTS

Any reference in this Bylaw to federal and provincial legislation refers to the Act as it may amend or replace from time to time and to all regulations enacted thereto.

15. SEVERABILITY

If a court of competent jurisdiction declares any part of this Bylaw invalid, then the invalid portion must be severed and the remainder of this Bylaw is deemed valid.

16. ISSUANCE OF BURNING PERMITS

- a) A written permit shall be in the form set out in Schedule 'B' attached hereto, or to like effect, and shall be valid for one day only, during the specified period designated

SCHEDULE “A”

BYLAW R1025

PROHIBITED MATERIAL

The following material must not be included with debris that is open burned:

- | | |
|----------------------|--------------------------|
| Animal Organic Waste | Paint |
| Asphalt Products | Plastic |
| Battery Boxes | Railway Ties |
| Biomedical Waste | Rubber Products |
| Construction Waste | Special Waste |
| Demolition Waste | Tar |
| Domestic Waste | Tires |
| Drywall | Treated Lumber |
| Hazardous Waste | Waste Petroleum Products |
| Manure | |

Any Prohibited Material as defined in the Open Burning Smoke Control Regulation

SCHEDULE “B”

Bamfield Volunteer Fire Department

**RESIDENTIAL OUTDOOR BURNING PERMIT
APPLICATION**

Date of Application _____

Name of Applicant _____

Address of Applicant _____

Telephone Number _____

Location of Proposed Fire _____

Property Owner/Occupier _____

Date of Proposed Fire _____

Purpose of Proposed Fire _____

Material to be Burned _____

I hereby confirm that I have read and understood the Residential Backyard Burning Bylaw No. R1025 and that the proposed fire, if permitted, will be carried out in accordance with all the regulations of the Bylaw.

Signature of Applicant

Date

An Escaped Fire: Cost recovery to be determined by the Fire Department

SCHEDULE “C”**Bamfield Volunteer Fire Department
OUTDOOR BURNING PERMIT**

Authority is granted to _____
(the permittee)

Telephone _____

Address: _____

To set and maintain a fire for one day only on the following lands:

(the site address)

for the purpose of:

(type of fire)

for the date of: _____

Subject to the following conditions:

1. The permit holder shall be responsible for the fires authorized by this permit.
2. The permittee shall provide at the site at all times during the fire authorized by this permit a person of at least sixteen (16) years of age or older equipped with suitable tools and water to effectively safeguard a fire.
3. The permittee shall ensure that under this permit only dry, combustible garden refuse will be burned.
4. Prior to lighting the fire, the permittee shall ensure that the Ventilation Index is rated as good. (For the Ventilation Index, contact the local media, or the BC Weather Service: 1-900-451-5009).
5. The permittee shall ensure that the fire will be operated between the hours of sunrise to sunset
6. The permittee shall post this permit in a conspicuous location near or at the site where the fire is operated.
7. The permittee is liable for costs associated with fire damage to property or persons, as well as costs incurred by local fire authorities for extinguishing the fire.



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 26, 2013

Subject: Letter of Support – SD#70 Project Based Learning Program

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors forward a letter to the Ministry of Forests renewing support for the allocation of the annual allowable cut to the Alberni Valley Community Forest in order to help fund School District No. 70's Project Based Learning Program.

Desired Outcome:

For the Alberni-Clayoquot Regional District to renew support for SD#70's Project Based Learning Program.

Background:

Three years ago Minister Pat Bell, Minister of Forests initiated a program where 5,000 cubic metres of wood was to be added to the Alberni Valley Community Forest and harvested annually for the financial benefit Alberni District Secondary School (ADSS). The ACRD Board forwarded a letter at that time supporting the program. The current Minister, Steve Thomson, confirmed his support for the transfer.

The concept was that the wood would come from unallocated timber in the area. The parcels would be small, but close enough to be easily harvested and accessible for educational purposes for ADSS students, if appropriate. The funds realized by the harvesting and sale of this timber would then be turned over to ADSS by the Community Forest Board.

Mike Ruttan, Principal of ADSS met with the Community Forest Board a couple of weeks ago where the Board again reiterated their strong support for the concept and awaits the Ministry of Forests to finalize the available parcels of timber and formally turn them over to the Community Forest. SD #70 requests the ACRD Board to renew their support for the program.

Regional District staff recommends that the ACRD Board forward a letter renewing support for the program.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to draft the letter for the Chair's signature.

Request for Decision – Letter of Support SD# 70 (Alberni) – Project Based Learning Program

Financial:

n/a

Policy or Legislation:

n/a

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: Board of Directors
From: Teri Fong, CGA, Manager of Finance
Date: June 20, 2013
Subject: Strategic Community Investment Funds Report

In 2009 the Province introduced the Strategic Community Investment Fund initiative that aimed to provide local communities with increased financial certainty in uncertain economic times. The Alberni-Clayoquot Regional District has received unconditional grants from the Ministry each year since 2009 to assist with administration costs.

The Province originally committed to this program for two years but in March of 2012 a new agreement was signed that extends the initiative until 2014.

The following report is the 2012 Progress Report, which is an annual requirement of the agreement.

Submitted by:

Teri Fong, CGA, Manager of Finance

Approved by:

Russell Dyson, Chief Administrative Officer

Strategic Community Investment (SCI) Funds Progress Report

The Ministry of Community, Sport and Cultural Development provides funding, in the form of an unconditional grant, to regional districts to assist with administration costs. The following report describes the funding received and its use in 2012 as required by the Ministry.

(1) SCI Funds received:

Strategic Community Investment Funds	Use	Date	Amount
Small Community Grant	Local government services	March 2012	\$107,470
Regional District Grant	Local government services	June 2012	\$161,564

(2) SCI Funds intended use, performance targets and progress made:

Intended Use	Performance Targets	Progress made in 2012 reporting period
To use funding to support local government services to avoid tax rate increases.	100% of the funds are used to minimize tax rate increases of RD administration.	Enabled the Alberni-Clayoquot Regional District to minimize tax increases while implementing a more proactive approach to our Information Technology department to address issues that we were experiencing as well as implementing new initiatives such as paperless Board meetings.

(3) Report Date: June 26, 2013

(4) Approved by: 

 Teri Fong, CGA, Manager of Finance



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: June 26th, 2013

Subject: Long Beach Airport – Runway Sweeper purchase

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors purchase a Hydrostatic Towed Runway Sweeper from Team Eagle Ltd. For the price of \$259,564.00 which includes shipping and taxes.

Background:

At the April 10th, 2013 regular board meeting, the ACRD Board of Directors passed a resolution to enter into a Contribution Agreement with Her Majesty the Queen in the right of Canada to receive \$248,181.00 capital contribution for a Heavy Airside Mobile Equipment (runway sweeper) Project at the Long Beach Airport and agree to assume all project costs above the level approved by the Minister.

A request for quotations was advertised and one quote was received. This quote was received from Team Eagle Ltd. for the price of \$238,800.00 plus taxes. The Airport Capital Assistance Program (ACAP) requested that we request a revised quote removing some of the requested items. A revised quote was received from Team Eagle Ltd. for the price of \$233,200.00 plus taxes. This price was approved by ACAP.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to purchase the sweeper.

Financial:

The ACRD has been awarded \$248,181.00 from ACAP to purchase the Runway Sweeper. The final cost to the ACRD, when taking into account the GST rebate, will be \$248,579.00. This excess cost of \$398.00 will be paid for from the Long Beach Airport capital reserve fund.

Policy or Legislation:

As per the ACRD purchasing policy.

Submitted by: 

Andy Daniel, Manager of Environmental Services

Approved by: 

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 26, 2013

Subject: Contract Extension – IT Contractor

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors renew the contract with George Rose, CertiTech IT Services to provide IT support services for another one year term commencing July 1, 2013 for a total cost not to exceed \$45,000.00 including expenses.

Desired Outcome:

To extend the contract for IT support services with Mr. George Rose, CertiTech IT Services for an additional one year term.

Background:

In July 2012, the ACRD retained the contract services of Mr. Rose to provide IT services. The Contractor is responsible for the coordination of the Regional District's computer apparatus and systems.

Attached is a report on projects completed over the past year and projects for the next 12 month term. Staff is pleased with the IT services provided by Mr. Rose's to date and recommend renewing the contract for a one year term.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to extend the contract.

Financial:

IT Support services were budgeted through General Government Services in 2013.

Policy or Legislation:

n/a

Request for Decision - IT Support Services - Contract Renewal

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

Approved by: 
Russell Dyson, Chief Administrative Officer

The following are some of the larger projects that have been completed over the last 12 months:

1. Tablets or iPads for Directors and Senior Staff

- iPads rolled out to Managers and Directors
-

2. Board Room renovations.

- Audio/video and computer systems installed and functioning as required

3. Paperless Board Agenda's

- All submissions by individuals for Agenda's are now being saved to the appropriate folder on the M: drive with required signatures inserted electronically and in pdf format. –The complete Agenda can now be created without printing and scanning.

4. Meeting Schedule in Outlook

- A new calendar has been created called Staff Schedules.

5. Changes to system and data backups

- Replaced backup tapes with RDX drives

6. New photocopier

- Replaced Ricoh 2060SP with new black and white unit with colour scanning and email capability

7. Workstation upgrades

- All workstations have been replaced and/or upgraded to those running Windows 2007 Professional operating system
-

8. Email server issues

- The mail system has been completely reconfigured and numerous issues have been resolved. Webmail is now available to all users. Blackberry Enterprise server software has been installed and now supports real time synchronization of email, contacts, calendars etc. on blackberries. Synchronization for Apple devices is now also available.

9. Beaver Creek Water Service Radio Meter Reads

- Completed this project in time for June 2013 quarterly meter read.
- 276 meters were read by radio

10. Router at Beaver Creek Water Service Building

- Beaver Creek Water Services Beaver Creek office is now connected to our 5th avenue office network via a hardware VPN tunnel. This allows the technicians access to server file shares etc. from the remote site

11. Software Licensing Usage Spreadsheet

- Created a spreadsheet to track software licenses and installations

12. AVEOC Emergency Contact List

- Created an AVEOC emergency contact list that is available to certain ACRD and City of PA users on their email and blackberries.

13. Miscellaneous organizational and structural upgrades and documentation

- The overall structure and organization of the IT department has improved drastically over the past year. A large majority of the systems and settings are now consistent, which makes the use of these systems far more efficient and troubleshooting any issues that may arise much easier.

Projects for the next 12 months

1. ACRD Website Redevelopment

- RFP closes June 28th 2013. This project is expected to take 4-6 months

2. Reconfiguration of email system

- The mail system currently in place has a couple of major issues that still need to be addressed. I am in the process of building a new mail server that will resolve these issues and will be going live with it soon. Also in the process of replacing contacts in public folders with SharePoint contacts. SharePoint contacts are much more efficient, user friendly and are also supported by newer versions of Microsoft Exchange Server which public folders are not

3. Volunteer Fire Departments

- Currently installing a new system at the 5th avenue office to allow remote access via the Internet to shared files. Initially this is being setup for the Beaver Creek, Sproat Lake and Bamfiled volunteer fire departments.

4. Shared drives cleanup and organization

- The shared drives on the server are very cluttered and contain many outdated files. This is a project that I have been trying to get to for some time

5. Configuration Documentation

- I have been doing my best to document any new configurations that I have implemented however due to time restraints I have been unable to document many existing hardware and software configurations

6. End User Policies and Procedures

- I have been doing my best to document any new procedures that I have implemented however due to time restraints I have been unable to document many existing IT Policies and end user procedures

7. Disaster Recovery Plan

- Although the backup system has been upgraded there is still no documented information systems disaster recovery plan in place

8. Organization of Computer Equipment, Supplies, Spare Parts Etc.

- I have recently moved into the new Information Systems office and will hopefully have time soon to get the equipment, supplies, parts etc. organized

9. Upkeep

- It has taken a year to get the ACRD Information Systems department organized to the point it is now. There is still a fair bit more to be done and the constant changes to keep up with, but hopefully in year two I will have time to get to some of the issues that continue to be neglected. It is now crucial to keep on top of things and not allow them to go once again into disarray.



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: June 26, 2013

Subject: Water Landing Strip Lease – Long Beach Airport

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors enter into a three (3) year lease agreement with All Sports Lands Ltd. to operate the water landing strip at the Long Beach Airport commencing July 1, 2013 for the annual lease amount of \$3,887.52 plus applicable taxes with CPI adjustments for year two and three.

Summary:

ACRD staff advertised a Notice of Disposition of Land and Improvements requesting proposals from any individual or corporation wishing to enter in a lease for a 3 year term and accepting all terms and conditions of the lease agreement. One proposal was received. This proposal was received from All Sports Lands Ltd.

Background:

All Sports Lands Ltd. (aka Tofino Air) have held the lease for the water land strip at the Long Beach Airport since the airport was operated by Transport Canada. The lease agreement expired October 31, 2005. The lessee held the lease since then on a month to month basis. Their operation of the landing strip has been in accordance with ACRD's specifications.

Part of the lease agreement includes Third Party Landing Rights. This means that All Sports Lands Ltd. will allow other users of the airport to use the water landing strip for the purposes of aircraft maintenance operations for a reasonable fee. Any dispute regarding reasonable access will be interpreted by the ACRD. All Sports Lands Ltd. will also, at their own expense and to the satisfaction of the ACRD, correct any deficiencies as listed in the lease agreement. These deficiencies will be completed no later than January 1, 2015.

Time Requirements – Staff & Elected Officials:

Minimal staff time to prepare lease documents for endorsement.

Financial:

All Sports Lands Ltd. will pay \$3,887.52 plus applicable taxes annually to the ACRD. This amount will be adjusted each year in accordance with the CPI.

Policy or Legislation:

As per ACRD policies.

Submitted by: 

Andy Daniel, Manager of Environmental Services

Approved by: 

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 26, 2013

Subject: **West Coast Multiplex Facility - Memorandum of Understanding – June 2013**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors:

- a. **Approve the renewed Memorandum of Understanding (MOU) supporting the West Coast Multiplex facility project as presented, and;**
- b. **The Alberni-Clayoquot Regional District and West Coast Multiplex Society invite the Tla-o-qui-aht First Nation, Ahousaht First Nation, Yuułuʔiłʔatḥ Government, Hesquiaht First Nation, Toquaht First Nation, District of Tofino and District of Ucluelet to enter into the renewed MOU.**

Desired Outcome:

To enter into a renewed Memorandum of Understanding to achieve the goal of constructing a Multiplex facility on the West Coast.

Background:

In 2009 the ACRD, Local Governments and First Nations on the West Coast entered into a Memorandum of Understanding. The goal of the MOU was to have all parties come together and commit, in the spirit, to the West Coast Multiplex project.

The West Coast Multiplex facility project has moved forward to the next stage. A renewed MOU will assist in attaining capital funding for phase 1 of the West Coast Multiplex facility. The MOU does not imply any financial commitment by the parties, its' simply to demonstrate continued support for the project and will assist with third party funding applications.

A copy of the renewed MOU and draft invite letter is attached for consideration by the ACRD Board of Directors. Staff recommends the ACRD Board enter into the renewed MOU and invite other West Coast communities to consider entering into the MOU.

Time Requirements – Staff & Elected Officials:

Some staff and elected officials time will be required to invite other Local Governments and First Nations to enter into the MOU.

Request for Decision – West Coast Multiplex Facility Renewed MOU

Financial:

n/a

Policy or Legislation:

n/a

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer



Memorandum of Understanding June 2013



WEST COAST
· MULTIPLEX ·

The Memorandum of Understanding is agreed to by the following parties:

The Alberni-Clayoquot Regional District, Tla-o-qui-aht First Nation, Ahousaht First Nation, Yuułuʔiłʔatḥ Government, Hesquiaht First Nation, Toquaht First Nation, District of Tofino, and District of Ucluelet.

All parties have agreed to a renewed Memorandum of Understanding (MOU) regarding the West Coast Multiplex. The original MOU was agreed to in 2009.

The West Coast Multiplex will be located at the Long Beach Airport in the Alberni-Clayoquot Regional District. Phase one of the West Coast Multiplex consists of the following:

- NHL size ice surface
- Multipurpose area for fitness and community gathering, with connections to the outside for expanded use
- A warm, friendly atmosphere including the use of wood and other local materials.
- Informal gathering area with seating for the general public and facility users direct visibility from the lobby into the arena
- An accessible facility
- Administration/ centralized reception and control station to accommodate staff and provide controlled entry
- An opportunity for expansion for future communist needs, possibly a aquatic facility

The foregoing parties agree to the following:

- A commitment to fundraise capital costs for Phase One of the West Coast Multiplex until December, 2015
- Request assistance with capital funds from the Government of British Columbia, the Government of Canada, and other funders
- Participate on the committees of the Multiplex society to help fundraising, programming and other planning activities

Together, with renewed commitment to move forward with capital fundraising, we can achieve the goal of having a Multiplex on the West Coast.

Thank you for your commitment.

Alberni-Clayoquot Regional District

Tla-o-qui-aht First Nation

Ahousaht First Nation

Yuułuᑭiᑭᑭᑭᑭ Government

Hesquiaht First Nation

Toquaht First Nation

District of Tofino

District of Ucluelet

June 1, 2013

Dear Community Leaders,

The Alberni-Clayoquot Regional District and the West Coast Multiplex Society is inviting the Tla-o-qui-aht First Nation, Ahousaht First Nation, Ucluelet First Nation, Hesquiaht First Nation, Toquaht First Nation, District of Tofino, and District of Ucluelet to sign a renewed Memorandum of Understanding for the Westcoast Multiplex facility project. The new MOU will assist in attaining capital funding for Phase One of the West Coast Multiplex. The signing of this MOU does not imply any financial commitment to your community; it is simply to demonstrate our continued solidarity as we move forward to assist with third party funding applications.

The 2009 MOU goals of having all parties come together and commit, in spirit, to the project; support WCMS, in spirit, as they develop an action plan to move the project forward; and to support WCMS, in spirit, while they develop possible options for cost sharing, within the communities, of construction costs and operating costs have all been met. We have completed the necessary work to prepare for the next stage of this exciting project including:

- The successful Referendum in 2012 where community members overwhelmingly agreed to enacting the ACRD's Bylaw E1056 'to operate a public recreation facility for community use, including a multiplex facility, with an annual maximum requisition limit of the greater of \$450,000 or \$0.335 per \$1000 of taxable value of land and improvements'
- Preliminary sight costs and servicing by McGill and Associates Engineering Ltd. (2012)
- An updated Phase One Construction Design and Budget for \$12, 020,811.00 (2012)
- Analysis of comparative arena costs for Gold River and Port McNeill
- Alberni Clayoquot Regional District's West Coast Multiplex Survey (2011)
- Geotechnical analysis currently underway for the location at the Long Beach Airport, in proximity to the driving range of the golf course.

Together, with renewed commitment to move forward with capital fundraising, we can achieve the goal of having a Multiplex on the West Coast. To this end, we have taken the liberty of providing a draft MOU, which we ask that each community present to their respective council for approval; and, upon agreement, transfer it to your letterhead, have those who have endorsed the MOU sign it, and return the original to the undersigned. Thank you for your continued support.

Chair Society

Chair ACRD



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: June 26, 2013

Subject: Strick Road Watermain Replacement

Recommendation:

That the Board of Directors of the Alberni-Clayoquot Regional District (ACRD) award the Strick Road Watermain Replacement tender to David Stalker Excavating Ltd. for the tender price of \$288,750.00 including GST.

Background

Within the Beaver Creek Water System the Strick Road watermain has been identified as the weakest section, as it has had the highest number of failures and emergency repairs over the past number of years. The existing main is comprised of 100mm dia. asbestos cement pipe and runs between Beaver Creek Road and Gordon Road. The new watermain will be installed in approximately the same location as the existing watermain and water servicing during the project will be provided with an overland system maintained by the contractor.

Summary

Tenders for the Strick Road Watermain were received and opened in public at the Regional District office on Thursday June 20, 2013 at 3:00 pm. The work involves the supply and installation of a new 200 mm and 250 mm dia. watermain on Strick Road from Beaver Creek Road to Gordon Road and associated appurtenances. It has been sized and designed to connect to a proposed pump station which will be connected to the City of Port Alberni's water system.

A total of five tenders were received, and all tenders were accompanied by the required Bid Bond and signed Addenda. The tenders have been checked for completeness and accuracy. All Tenders are considered accurate and valid.

<u>Tenderer</u>	<u>Tender Price</u>	<u>Completion</u>
David Stalker Excavating Ltd.	\$288,750.00	60 days
Knappett Industries (2006) Ltd.	\$300,982.50	70 days
Locar Industries Ltd.	\$314,935.95	60 days
Bowerman Excavating Ltd.	\$344,224.13	90 days
Ridgeline Mechanical Ltd.	\$452,621.40	90 days

The Tender prices include a contingency allowance of \$25,000.00 and 5% GST.

The lowest Tender is from David Stalker Excavating Ltd., who is based in Ladysmith and is a reputable Contractor. The stated completion period of 60 calendar days is considered appropriate for the scope of work involved in the Contract. The work is expected to begin a few weeks following the award.

Financial

The Board has budgeted \$750,000 of Gas Tax money and \$50,000 of capital contribution for a total of \$800,000 for the Strick Road Watermain Replacement and Strick Road Pump Station Projects, including engineering fees.

Submitted by: 

Andy Daniel, Manager of Environmental Services

Approved by: 

Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: Russell Dyson, CAO and the Regional Board of Directors

From: Charity Hallberg Dodds, Planning Assistant/Junior Planner

Date: June 20, 2013

Subject: **DVD12008** (Taylor/Elias/Seeton) 9644 Lakeshore Road

Background:

This application was reviewed for the third time by the Sproat Lake Advisory Planning Commission (APC) on June 17, 2013. At previous meetings, the variance(s) as requested were not supported by the members of the APC. At the June meeting, the APC members present made the motion to support the request to vary the required building setback from the natural boundary of a watercourse from 100 feet to 55 feet. This would allow the house to remain where it is but would require that the pumphouse be relocated or removed from its current location.

Recommendation:

That the Board pass a resolution to consider issuing a development variance of Section 6.2(4)(a) of the Alberni-Clayoquot Regional District Zoning Bylaw No. 15 to reduce the required watercourse setback from 100 feet to 55 feet for proposed Lot 2.

Submitted by: 
Charity Hallberg Dodds, Planning Assistant/Junior Planner

Reviewed by: 
Mike Irg, Manager of Planning and Development

DVD12008



MEMORANDUM

To: Sproat Lake Advisory Planning Commission

From: Alex Dyer, Planner

Date: June 10, 2013

Subject: DVD12008 - Seeton, Taylor & Elias Development Variance Application
9644 Lakeshore Road

Background

The applicants are applying for a development variance to resolve building setback issues in order to facilitate subdivision of the property. The subdivision into two parcels with each lot containing one house will resolve a bylaw enforcement issue and bring the property into compliance with the Zoning Bylaw. The issuance of the development variance permit is a condition of final approval of the subdivision application.

The Sproat Lake APC has previously considered this application at the March 18th and April 15th meetings. The proposal that was considered consisted of three variances for structures located on proposed Lot 2: the location of the existing house in relation to the creek and proposed rear lot line and the location of the existing pumphouse in relation to the creek. The APC recommended that the variance be denied as proposed at both meetings and the applicants agreed to amend their proposal and return to the APC with a new plan.

The applicants have since submitted an amended site layout that alters the lot line between proposed Lots 1 and 2. The rear lot line will now be located 9.14 metres (30 feet) from the main structure of the house (see attached Appendix A). The applicants have also agreed to remove a bathroom addition at the rear of the house that would be located within the rear yard. With the bathroom removed, the location of the house in relation to the new lot line would comply with the rear yard setback and a variance would not be required.

The house and pumphouse will still require variances from Shuhum Creek. The house is located approximately 55 feet from the natural boundary of the creek and the pumphouse is located approximately 35 feet from the creek. The Zoning Bylaw requires a 100 foot setback from the natural boundary of a watercourse. The pumphouse structure is not considered legal non-conforming as it was recently rebuilt with a larger footprint.

Options Considered

The APC has a number of options to consider recommending to the Board of Directors:

- 1) That the Board issue two variances: A watercourse variance to 55 feet to allow for the siting of the house and a watercourse variance to 35 feet to allow for the siting of the pumphouse.
- 2) That the Board issue one variance: A watercourse variance to 55 feet to allow for only the siting of the house and deny the variance for the pumphouse. *[This option would require that the pumphouse be relocated or removed].*
- 3) That the Board deny the two variances as proposed.

Recommendation

Planning staff recommends option #1 subject to review by the Ministry of Environment and the Ministry of Forests, Lands and Natural Resource Operations regarding the proximity of the development to the Return to Crown strip.

Staff is supportive of the two variances as it will not result in any new construction but rather resolve a building setback issue. The variances are also required in order to facilitate the proposed subdivision which will resolve a bylaw enforcement issue where two houses are located on one parcel. I have attached the staff report as Appendix B for additional information on the property.

Prepared by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg, Manager of Planning & Development

SUBDIVISION PLAN OF
LOT B, DISTRICT LOT 134,
ALBERNI DISTRICT, PLAN 30435.

BCGS 92F.026



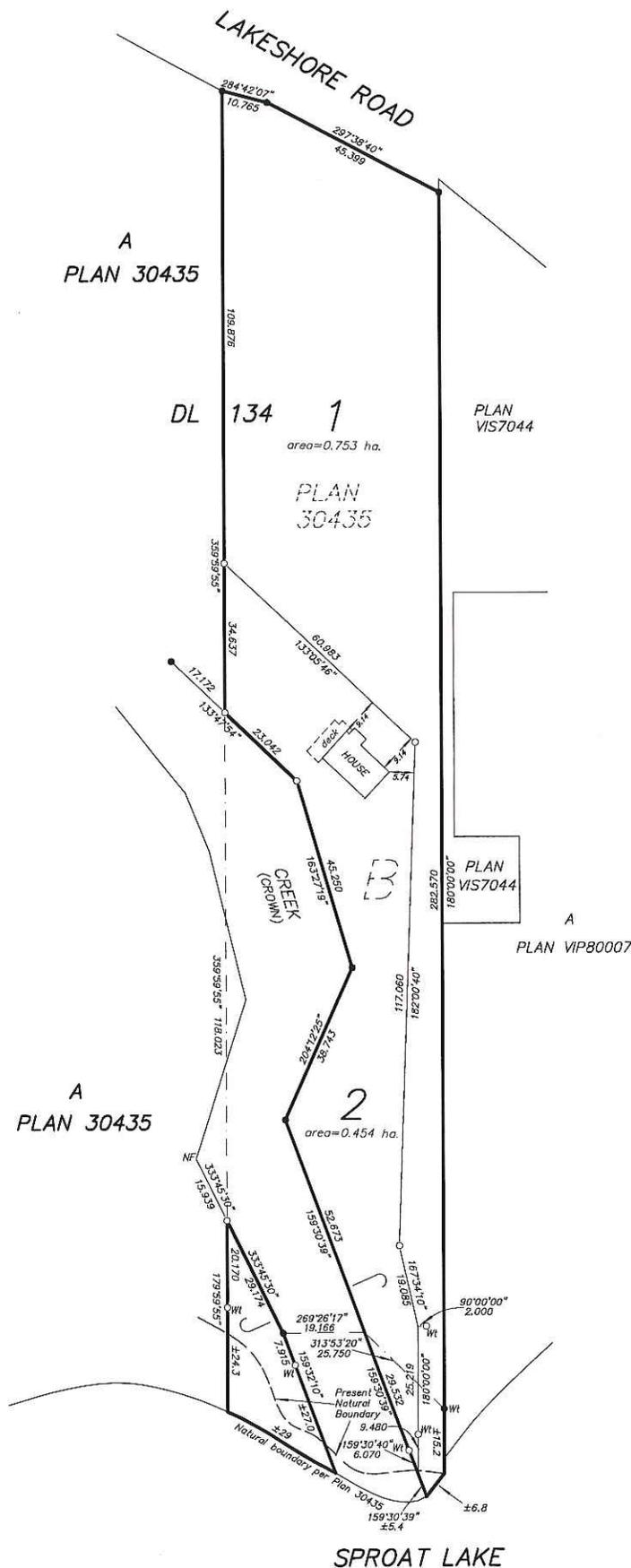
The intended plot size of this plan is 432mm in width by 560mm in height (C size) when plotted at a scale of 1 : 750

LEGEND: -

- denotes Standard Iron Post placed.
- denotes Standard Iron Post found.
- Wt denotes witness.
- NF denotes standard iron post not found

All distances hereon are in metres and decimals thereof and are horizontal ground-level distances. Bearings are astronomic and derived from Plan 30435.

This plan shows one or more witness posts which are not set on the true corner. Unless otherwise shown, witness posts are set on the property line or production thereof.



ACCESS TO LOT 2 BY EASEMENT ONLY.
This plan lies within the jurisdiction of the Approving Officer for the Ministry of Transportation and Infrastructure.
This plan lies within the jurisdiction of the Regional District.

ACRES & POLLOCK,
REGISTERED SURVEYORS

APPENDIX A

The field survey represented by this plan was completed on the 15th day of May, 2013.
David Michael Pollock, BCLS



Development Variance Application

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

Date: March 13, 2013

Application: DVD12008

Applicant(s): Ann Taylor, Arne Elias and Tim & Kathy Seeton

Legal Description: LOT B, DISTRICT LOT 134, ALBERNI DISTRICT, PLAN 30435

Location: 9644 Lakeshore Road

Electoral Area: Area "D" (Sproat Lake)

Recommendation: That the Regional Board:

- 1) Receive the staff report; and
- 2) Pass a resolution to consider issuing a development variance of:
 - i. Section 6.2(4)(a) of the ACRD Zoning Bylaw No. 15 to vary the required building setback from the natural boundary of a watercourse from 100 feet to 55 feet to allow for the siting of the existing single family dwelling located on proposed Lot 2;
 - ii. Section 6.2(4)(a) of the ACRD Zoning Bylaw No. 15 to vary the required building setback from the natural boundary of a watercourse from 100 feet to 35 feet to allow for the siting of the existing pumphouse accessory building located on proposed Lot 2; and
 - iii. Section 200 – Schedule II – Bulk and Site Regulations of the ACRD Zoning Bylaw No. 15 to vary the required rear yard setback in the Acreage Residential (RA1) District from 30 feet to 9 feet to allow for the siting of the existing single family dwelling located on proposed Lot 2.

DVD12008

Procedure: Prior to the issuance of a Development Variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board either issues or considers denying the Development Variance permit.

Applicant's Intention: There are two houses on the property and the applicants wish to subdivide to allow for each house to be located on a separate parcel. There are a few building setback issues that need to be resolved via development variance prior to the planning staff recommending approval of the subdivision.

Observations:

- i. **Property Description:** The property is located on the north side of the lake accessed from Lakeshore Road. The property slopes downward away from the road to about the midpoint of the property before it levels out closer to the lake shoreline. There are two houses on the property, one being closer to the road and accessed directly from Lakeshore Road and the other being located to the south and closer to the lake and accessed from a shared driveway that dissects the neighbouring property. There is a well defined creek named Shuhum Creek that flows into the lake just to the west of the subject property. The creek lies on a buffer of Crown Land as a result of a Return to Crown condition of a previous subdivision. The Crown Land area is mostly treed adjacent to the creek while the subject property is mostly cleared apart from some landscaping trees for privacy between the two houses and between neighbouring properties.

In addition to the two single family dwellings, there is a garage and wood shed structure adjacent to the house located near the road and a pump house located adjacent to the house closer to the lake. The shoreline is developed with concrete ramps and walkways that attach to two wharves. There is a newly built gravel pathway leading from the lakefront to the house near the road that travels through the panhandle of proposed Lot 1. A waterline has been laid underneath the pathway which will provide water and lake access to the owners of proposed Lot 1 once the property is subdivided.

- ii. **Services:**
 - a) **Sewage Disposal:** On-site sewage disposal. There are two septic fields on the property, one for each single family dwelling, and a new tertiary septic system installed adjacent to the house closer to the lake which will be located on proposed Lot 2.

- b) **Water Supply:** Both houses draw drinking water from Sproat Lake. The owners have installed a new waterline to service the house adjacent to the road that will be located on proposed Lot 1. This waterline travels up the panhandle that has been proposed by the subdivision to provide the upland lot with lake access.
- c) **Fire Protection:** Sproat Lake Volunteer Fire Department.
- d) **Access:** The house adjacent to the road is accessed directly off Lakeshore Road while the house closer to the water is accessed via a shared driveway that dissects the neighbouring property to the west with bridge access over Shuhum Creek. The applicants are proposing to maintain the existing accesses once the property is subdivided and have proposed a registered easement over the driveway on the property to the west to provide access for proposed Lot 2. Due to the topography and relatively narrow width of the property there would be no feasible area to build a second driveway to access proposed Lot 2.

iii. **Existing Planning Policies Affecting the Site**

- A. **Agricultural Land Reserve:** Not within the ALR.
- B. **Official Community Plan:** The Sproat Lake Official Community Plan designates this property as “Lakeshore Road Resort/Residential”. This designation allows for single family residential as well as encourages the expansion of tourist-oriented businesses such as bed and breakfast operations, campgrounds and motels/hotels along the Lakeshore Road corridor subject to zoning regulations.
- C. **Zoning:** The property is zoned Acreage Residential (RA1) District.

RA1 District requires:	
Minimum Lot Area:	18,000 ft ²
Minimum Lot Width:	90 feet
Minimum Setbacks:	
Front:	40 feet
Rear:	30 feet
Side:	15 feet
Maximum Bldg. Height:	35 feet

There are issues with the location of two structures relative to the new proposed lot lines and the natural watercourse dissecting the property. The owners have applied for a development variance to resolve these issues which is a requirement of the Regional District recommending approval of their subdivision application.

- i. Section 6.2(4)(a) of the ACRD Zoning Bylaw requires that no building shall be constructed within 30.48 metres (100 feet) of the natural boundary of a watercourse. The existing single family dwelling that will be located on proposed Lot 2 is sited approximately 55 feet from the natural boundary of Shuhum Creek. There is also an existing pumphouse building approximately 150 square feet in size that is located approximately 35 feet from the natural boundary of the creek.
- ii. Section 200 – Schedule II – Bulk and Site Regulations of the ACRD Zoning Bylaw requires a rear yard building setback of 30 feet in the RA1 District. The existing single family dwelling to be located on proposed Lot 2 is sited 9 feet from the proposed lot line between Lots 1 and 2.

Comments:

1. This development variance is required as a condition of subdivision. The subdivision of the property will resolve a bylaw enforcement issue where two dwellings are located on a single parcel which does not comply with the permitted uses in the Acreage Residential (RA1) District. The subdivision application received preliminary layout approval in October 2012 and compliance with ACRD bylaws is one of the conditions of final approval.
2. Building Permit SL357 was issued in August 1977 to construct the single family dwelling currently located near the road on proposed Lot 1. Building Permit SL769 was issued in May 1991 to build the garage that sits adjacent to the house. The property was then sold to the current owners in 1992 and Building Permit SL864 was issued in June 1993 to build a boat shed and storage building on the lower portion of the property. At some point it appears that this accessory building was later made habitable and converted to the single family dwelling that is currently located on proposed Lot 2. There was no permit issued for this work and under the RA1 zoning, a second dwelling would not have been permitted on the property.
3. Staff feels that this development variance application has some merit. No new building will be constructed as a result of the variance being issued, it will simply resolve building setback issues for existing buildings and an issue created by the placement of the proposed lot line separating Lot 1 and 2. The eventual subdivision of the property will resolve an bylaw enforcement issue where two houses are located on one parcel. Should the property not proceed to subdivision

the only other alternative to bring the property into compliance with the RA1 zoning would be to either remove the second dwelling or remove any habitable space converting it back to an accessory building.

4. While planning staff is supportive of the variance application, it is recommended that the variance be referred to the Ministry of Environment and the Ministry of Forests, Lands and Natural Resource Operations for their review prior to the Board issuing the permit. The property lies adjacent to a Return to Crown strip of land buffering Shuhum Creek. There are two bridges spanning the creek and some minor land clearing and landscaping work that has been done within the Crown land strip that should be reviewed prior to the Board proceeding with the variance. Staff would like confirmation from the province that there are no issues with that portion of Crown land that should be dealt with prior to proceeding with the development variance permit and the proposed subdivision.

Prepared by:

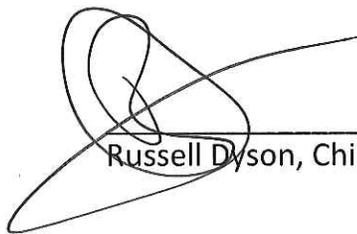


Alex Dyer, Planner



Reviewed by:

Mike Irg, Manager of Planning & Development



Russell Dyson, Chief Administrative Officer

148

Cr.

PLAN 1963

9715

9649

9535

SUBJECT PROPERTY

DD10101

9664

B

PLAN 30435

9644

RA1

VIS7044

C6

9624

VIP829179598

1

9578

Rem. A

LAKESHORE

VIP63565

9720

9752

C8A

REDDINE RD.

H M R

3

PLAN 6827

PLAN 6827

RP Lot A
VIP80007

36162

1

42573

WINTERS RD

RA

1

2

PLAN 16933

9577

19

9814

RA1

3

9261

4

9261

9576

9570

36162

C9562

9565

156



MEMORANDUM

TO: Russell Dyson, CAO and Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: June 19, 2013

RE: Public Hearing Report for Bylaws P1307 & P1308 (Streichsbier)

A Public Hearing for Bylaws P1307 and P1308 was held on Tuesday, June 18, 2013 at the Alberni-Clayoquot Regional District office. The meeting was attended by 0 members of the public, ACRD Chairperson, Cindy Solda, ACRD planning staff Mike Irg, applicant W.E. Streichsbier with agent Jim McManus.

There was no correspondence received from the public. Referral agency responses are supportive and/or interests unaffected by the proposals.

Recommendation

That the Board of Directors proceed with second and third readings of Bylaws P1307 and P1308.

Submitted by:

Mike Irg, Manager of Planning and Development

RE13001

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

Minutes of a Public Hearing held on Tuesday, June 18, 2013 at 7:00 pm at the Alberni-Clayoquot Regional District office.

Present

Chairperson: Cindy N. Solda
Staff: Mike Irg, Manager of Planning and Development
Applicants: Mrs. W.E. Streichsbier and agent Jim McManus
Members of the Public: 0

1. Chair Solda calls the public hearing to order at 7:04 pm.
2. Chair Solda introduces herself and staff representative M. Irg.
3. M. Irg read the Notice of Public Hearing as follows:

A Public Hearing for residents and property owners within Electoral Areas "E" and "F" will be held in the Board Room at the Alberni-Clayoquot Regional District Office, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Tuesday, June 18, 2013 to consider the following bylaws:

Bylaw P1307 to rezone LOT 6, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 896 from Rural (A2) District to Small Holdings (A1) District to allow for subdivision into two (2) lots.

(Waltraud Streichsbier, Property Owner/Jim McManus, Agent – Willow Road)

Bylaw P1308 to rezone LOT 12, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 896 from Rural (A2) District to Small Holdings (A1) District to allow for subdivision into two (2) lots.

(Waltraud Streichsbier, Property Owner/Jim McManus, Agent – Willow Road)

All persons who consider their interest in property affected by the proposed bylaw will be given an opportunity to be heard in matters contained in the bylaw.

The Public Hearing for Bylaws P1307 and P1308 is to be held by 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, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaw as set out in this notice.

Interested persons may inspect the bylaw and relevant background documents at the Regional District of Alberni-Clayoquot Office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from June 7, 2013 to June 18, 2013 inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

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

4. Chair Solda asks staff to read out any written submissions received prior to the public hearing.
5. M. Irg states no written correspondence was received prior to the public hearing and copies of the agency referral comments are available (Appendix A).
6. M. Irg noted written correspondence dated April 26, 2013 from Mrs. W.E. Streichsbier was received at the Alberni-Clayoquot office on May 1, 2013 regarding the inclusion of Lot 12, DL112, A/D, Plan 896: (P.I.D. 008 257 027) within Beaver Creek Fire Protection District (Appendix B).
7. J. McManus introduced himself as the agent for Mrs. W.E. Streichsbier. J. McManus gave a brief explanation of the applicant's proposal relevant to Bylaws P1307 and P1308 and provided written comments (Appendix C).
8. J. McManus made additional comments that he does not agree with the need for an engineer report as noted in the Beaver Creek water system referral.
9. J. McManus also stated he doesn't agree with the need for a development permit on Lot 6.
10. M. Irg explained that the development permit and Beaver Creek Water requirements for an engineer report are necessary.
11. Chair Solda called a first time for any further representations on the bylaws. Chair Solda called a second time for any representations on the bylaws. Chair Solda called a third and final time for any further representations on the bylaws.
12. Hearing no further representations, Chair Solda terminated the meeting at 7:16 pm.

Minutes Taken By:



M. Irg, Manager of Planning and Development

Certified Correct:

Cindy N. Solda, Chair



RECEIVED
MAY 14 2013

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
Phone: (250) 720-2700 Fax: (250) 723-1327

BYLAW RESPONSE SUMMARY

BYLAW NO.: Bylaw P1307/ Bylaw P1308 ACRD FILE NO.: RE13001

APPLICANT NAME: W.E. Streichsbier ACRD CONTACT: Mike Irg

Date of Referral: May 7, 2013

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

[Large empty rectangular box for notes or comments]

Agency (please print): BEAVER CREEK FIRE DEPT.
Name (please print): C STARRAT Title: FIRE CHIEF
Signature: [Handwritten Signature] Date: May 12/13



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

BYLAW RESPONSE SUMMARY

BYLAW NO.: Bylaw P1307/ Bylaw P1308 **ACRD FILE NO.:** RE13001

APPLICANT NAME: W.E. Streichsbier **ACRD CONTACT:** Mike Irg

Date of Referral: May 7, 2013

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

JUN 14 2013

RECEIVED

Agency (please print):

Cherry Creek Water

Name (please print):

Michelle Price

Title:

Administrator

Signature:

Michelle Price

Date:

June 14/13



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

BYLAW RESPONSE SUMMARY

BYLAW NO.: Bylaw P1307/ Bylaw P1308 **ACRD FILE NO.:** RE13001

APPLICANT NAME: W.E. Streichsbier **ACRD CONTACT:** Mike Irg

Date of Referral: May 7, 2013

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

[Large empty rectangular box for comments or additional information]

Agency (please print): City of Port Alberni.
Name (please print): Scott Smith Title: City Planner
Signature: [Handwritten Signature] Date: June 6, 2013

Robert Aston

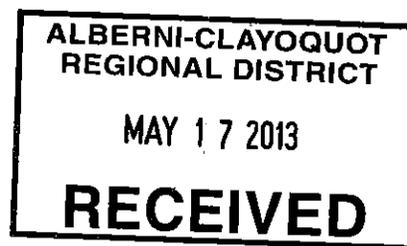
From: Henigman, Margaret FLNR:EX [Margaret.Henigman@gov.bc.ca]
Sent: Friday, May 17, 2013 1:59 PM
To: Robert Aston
Subject: Lot 6 & 12 Willow Rd, Beaver Creek

Hi Bob; Good talking to you this morning. As discussed, I have very little background on what the landowners are intending for these lots however clearly both lots are affected by fish bearing tributaries of the Somass River. My understanding is that the Regional District recently adopted Riparian Areas Regulation equivalent bylaws that should, in theory, apply to the lots. Based on the scant mapping resources I have available for this area, it appears that Lot 12 lies within a deep and fully forested ravine and riparian zone of Kitsuksis Creek. Lot 6 appears to be fairly open, and has been cleared possibly as a result of past agricultural activity however, a good fringe of second growth trees follows the riparian zone of this smaller tributary.

We have no concerns with the proposed rezoning of these lots however, in the interests to preserving the features function and condition of the Kitsuksis Creek and it's tributary we recommend that the proponent have a qualified environmental professional conduct a RAR equivalent assessment. The assessment should establish appropriate streamside protection and enhancement areas that can be applied to the Development Permit and protect the riparian and ravine habitats as these lots are developed.

In addition to the above, and because of the suspected presence of larger mature second growth trees on at least one of these properties, we recommend that the lots be checked for the presence of other regionally significant species or species and ecosystems at risk. Such a survey should be conducted by a qualified professional and at an appropriate time of year, as described in Develop with Care and appended best practice documents.

Maggie Henigman, MA, CCEP
Ecosystems Biologist
Ministry of Forests, Lands and Natural Resource Operations
West Coast Region
250-751-3214
margaret.henigman@gov.bc.ca
Fax: 250-751-3208





ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

BYLAW RESPONSE SUMMARY

BYLAW NO.: Bylaw P1307/ Bylaw P1308 **ACRD FILE NO.:** RE13001

APPLICANT NAME: W.E. Streichsbier **ACRD CONTACT:** Mike Irg

Date of Referral: May 7, 2013

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Recommendation of Approval for this rezoning by the Ministry of Transportation is not to be construed as subdivision approval. Applicant must apply for subdivision approval with the Ministry of the Transportation following the property's rezoning if they wish to subdivide.

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

MAY 21 2013

RECEIVED

Agency (please print): MINISTRY of TRANSPORTATION

Name (please print): JORDAN WAGNER

Title: DEVELOPMENT TECH

Signature: J. Wagner

Date: MAY 17/13



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

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Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

I will see these properties through the referral process with the Min. of Transportation + Infra.

Thank You

Glenn Gibson

Agency (please print): VIHA

Name (please print): Glenn Gibson Title: EHO

Signature: _____ Date: May 13/13



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

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Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

Large empty rectangular box for additional comments or notes.

**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

MAY 13 2013

RECEIVED

Agency (please print): SD70 (Alberni)

Name (please print): Lindsay Cheetham

Signature: [Handwritten Signature]

Title: Secretary-Treasurer

Date: May 13/13



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

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APPLICANT NAME: W.E. Streichsbier **ACRD CONTACT:** Mike Irg

Date of Referral: May 7, 2013

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

- water connections appear to be straightforward
however engineer must confirm calculation of peak fire
flow, pressure requirements and capacity of existing main.

Agency (please print): Bever Creek Water ACRD

Name (please print): Andy Daniel Title: MES

Signature: Date: May 7 '13



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

Phone: (250) 720-2700 Fax: (250) 723-1327

BYLAW RESPONSE SUMMARY

BYLAW NO.: Bylaw P1307/ Bylaw P1308 **ACRD FILE NO.:** RE13001

APPLICANT NAME: W.E. Streichsbier **ACRD CONTACT:** Mike Irg

Date of Referral: May 7, 2013

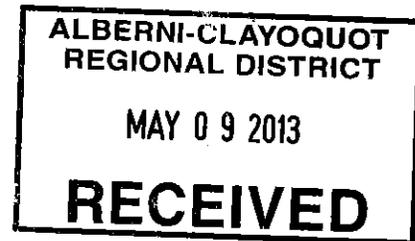
Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

- Covenant to be placed on Lot #12 regarding Creek (Set-Backs from creek, Vegetation not to be removed a certain distance from the creek etc)
- Drainage ditches in place for future Residential uses. (Lot 6 and 12)



Agency (please print):

Name (please print): NIGEL SUTTON

Signature:

Title: Building/Plumbing Insp.

Date: May 9/2013

Mrs. W.E. Streichsbier
5595, Willow Road,
Port Alberni, B.C., V9Y
8V4
Tel: 250 724 2282

April 26, 2013

Administrator
ACRD
3008, 5th Avenue
Port Alberni, B.C., V9Y 2E3

Dear Sir:

**RE: INCLUSION OF LOT 12, DL 112, A/D, PLAN 896: (P.I.D. 008 257 027) WITHIN BEAVER CREEK
FIRE PROTECTION DISTRICT:**

As owner of the above noted parcel, I hereby agree to the inclusion of this parcel within B.C. Fire Protection area as a condition of either rezoning or subdivision and request the ACRD to forthwith initiate the necessary bylaw amendments for this to occur.

As noted prior to this time, my agent has authority to also act on my behalf in this process.

Sincerely,



Mrs. W.E. Streichsbier

**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

MAY 0 1 2013

RECEIVED

McManus Development and Planning Inc.
9535 Faber Road
Port Alberni, B.C., V9Y 9C5

PUBLIC HEARING: JUNE 18TH, 2013
P1307 & P1308, STREICHSBIER MRS. WALTRAUD

My name is J. McManus acting as agent for the owner of both lots, Mrs. Waltraud Streichsbier, relevant to these bylaws.

The bylaws themselves, in effect, take the present 5 acre density covering both lots ("A2" zone), to a 2 acre density ("A1" zoning) to facilitate subdivision. From a subdivision perspective this means 'splitting' both lots in to a maximum of two lots only (4 in total).

A. GENERAL COMMENTS:

From the perspective of both bylaws;

- i. The "A1" rezoning and 2 acre density is supported by Staff technically and is endorsed and supported by both Cherry Creek and Beaver Creek Advisory Planning Commissions;
- ii. Such density is supported by current O.C.P. policies in place (both in bylaw P1278 & P1027) and, in addition draft subdivision options can and do clearly comply with "A1" zoning parameters and stipulations;
- iii. Both lots are serviced by road (Willow), hydro and Beaver Creek water;
- iv. The draft layouts shown and reflected in the requested density is/are appropriate for both sites and are, in my view, the best "fit" option reflected in the neighbourhood;
- v. I do not anticipate any problem in water supply, fire flow or distribution aspects for either lot and feel equally comfortable that sewage disposal regs and standards can be met for all lots (proposed).

On a site specific basis, I also note the following;

B. LOT 12 (P1308): In no priority;

- My client has already formally requested this lot be included within B.C.I.D. Fire Protection District/area;
- This lot is subject to development permit (creek protection) requirement under O.C.P. bylaw P1278 which I believe can be addressed positively via Section 219 blanket covenant being initiated and actioned;
- This lot seems better suited, due to onsite conditions, to a 3 acre/2 acre "split";

C. LOT 6, (BYLAW P1307):

- This lot has some access (grade) challenges however, these are not considered insurmountable by any means;
- This lot and bylaw seems to be "affected" by a "fisheries classified "rill"" located on the adjacent lot to the west. This has potentially "triggered" a development (further) permit requirement for this proposal, which I respectfully disagree with Staff on such an apparent "necessity" for.

On behalf of my client I am prepared to respond to questions on these proposals and initiatives if required.

Respectfully submitted,



J. McManus (agent)
June 14th, 2013

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1307

OFFICIAL ZONING ATLAS AMENDMENT NO. 666

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1307.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 6, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 896 from Rural (A2) District to Small Holdings (A1) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 24th day of April, 2013
Public Hearing held this 18th day of June, 2013
Read a second time this XXX day of XXX, 2013
Read a third time this XXX day of XXX, 2013

Adopted this XXX day of XXX, 2013

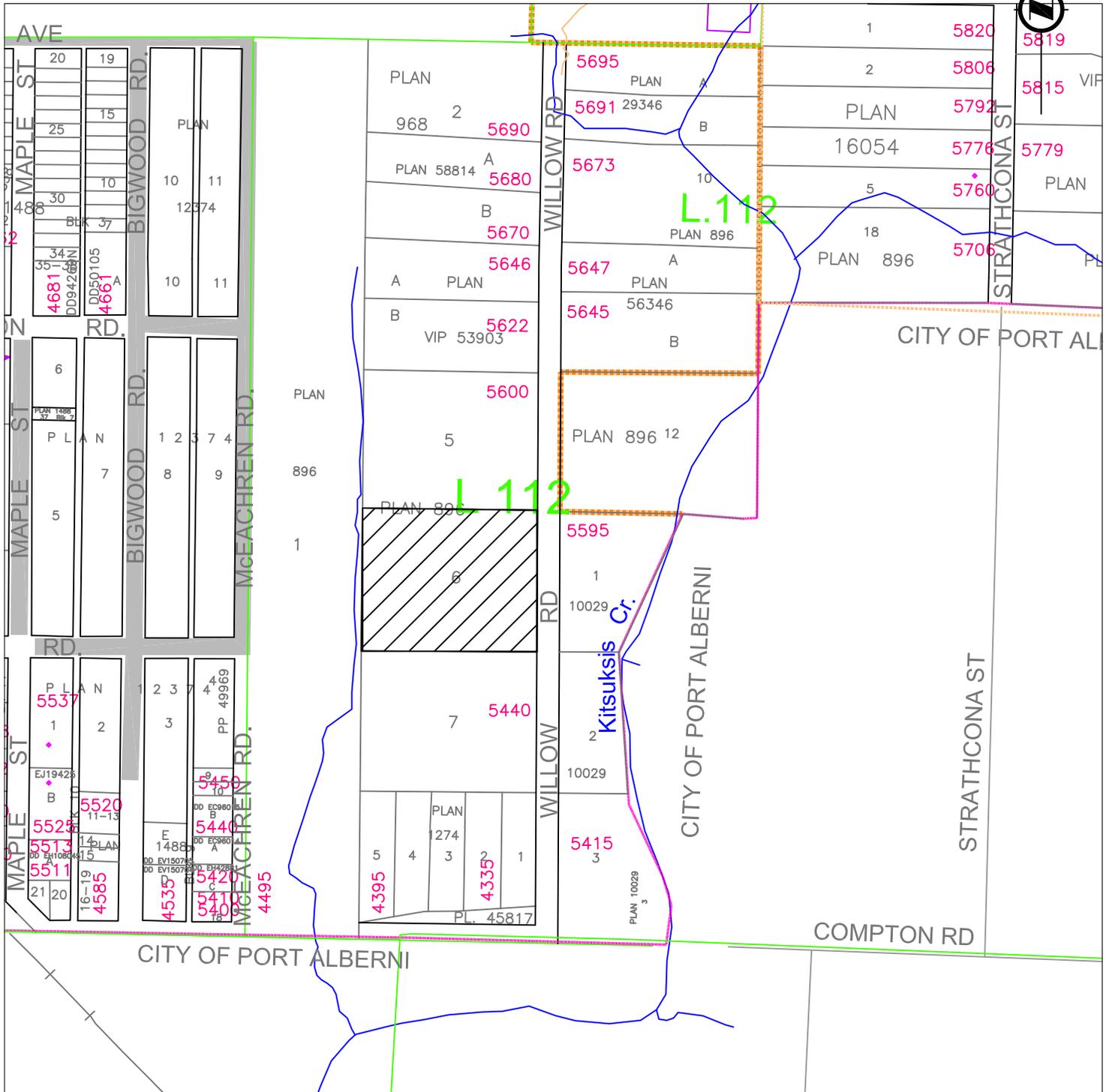
Russell Dyson, CAO

Chair of the Regional Board

RE13001/PL20130007

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1307



Legal Description: LOT 6, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 896



To be rezoned from Rural (A2) District to Small Holdings (A1) District



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1308

OFFICIAL ZONING ATLAS AMENDMENT NO. 667

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

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1. TITLE

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2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 12, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 896 from Rural (A2) District to Small Holdings (A1) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 24th day of April, 2013
Public Hearing held this 18th day of June, 2013
Read a second time this XXX day of XXX, 2013
Read a third time this XXX day of XXX, 2013

Adopted this XXX day of XXX, 2013

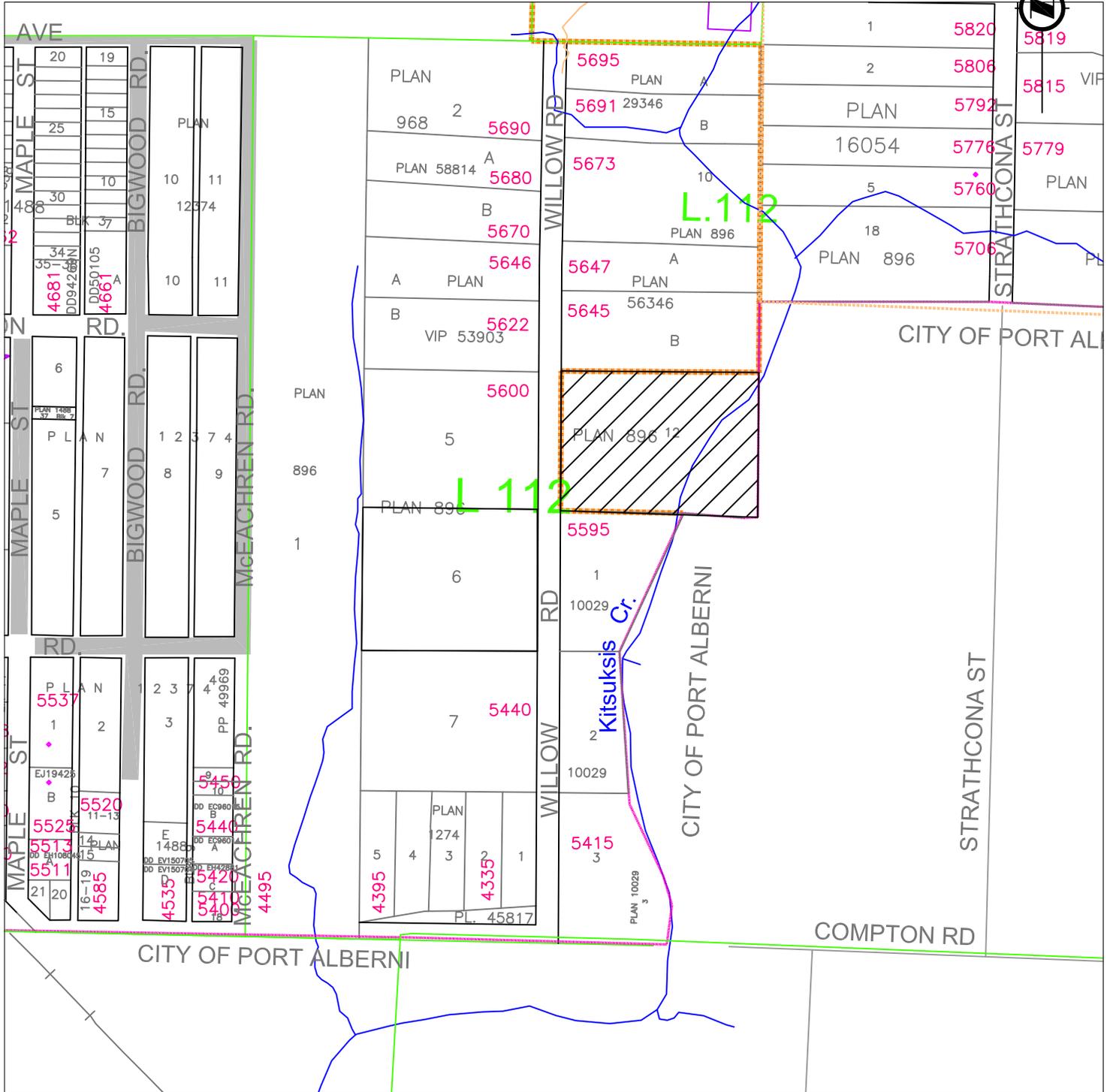
Russell Dyson, CAO

Chair of the Regional Board

RE13001/PL20130007

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1308



Legal Description: LOT 12, DISTRICT LOT 112, ALBERNI DISTRICT, PLAN 896



To be rezoned from Rural (A2) District to Small Holdings (A1) District



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





Rezoning Application

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

DATE: June 13, 2013

FROM: Charity Hallberg Dodds, Planning Assistant/Junior Planner

**Rezoning
Application:** **RE13003**

Owners: Jerry & Sharanne Gaiga (Agent – Rob Howat)

**Legal
Description:** LOT 2, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP70566

**Address/
Location:** 5770 Mersey Road

Electoral Area: "E" Beaver Creek

Recommendation: That the Regional Board:

1. Receive the staff report;
 2. Proceed with first reading of Bylaw P1311 to rezone the subject property from Small Holdings (A1) District to Acreage Residential (RA2) District, subject to the following:
 - a. confirmation that the property can meet the sewage disposal requirements for subdivision;
 - b. confirmation by BCLS survey that the existing home and accessory structure comply with the required side yard setbacks for RA2; and
 - c. meeting technical referral agency requirements.
 3. Pass the following resolution, "That the public hearing for Bylaw P1311 be delegated to the Director for Electoral Area 'E', the Alternate Director, or the Chairperson of the Regional District."
-

RE13003

Applicant’s Intention:

The applicant is applying to rezone the subject property from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate a two (2) lot subdivision.

Observations:

i) **Status of Property:** The property is 0.81 hectares (2 acres) in size and is cleared with a few trees remaining along the road front. There is a mobile home and a shop located on the property.

ii) **Services**

Sewage Disposal: On-site Sewage Disposal

Water Supply: Beaver Creek Service Area

Fire Protection: Beaver Creek Fire Protection Area

iii) **Existing Planning Policies Affecting the Site**

Agricultural Land Reserve: Not in ALR

Official Community Plan: The Beaver Creek Official Community Plan designates this property “Residential Use”. This designation permits a minimum parcel size of 0.24 hectares (0.6 acres) for properties with access to a community water system. This property is within the Beaver Creek service area for water.

This proposal complies with the Beaver Creek Official Community Plan.

Zoning: Existing zone is Small Holdings (A1) District. The applicants have applied to rezone to Acreage Residential (RA2) District. RA2 District has the following regulations:

- Minimum lot area: one acre
- Minimum lot width: 120 feet
- Minimum setbacks
 - Front: 40 feet
 - Rear: 30 feet
 - Side: 15 feet

The uses permitted in RA2 are much more restrictive than those permitted in A1. Uses in RA2 are limited to:

- One single family dwelling
- Home occupations
- Accessory buildings and uses

RE13003

Comments:

This property is located in a neighbourhood consisting of smaller acreages, with a recent subdivision resulting in four (4) one-acre lots directly to the south. The subdivision as proposed would not meet road frontage or RA2 lot width requirements. A development variance for lot width and a 10% parcel frontage waiver would be necessary prior to approval of the subdivision.

The OCP designation allows for a lot size of 0.6 acres. The applicant has the option of applying to rezone to Acreage Residential (RA3) District, which also has a minimum lot size of 0.6 acres, and no variance for width would be required. Staff is of the opinion that RA2, with one-acre density and the required variance is the better option.

The current A1 zoning has a required side yard setback of 5 feet for the single family dwelling and 15 feet for the accessory building. Confirmation that the existing structures meet the required setbacks for RA2 zoning will be necessary prior to adoption of Bylaw P1311. Otherwise, approval of a development variance will be required.

Proof of septic capabilities is also mandatory for subdivision approval. The property owner has provided a letter from a registered onsite wastewater practitioner confirming the existing field shows no signs of failure and that the future proposed lot has the capability to have a system designed and installed within the sewerage system standard practice manual as a type 1 pressurized system.

A public hearing will be held during the rezoning process to afford the public an opportunity to voice any concerns they may have. In addition, a referral request will be sent to all affected agencies in order to obtain their input as well.

Submitted by:



Charity Hallberg Dodds, Planning Assistant/Junior Planner

Reviewed by:



Mike Irg, Manager of Planning and Development

Reviewed by:



for: Russell Dyson, CAO

RE13003

WEST ISLAND CONSULTING INC

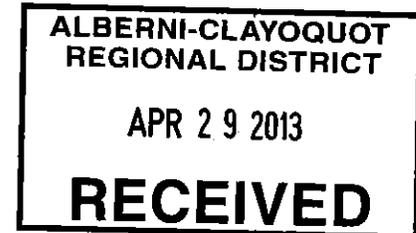
3880 Rock City Road
Nanaimo, B.C. V9T 4Y8

Rob Howat
Land Use Consultant

Phone/Fax: 250-756-1902 Cell: 250-741-7595
E-mail: robhowat@shaw.ca

25 April 2013

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



Attn: M. Irg, Manager of Planning & Development

Re: Proposed Rezoning of Lot 2, Plan VIP 70566, District Lot 22, Alberni District

Please find attached our application for rezoning for the above captioned property.

The property is located at 5770 Mersey Road in the Beaver Creek area west of Port Alberni, and has an area of 2 acres (0.81 ha).

This property is currently zoned A-1 with an Official Community Plan designation of "Residential" which allows lots as small as 0.59 acres (0.24 ha) provided the lots are serviced with community water. We are proposing that both lots will be 1 acre (0.4 ha) and will be serviced by the existing Beaver Creek community water system. Lot A, as shown on the attached plan has an existing house, approved septic system and is connected to the Beaver Creek water system. For Lot B we have confirmed that sewage disposal will be by way of a Type 1 pressurized system. Please see the attached letter from Craig A. Bowerman, wastewater practitioner. Water for Lot B will also be supplied by the Beaver Creek community water system.

There are 2 restrictive covenants registered against the property. One covenant was placed on title to protect for a sewage reserve area and is contained wholly within proposed Lot A. The second covenant was placed on title to recognize a building setback from a water course on Lot 1, Plan VIP 70566 when Lots 1 and 2, Plan VIP 70566 were created in 2000. I have attached the covenants for reference.

The lots as shown on the attached plan, Lots A & B, will require a variance from minimum lot width requirement of the Bulk and Site regulation of the ACRD's consolidated zoning bylaw. The lots as shown have a width of 101.4 ft. (30.9 m). The bylaw requirement is 120 ft. (36.5 m). We anticipate the variance will be a requirement of either the rezoning application or the subsequent subdivision application. We await direction from staff.

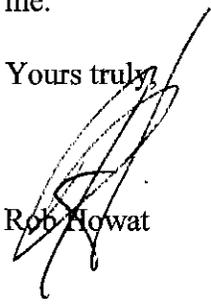
We request that the Regional District give favorable consideration to our rezoning application.

In support I enclose:

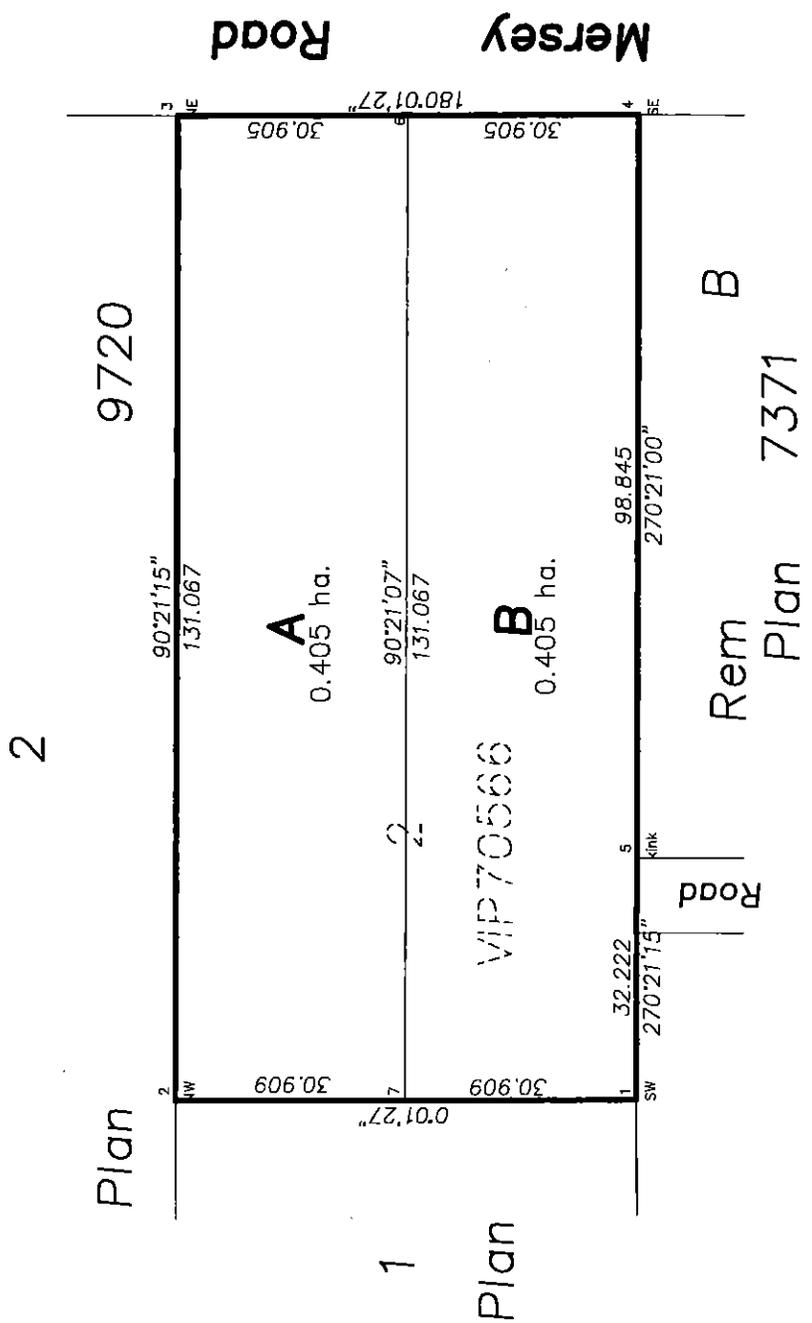
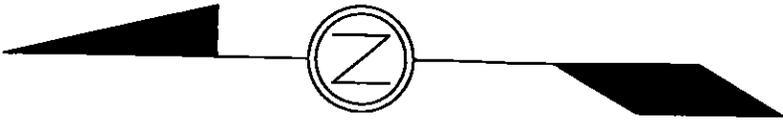
- the Regional District's application form
- application fee in the amount of \$300.00
- Letter of Authorization
- Certificate of Title
- 5 paper prints showing the property and subdivision layout
- 2 Restrictive Covenants
- composite plan
- letter from Craig Bowerman

If you should require any further information or should you have any questions, please do not hesitate to contact me.

Yours truly,



Rob Howat





LAN VIP 70566

2

MIDDLEGATE RD

DI ANI

5770

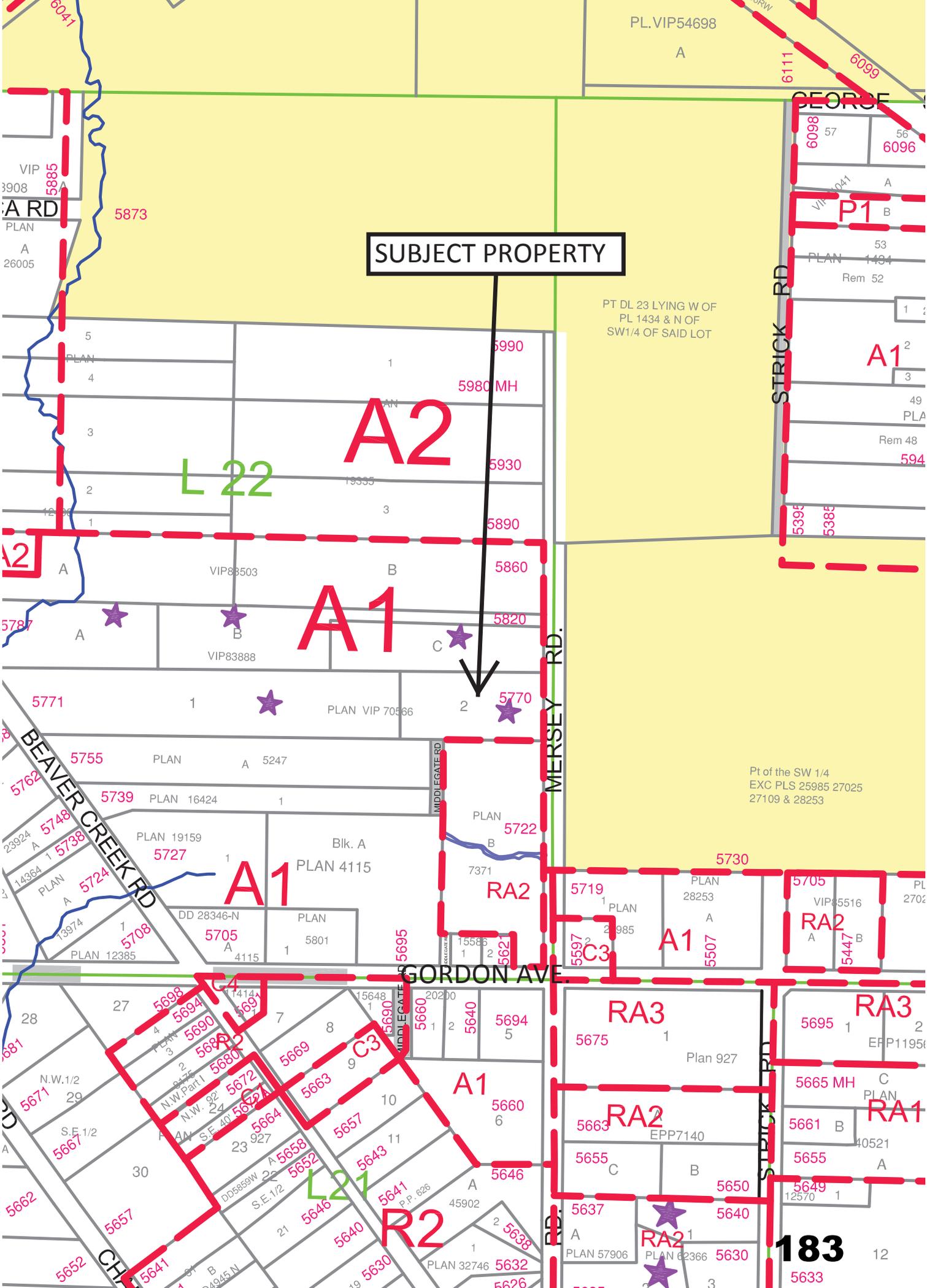
5820

MERSEY RD.



182





SUBJECT PROPERTY

A2

A1

A1

RA2

RA3

RA3

A1

RA2

RA1

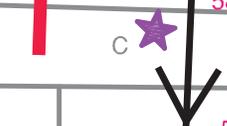
R2

RA2

L 22

L 21

183



VIP 3908
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PLAN 26005

PT DL 23 LYING W OF
PL 1434 & N OF
SW1/4 OF SAID LOT

Pt of the SW 1/4
EXC PLS 25985 27025
27109 & 28253

BEAVER CREEK RD

MIDDLEGATE RD

MERSEY RD.

STRICK RD

GORDON AVE.

GEORGE

STRICK RD

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PLAN 2985

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PLAN 927

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PLAN 57906

PLAN 62366

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PLAN 28253

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1311

OFFICIAL ZONING ATLAS AMENDMENT NO. 668

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

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AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1311.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 2, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP70566 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this XXX day of XXX, 2013
Public Hearing held this XXX day of XXX, 2013
Read a second time this XXX day of XXX, 2013
Read a third time this XXX day of XXX, 2013

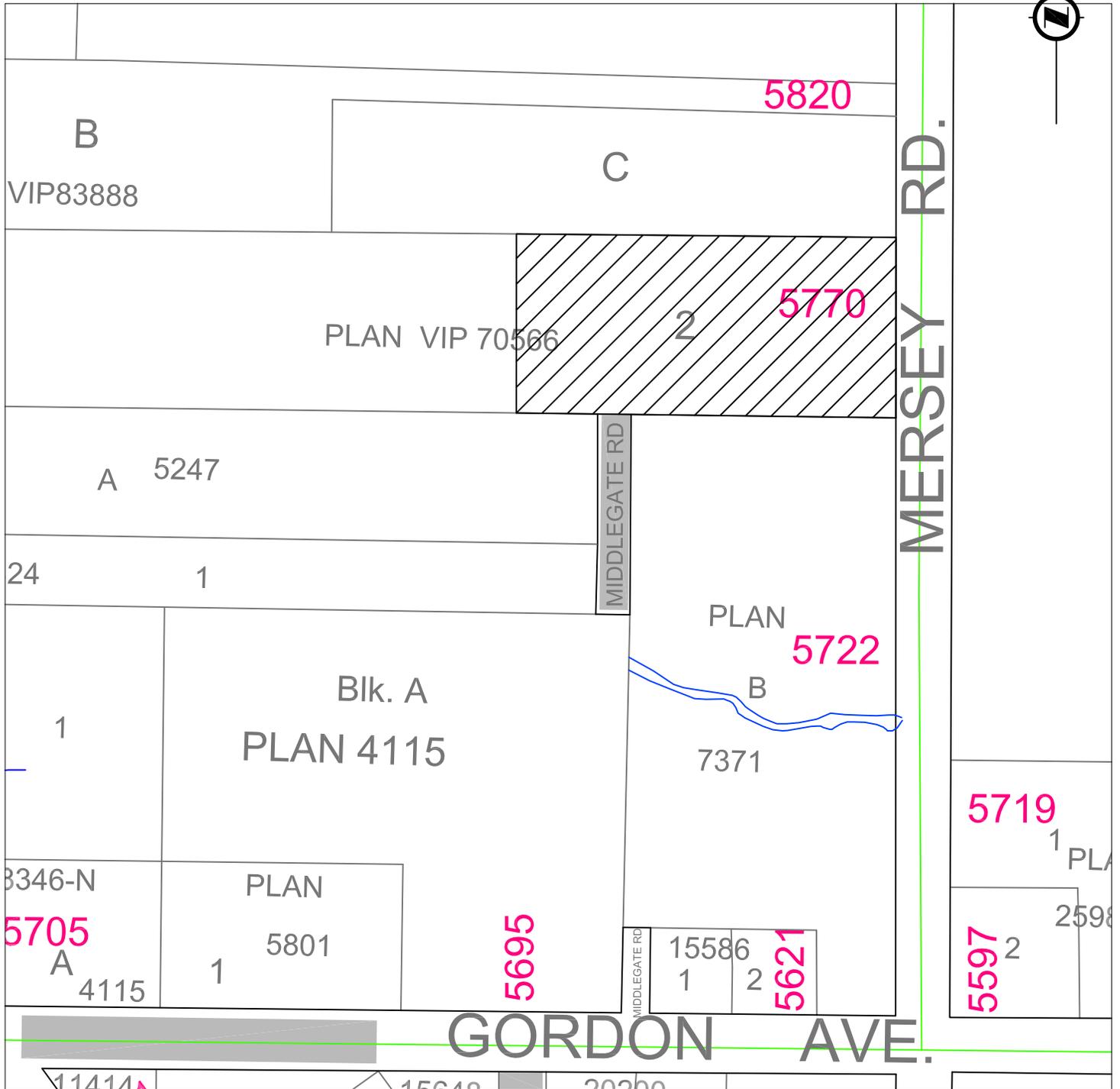
Adopted this XXX day of XXX, 2013

Russell Dyson, CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1311



Legal Description: LOT 2, DISTRICT LOT 22, ALBERNI DISTRICT, PLAN VIP70566.



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

1:2000





Development Variance Application

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

Date: June 17, 2013

Application: DVF13002

Applicant(s): Sarah Henshall and Jason Ridinger

Legal Description: PARCEL A of LOT 6, DISTRICT LOT 18, PLAN 7319

Location: 5238 Athol Road

Electoral Area: Area "F" (Cherry Creek)

Recommendation: That the Regional Board:

- 1) Receive the staff report; and
 - 2) Pass a resolution to consider issuing a Development Variance of Section 6.5 2 c) ii), of the Alberni-Clayoquot Regional District Zoning Bylaw No. 15 to vary the required side yard setback in the Small Holdings (A1) District from 4.57 metres (15 feet) to 1.43 metres (4.7 feet) to allow for the construction of a second storey to the existing garage subject to:
 - 1/ the maximum height for the garage being 13 feet, measured at mid-truss; and
 - 2/ the roof overhang being limited to 24 inches with gutters installed.
-

Procedure: Prior to the issuance of a Development Variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board either issues or considers denying the Development Variance permit.

Applicant's Intention: The applicant wishes to obtain a development variance to allow a second storey that has been added to existing garage. The garage is located within the current side

DVF13002

yard setback.

Observations:

The applicant has started construction of a second story addition to the existing house. This addition would not increase the foot print of the existing house; however, a variance is required as the change in roof structure increases the non-conformity of the garage.

i. Property Description:

This property is 60 feet by 330.33 feet, 0.455 acres (0.18 hectares) in area. One single family dwelling is located on the east side of the property fronting on Athol Road. A garage is located behind the house near the north property line.

ii. Services:

- a) **Sewage Disposal:** on-site sewage
- b) **Water Supply:** Cherry Creek Water System
- c) **Fire Protection:** Cherry Creek Volunteer Fire Department
- d) **Access:** Athol Road

iii. Existing Planning Policies Affecting the Site

- A. **Agricultural Land Reserve:** Not within the ALR
- B. **Official Community Plan:** The Cherry Creek Official Community Plan designates the site as Residential.
- C. **Zoning:** Small Holdings (A1) District.

A1 District requires:	
Minimum Lot Area:	2 acres
Minimum Lot Width:	165 feet
Minimum Setbacks:	
Front:	25 feet
Rear:	30 feet
Side:	5 feet
Maximum Height:	35 feet

The side yard setback for an accessory building is 15 feet and the maximum height is 20 feet in all "A" zones.

Comments:

This application is for a side yard variance setback for an accessory building, to allow for the addition of a second storey to be built above the existing garage. The location of the garage is legal non-conforming and while the *Local Government Act* allows repairs, extensions or alterations to buildings that are legally non-conforming as to siting, so long as the extension

involves no further contravention of the bylaw, adding a new storage area and increasing the height, without a variance, constitutes a further contravention of the bylaw.

The addition was partially completed when it was brought to the attention of Regional District staff.

As this property is legal non-conforming in both, area and lot width, staff recommends a variance for the garage modification that would meet the accessory building height and side yard setbacks in an RA1 zone. The rationale in this approach is based on the lot size. This lot is only 60 wide and 0.45 of an acre in area. A1 zoning requires lots to be 165 feet in width and 2 acres in area. The reason the accessory building side yard setback is 15 in "A" zones is that the maximum height is 20 feet rather than the 12 feet maximum height permitted in "R" zones.

It is important to note that the footprint has not and will not be increased.

Options:

In reviewing this application staff looked at three options:

- 1/ Varying the side yard setback and leaving the height at the current 18 feet.
- 2/ Varying the side yard setback only if the owner agrees to lower the height of the accessory building to 13 feet.
- 3/ Deny the variance request.

Staff recommends option 2.

Prepared by:



Mike Irg, Manager of Planning & Development

Reviewed by:



Wendy Thomson, Chief Administrative Officer



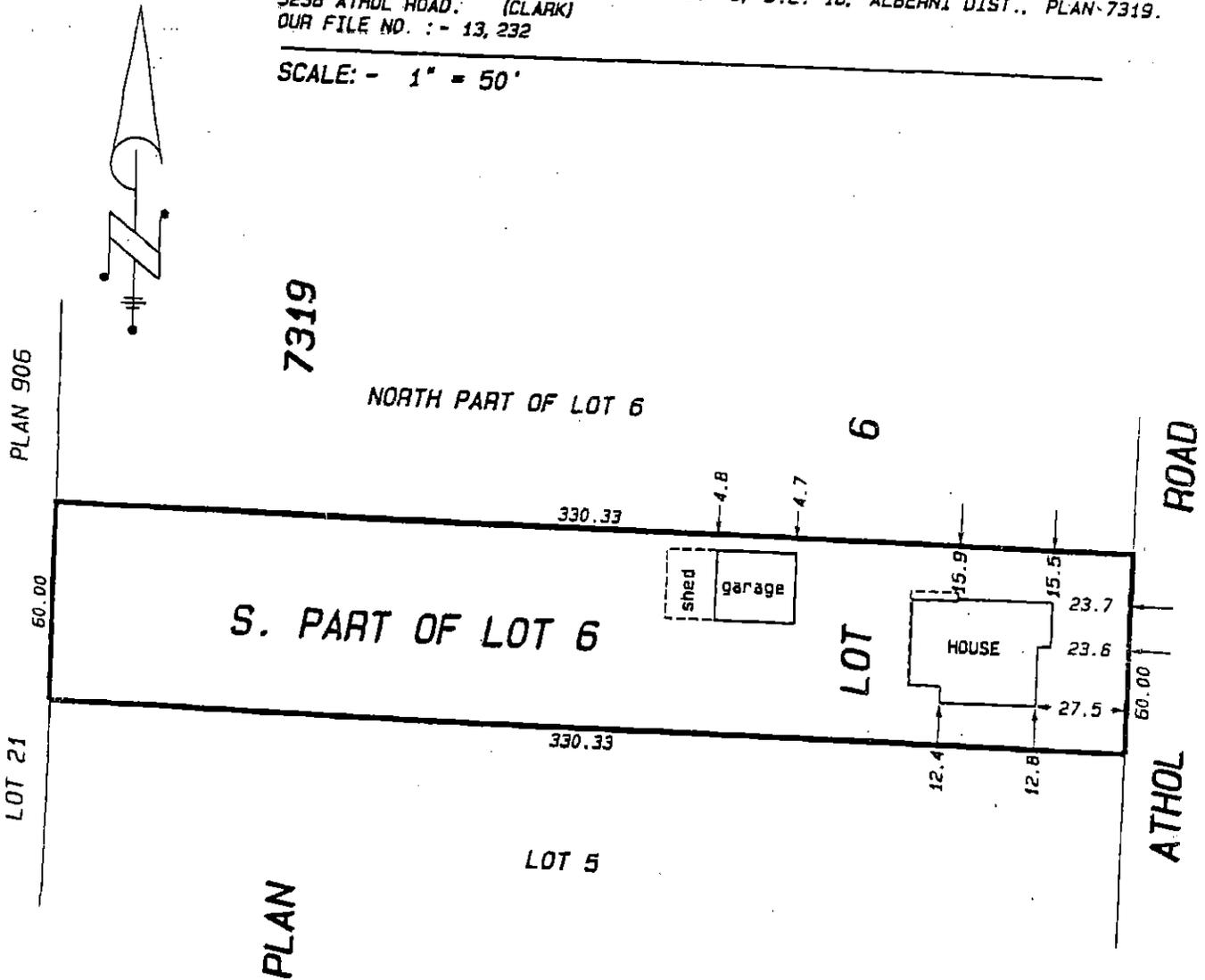


MS. S. CLARK,
5238 ATHOL ROAD,
PORT ALBERNI, B.C.

DEAR MADAM:

RE: HOUSE CONSTRUCTED ON SOUTH PART OF LOT 6, D.L. 18, ALBERNI DIST., PLAN-7319.
5238 ATHOL ROAD. (CLARK)
OUR FILE NO. :- 13, 232

SCALE: - 1" = 50'



© 1994 THIS DOCUMENT IS NOT VALID UNLESS ORIGINALLY SIGNED AND SEALED

CERTIFIED CORRECT THIS 1ST DAY OF FEBRUARY, 2000.

[Signature] B.C.L.S.

NOTE: - The measurements shown are the shortest distances between the foundation of the building and the adjacent boundaries of the parcel. This document is not intended for property line re-establishment and we accept no responsibility for unauthorized use.

SUBJECT PROPERTY

A2

L.18

C7

A1

A2

A1

A1

C4

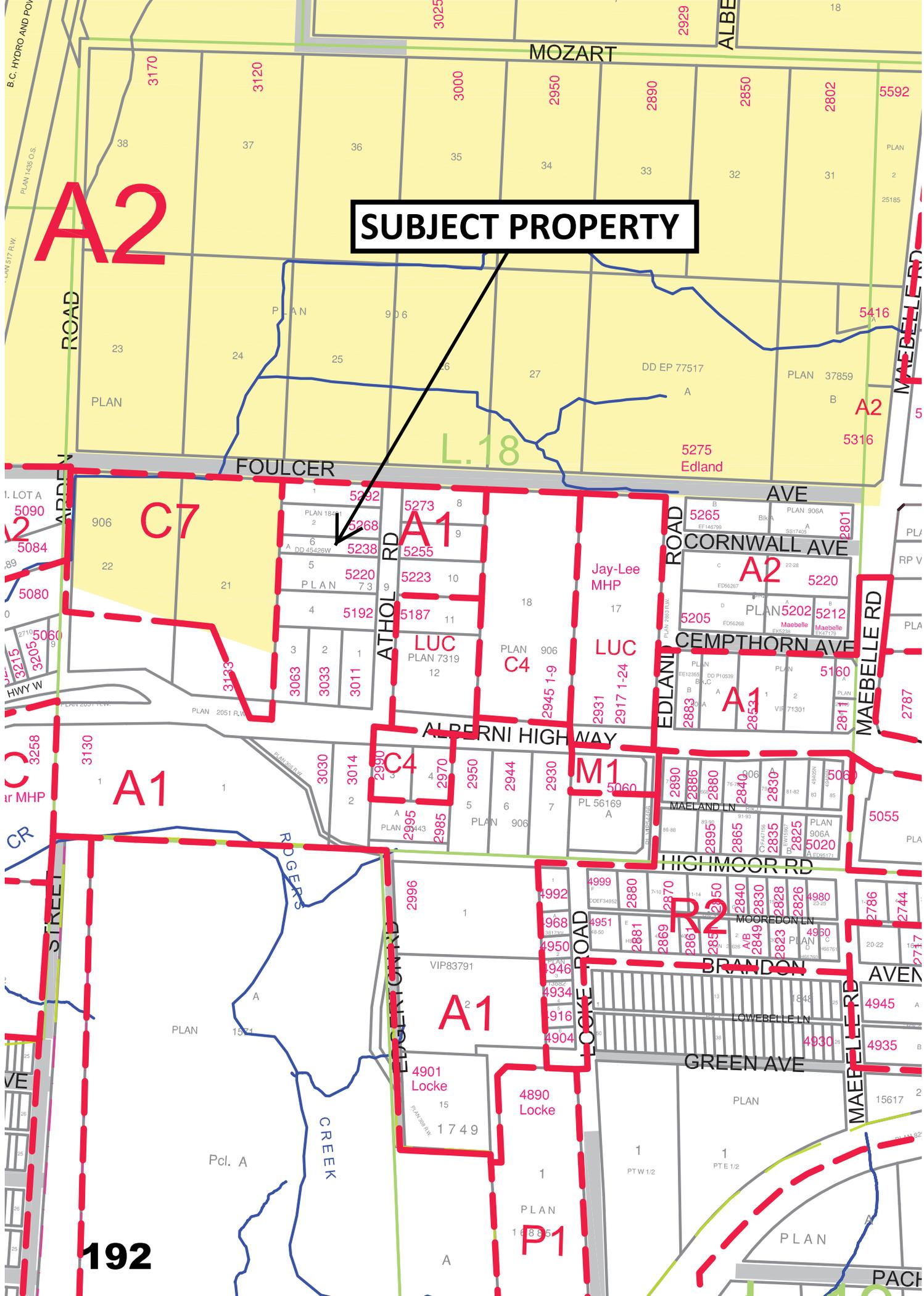
M1

R2

A1

P1

192





Development Variance Application

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

Date: June 14, 2013

Application: DVF13003

Applicant(s): Ken Wilson & Trisha Gunderson, Jim McManus (agent)

Legal Description: LOT A, DISTRICT LOT 271, ALBERNI DISTRICT, PLAN VIP84862

Location: 610 Franklin River Road

Electoral Area: Area "F" (Cherry Creek)

Applicant's Intention: The property owners are applying to subdivide their property into two lots with proposed Lot 1 being 2.025 hectares (5.0 acres) in size and proposed Lot 2 being 2.535 hectares (6.26 acres) in size. Lot 1 does not comply with the minimum lot width requirement in the A2 zone and requires a development variance prior to final approval of the subdivision.

Recommendation: That the Regional Board:

- 1) Receive the staff report; and
- 2) Pass a resolution to consider issuing a development variance of Section 200 – Schedule No. II – Bulk and Site Regulations to vary the required lot width in the Rural (A2) District from 330 feet to 302 feet for Lot 1 as shown on proposed subdivision plan dated February 14, 2013.

Procedure: Prior to the issuance of a Development Variance permit, the Board must first pass a resolution to consider issuing the permit. Staff then notifies neighbouring property owners and tenants to afford them the opportunity to make written or verbal submissions to the Board. At the subsequent meeting, the Board either issues or considers denying the Development Variance permit.

DVF13003

Observations:

- i. **Property Description:** The property is 11.26 acres in total. There is an existing single family dwelling and a detached garage located at the rear of the property. There is a long access driveway that travels throughout the property connecting the house and garage with the road. The property slopes up sharply from the road and then generally upward until it increases sharply again closer to the rear of the property. The property is mostly treed with second growth timber except for the area immediately surrounding the house and garage.

- ii. **Services:**
 - a) **Sewage Disposal:** On-site sewage disposal.

 - b) **Water Supply:** The property is currently serviced by a well. Several of the properties along Franklin River Road have agreements with the City of Port Alberni for water service. The applicants have the option to either enter into a water service agreement with the City of Port Alberni to provide water to the vacant proposed Lot 1 or drill a second well to service this parcel. The existing well is expected to remain on proposed Lot 2.

 - c) **Fire Protection:** The property is located within the Franklin River Road Fire Protection Service Area which contracts the City of Port Alberni Fire Department for fire protection.

 - d) **Access:** Road access is provided to the property off Franklin River Road. The driveway initially slopes sharply away from the road and is constructed along a stretch of the road that provides reasonable sightlines for vehicles entering and leaving the property. While proposed Lot 2 has a 10 metre wide panhandle to provide legal access to Franklin River Road, it is the applicants intention to enter into an easement over proposed Lot 1 to allow both parcels to use the existing driveway.

- iii. **Existing Planning Policies Affecting the Site**
 - A. **Agricultural Land Reserve:** Not within the ALR.

 - B. **Official Community Plan:** The Cherry Creek Official Community Plan designates the property as "Rural Use". Policy 8.2.1 of the OCP states that it is the Regional District's policy to maintain a minimum lot size of 2 hectares in areas designated as Rural.

 - C. **Zoning:** The property is zoned Rural (A2) District. The property was rezoned from Forest Rural (A3) District to Rural (A2) District in 2012/2013 in order to facilitate the proposed subdivision.

A2 District requires:	
Minimum Lot Area:	5 acres
Minimum Lot Width:	330 feet
Minimum Setbacks:	
Front:	50 feet
Rear:	30 feet
Side:	15 feet

The proposed subdivision layout attached to this staff report shows two parcels. Proposed Lot 2 is 101.1 metres (331.7 metres) wide which complies with the required minimum lot width in the A2 zone. Proposed Lot 1 does not meet the minimum width requirement due to the panhandle required for access to Lot 2.

The Zoning Bylaw defines lot width as “the mean horizontal distance between side lot lines measured at right angles to the lot depth”. As the lot shape is slightly irregular due to the widening of the panhandle as it connects with Franklin River Road, an average lot width was calculated at several points along the depth of the property. The average lot width of Lot 1 was determined to be 302 feet.

As a condition of subdivision approval, a development variance is required to vary the required lot width in the A2 zone from 330 feet to 302 feet for proposed Lot 1.

Comments: This development variance is required as a condition of subdivision approval of the property which was rezoned from Forest Rural (A3) District to Rural (A2) District in anticipation of the subdivision application. Planning staff is supportive of the variance application as it is a minor variance and will allow the subdivision to proceed.

The 2 hectare (5 acre) density is supported in the Rural Use designation in the Cherry Creek Official Community Plan which was adopted in 2012 and extended to include the Cox Lake area within the OCP boundaries.

Prepared by: 
 Alex Dyer, Planner

Reviewed by: 
 Russell Dyson, Chief Administrative Officer

PLAN OF PROPOSED SUBDIVISION OF LOT A, DISTRICT LOT 271, ALBERNI DISTRICT, PLAN VIP84862

B.C.G.S. 92F.027

TOTAL AREA OF SUBDIVISION = 4.56 ha.
 AREA OF LOT 1 = 2.025 ha.
 AREA OF LOT 2 = 2.535 ha. less ("panhandles") 2170 m² = 2.32ha.

Owner - subdividor: - Ken Wilson
 Agent - Jim McManus



NOTE: - Intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1 : 1,250.

196

LEGEND: -
 denotes Standard iron post found
 denotes control hub (spike) placed
 denotes testhole

DL 271

LOT 1
 PLAN VIP74242

236.1

LOT 1
 AREA=2.025ha.
 PERIMETER=626.0m

LOT 2
 AREA=2.535ha. (see above)
 PERIMETER= 1,101.6m

LOT PLAN

A
 VIP84862

LOT B
 PLAN VIP84862

342.5

BLOCK
 1206

PORT ALBERNI - BAMFIELD ROAD

225.0

71.5

a=19.0

a=22.8

30.0

50.0

77.1

120.2

10.0

92.1

sewer

sewer

DRIVEWAY

DRIVEWAY

101.1

HOUSE
 foundation

Garage

approx.
 location of
 existing
 field

TESTHOLES

TESTHOLES

TESTHOLES

26.1

45.0

70.0

101.1

120.2

170.0

217.0

225.0

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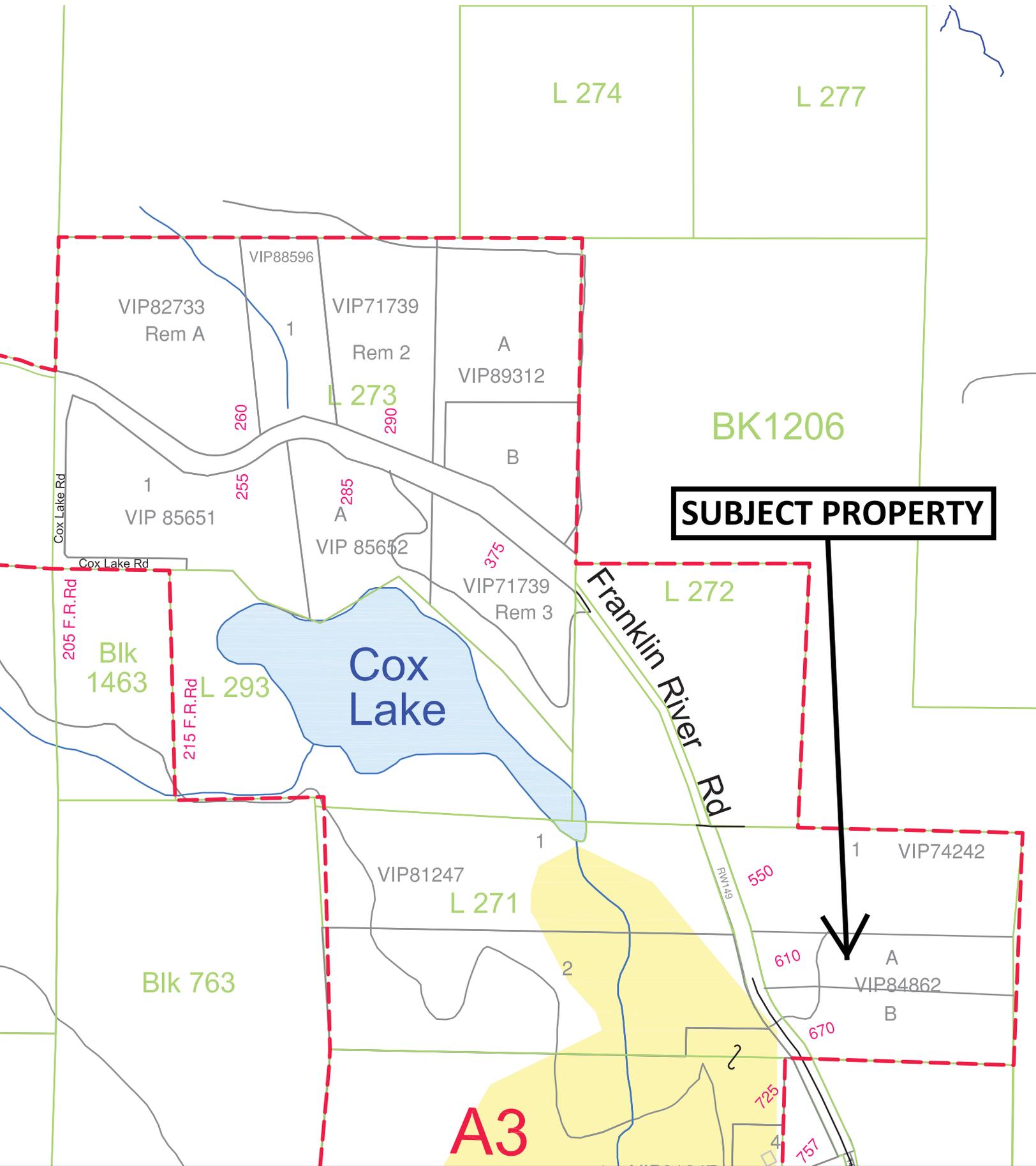
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258.1

269.1

AMENDED: - FEBRUARY 14, 2013

ACRES & POLLOCK,
 B.C. LAND SURVEYORS,
 PORT ALBERNI, B.C.,
 PHONE: - 250 723 5412,
 EMAIL: - apb@slsbc.com.ca
 FILE: - 15450
 DATE: - JANUARY 25, 2013.



SUBJECT PROPERTY



MEMORANDUM

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

From: Alex Dyer, Planner

Date: June 14, 2013

Subject: Subdivision Application SF13004 – Wilson
Parcel Frontage Waiver for Proposed Subdivision of LOT A, DISTRICT LOT 271,
ALBERNI DISTRICT, PLAN VIP84862. (610 Franklin River Road)

Background

The property owners are applying to subdivide the property located at 610 Franklin River Road in the Cox Lake area into two (2) lots. The property was rezoned earlier in 2013 from Forest Rural (A3) District to Rural (A2) District in order to facilitate the proposed subdivision. The subdivision layout shows both properties fronting onto Franklin River Road with legal access to Lot 1 containing the existing house and shop via 10 metre wide panhandle.

While the legal access to Lot 1 will be via panhandle, the practical access will be via easement over the existing driveway which is built over a portion of proposed Lot 2. Due to the topography of the land and the safety concerns with an additional driveway access on Franklin River Road which sees a lot of industrial traffic, the driveway easement to provide access to both parcels is more favourable.

Proposed Lot 1 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. As proposed, Lot 1 will have 2.1% of its perimeter fronting onto Franklin River Road.

In this case, a panhandle access to proposed Lot 1 is more favourable than a dedicated public road access as there does not appear to be an immediate need for public road access through the property in the near future. Should the property wish to subdivide in the future, the 10 metre wide panhandle could be dedicated as road at that time.

SF13004

Page | 1

Recommendation

Staff recommends that the Regional Board waive the 10% road frontage requirement for Lot 1 of the proposed subdivision.

Prepared by: 
Alex Dyer, Planner

Reviewed by: 
Russell Dyson, Chief Administrative Officer

PLAN OF PROPOSED SUBDIVISION OF LOT A, DISTRICT LOT 271, ALBERNI DISTRICT, PLAN VIP84862

B.C.G.S. 92F.027

TOTAL AREA OF SUBDIVISION = 4.56 ha.
 AREA OF LOT 1 = 2.025 ha.
 AREA OF LOT 2 = 2.535 ha. less ("panhandle") 2170 m² = 2.32ha.

Owner - subdivisor: - Ken Wilson
 Agent - Jim McManus



NOTE: - Intended plot size of this plan is 432mm in width by 280mm in height (B size) when plotted at a scale of 1 : 1,250.

LEGEND: -

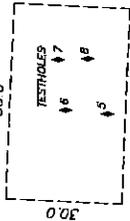
- denotes Standard iron post found
- △ denotes control hub (spike) placed
- ↑ denotes testhole

DL 271

LOT 1
 PLAN VIP74242

LOT 1

AREA=2.025ha.
 PERIMETER=626.0m



225.0

PORT ALBERNI - BAMFIELD ROAD

LOT 2

AREA=2.535ha. (see above)
 PERIMETER= 1,101.6m

A
 VIP84862

LOT PLAN

DRIVEWAY

sewer

71.5

77.1

86.6

92.1

101.1

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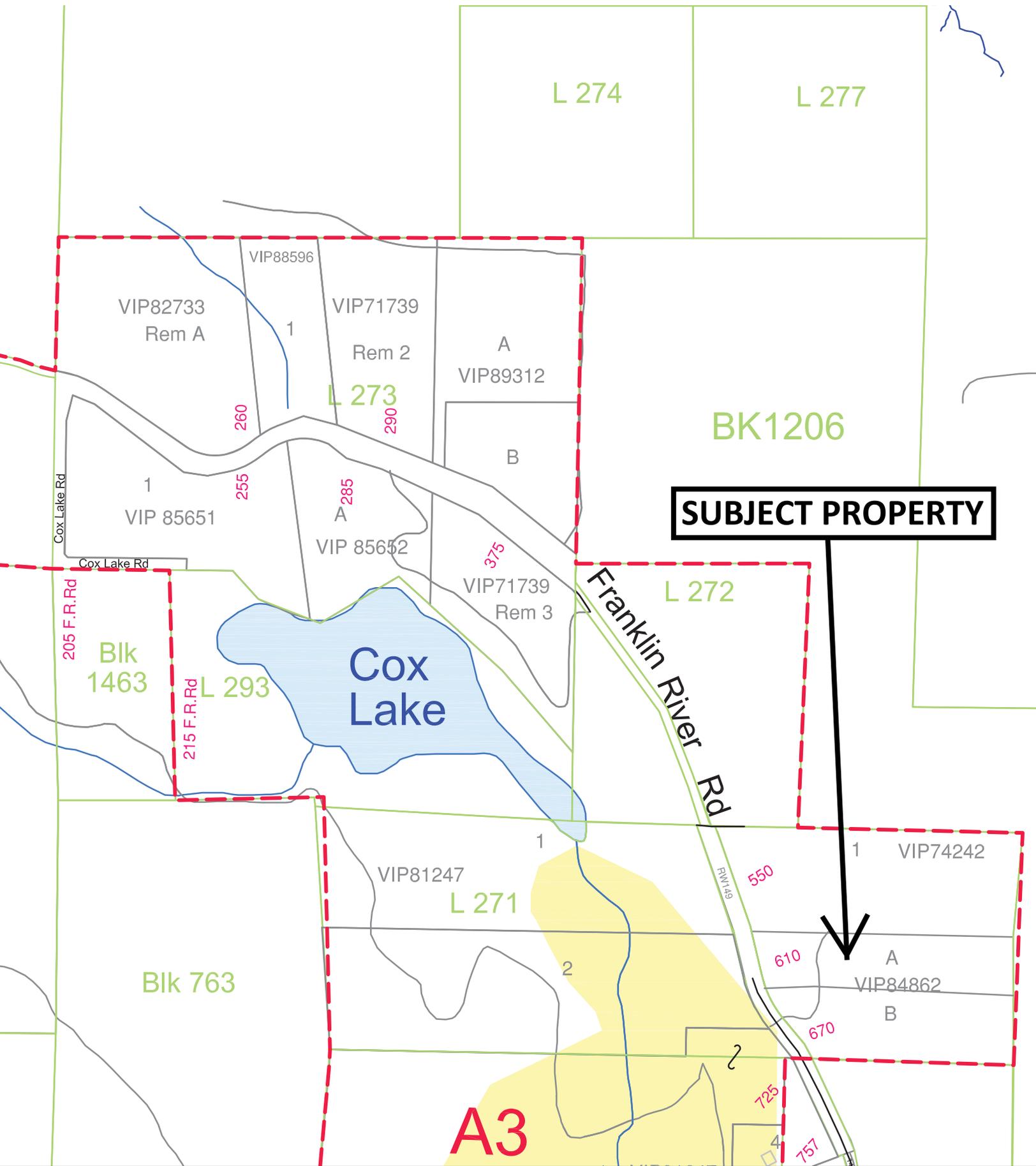
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120



SUBJECT PROPERTY

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of June 21, 2013

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Feb. 6/12 WC Comm	Proceed with plan for the water landing strip at the LB Airport re use – Advise Atleo & Tofino Air	Russell	Status reviewed with West Coast Comm. Project ongoing
2.	Nov. 4/12 Board	Explore the conduct of a Transit Feasibility Study for the region	Russell/ Tanis	Consultant hired
3.	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
4.	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	July 24 th Board Meeting
5.	Feb. 27 th 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	Water main tendered – water agreement discussions ongoing
6.	April 10 WC Committee	Arrange a meeting with Chris Bird, President and representatives of the Long Beach Recreation Cooperative	Russell	Waiting for their AGM in June
7.	May 13 th WC Comm	Invite land clearing contractors on the West Coast including Gibson Brothers, Action and Crow to the next WC Comm meeting to discuss options for disposing of land clearing waste on the WC	Wendy	Arranging
8.	May 21 st Transp. Comm	Request a meeting with the new Minister of Transportation as soon as the new Minister is appointed by the Province regarding the new highway 4 connector	Russell	Letter sent to new Minister Stone
9.	May 22 Board	Board of Directors of the Alberni-Clayoquot Regional District declare 2013 as the year of reconciliation within the Alberni-Clayoquot Regional District and invite an ambassador of Reconciliation Canada to attend the Regional District as a delegation to inform the Regional District Board about reconciliation and the impact of IRS within the region – Advise and invite	Russell	Joint reconciliation session held on June 17 th

#	Date	Action Item	Assigned to	Target Date/Update
10.	June 12 th Board	Through the ACRD Chair gather more information from the Province regarding the Tsunami Debris Plan to share with First Nations, local government, AVICC and UBCM	Russell	Further information requested
11.	June 12 th Board	Request a meeting with the with the appropriate Minister to discuss the Province's Tsunami Debris Plan	Russell	Meeting requested
12.	June 12 th Board	The Board approved entering into an agreement with School District No. 70 to conduct their by-election in the fall for West Coast – Advise SD #70	Wendy/ Shelli	Done
13.	June 12 th Board	Send a letter to the Sproat Lake Water Sports Association thanking them for more than 40 years of work in the community providing water sports activities at Sproat Lake	Wendy	Drafting
14.	June 12 th Board	Forward a letter to Telus thanking them for investing \$12 million in Port Alberni wiring homes directly to fibre optic cable increasing internet speeds	Wendy	Drafting
15.	June 12 th Board	The Board of Directors renewed the contract with Tanis Dagert, Alberni-Clayoquot Health Network Coordinator for a one year term commencing July 1, 2013 in the amount of \$55,000.00 including taxes, travel and expenses – Renew with Tanis	Wendy	Done
16.	June 12 th Hospital District	Follow-up on the letter to VIHA regarding Ambulance Service for Bamfield	Wendy	Response received – July Hosp. Dist. Agenda
Finance Department				
17.	July 25/12 Board	Review the ACRD's Purchasing/Tendering Policy and investigate options for flexibility in awarding tenders to local contractors/ bidders	Teri	Initial background underway
18.	June 12 th Board	The Board of Directors approved the 2012 Financial Statements for the Alberni-Clayoquot Regional District and the Alberni-Clayoquot Regional Hospital District as presented by Don Jones, Duncan Sabine Collyer Partners – Forward to appropriate agencies	Teri	Done
19.	June 12 th Board	The Board of Directors gave four readings to the bylaw cited as "R1021-3, Garbage and Recyclable Materials Collection Amendment, 2013 – Prepare for signatures and implement bylaw	Teri	Done
20.	June 12 th Board	The Board gave four readings to Bylaw "R1006-5, Alberni Valley Landfill Tipping Fee Amendment, 2013" – Prepare for signatures and implement bylaw	Teri	Done

#	Date	Action Item	Assigned to	Target Date/Update
21.	June 12 th Board	The Board gave four readings to Bylaw "R1010-3, West Coast Landfill Tipping Fee Amendment, 2013 – Prepare for signatures and implement bylaw	Teri	Done
22.	June 12 th Board	The Board of Directors awarded the fabrication of the China Creek Foot Bridge to Kamma & Blake Industries Ltd in the amount of \$13,308.75 plus GST/PST – Award contract	Teri	In progress
23.	June 12 th Board	The Board of Directors awarded the construction and installation of the China Creek Foot Bridge crossing to Coastal Bridge & Construction Ltd in the amount of \$25,953.00 plus GST – Award contract	Teri	In progress
Environmental Services Department				
24.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
25.	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
26.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress
27.	April 11/12 BD	Investigate options for dumping land clearing debris on the West Coast	Andy	In Progress
28.	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
29.	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
30.	Oct. 10/12 Board	The Board allocated \$36,500.00 of Gas Tax funding for the Bamfield Water Chlorination project	Andy	Projects being constructed
31.	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
32.	May 15 th AV Comm	Work with the City Economic Development Officer on an informational open house in the terminal building at the AV Airport for the Alberni Flying Club Open House Jun. 23/13	Andy/ Lori	In progress

#	Date	Action Item	Assigned to	Target Date/Update
33.	May 15 th AV Comm	Develop a proposal for consulting services to conduct a business case for capital improvements at the AV Airport with the process to include consultation with current and potential users at the Airport	Andy/ Mark	In progress
34.	May 22 Board	The Board of Directors agree to purchase a 2013 Diamond 3-Point Hitch Boom Mower from Prairie Coast Equipment for \$38,700.00 plus taxes – Proceed with purchase	Andy	In progress
35.	May 22 Board	The Board of Directors agreed to hire Simpson Geotechnical Ltd. to conduct a geotechnical assessment on the proposed site of the West Coast Multiplex for an estimated fee of \$13,970 plus GST, which includes the estimated disbursements for the drill rig and skid road construction – Award and proceed with project	Andy	Project in progress
36.	May 22 nd Board	Obtain quotes for a GPS for the AV Airport and confer with the Port Authority to participate and contribute	Andy	In progress
37.	May 22 nd Board	The Board of Directors passed a resolution to request an extension to September 30, 2013 from the Vancouver Island Health Authority (VIHA) to submit an implementation strategy for the Beaver Creek Water System outlining how the ACRD intends to meet the Drinking Water Treatment Objects (Microbiological) for Surface Water Supplies in BC – Proceed with request	Andy	Submitted
38.	June 12 th Board	The Board of Directors renewed the Ministry of Forests, Lands and Natural Resources lease for their Wildfire Operations base facility located at the Alberni Valley Regional Airport for a 3 year term commencing September 1, 2013 and expiring August 31, 2016 for the annual rent of \$5,113.29 per year plus GST – Renew lease	Andy/ Janice	Done
39.	June 12 th Board	The Board of Directors awarded the Beaver Creek Firehall Seismic Upgrade tender to J. Robbins Construction in the amount of \$235,785 excluding GST – Award contract and proceed with project	Andy	Project proceeding
Planning Department				
40.	June 1/09	East Bamfield Parking Plan	Mike	Part of OCP review in 2013
41.	June 1/09	Bamfield OCP Review	Mike	Out to agencies for review

#	Date	Action Item	Assigned to	Target Date/Update
42.	May 13/10 WC	Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course	Mike	Investigating
43.	n/a	Airport Zone Bylaw – Long Beach Airport	Mike	Ongoing
44.	n/a	Sproat Lake OCP Review	Mike	First reading June – Out to agencies
45.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	Working with Agricultural Development Committee
46.	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
47.	April 10 WC Committee	Arrange a meeting with TFN regarding outstanding issues with regards to water and zoning of airport lands	Mike	Organizing
48.	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
49.	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	Working with Hall Society
50.	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
51.	March 13 th 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 June
52.	May 15 th AV Comm	Refer the agricultural priorities raised by the City Economic Development Manager to the Agricultural Development Committee to identify recommendations for the Alberni Valley	Mike	June

#	Date	Action Item	Assigned to	Target Date/Update
53.	June 12 th Board	Investigate the correspondence from the Corporation of the Village of Cumberland inviting the promotion of pollination in the region by introducing mason bees into public places	Mike	Done
54.	June 12 th Board	Bylaw R1024 cited as the "Sproat Lake Noise Control Bylaw, 2013 was adopted by the Board – prepare for signatures and implement the bylaw	Alex	Done
55.	June 12 th Board	The Board of Directors authorized the Chief Administrative Officer to enter into a covenant restricting the use of the land shown on Plan EPP20873 – Great Central Lake Holdings – Prepare covenant for signatures	Mike	Done
56.	June 12 th Board	The Board of Directors appointed the following people to the Regional Parks Plan Steering Committee: Libby Avis, Barb Baker, Brian Callender, Harold Carlson, Judy Carlson, Richard Kudra and Emma Neill, Matt Kupnicki and 2 West Coast Reps (TBA) – Advise appointees	Mike	Done

Issued: June 21, 2013



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
July 2013**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Tuesday, July 9 th	Alberni-Clayoquot Transportation Committee	9:00 am – Regional District Board Room	Committee, Russell, Robert G.
Wednesday, July 10 th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Senior Staff
	Regional Hospital District Meeting	Immediately following above	Directors, Senior Staff
Wednesday, July 24 th	Board of Directors Meeting	1:30 pm – Regional District Board Room	Directors, Senior Staff

Issued: June 21, 2013

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
MAY, 2013**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family					1	85,000	2	375,318	1	350,000			4	810,318
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens							1	500,000					1	500,000
Commercial							2	1,600,000					2	1,600,000
Institutional													0	0
Industrial													0	0
Miscellenaous					1	5,000			1	50,000			2	55,000
Totals	0	0	0	0	2	90,000	5	2,475,318	2	400,000	0	0	9	2,965,318

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
MAY, 2013 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	0	0	2	192,527	4	1,125,318	2	800,000	1	278,264	9	2,396,109
Mobile Homes	0	0	0	0	0	0	1	2,500	1	10,000	1	10,000	3	22,500
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	0	0	1	4,000	2	503,000	1	103,000	2	11,500	6	621,500
Commercial	0	0	0	0	0	0	2	1,600,000	0	0	0	0	2	1,600,000
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Miscellenaous	0	0	0	0	1	5,000	1	4,000	7	323,332	2	60,000	11	392,332
Totals	0	0	0	0	4	201,527	10	3,234,818	11	1,236,332	6	359,764	31	5,032,441

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		1		3		4	32

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2012	33	2,484,000	92	9,011,700					
2011	60	4,292,042	120	9,221,498					
2010	65	10,682,812	149	21,524,170					
2009	41	4,073,709	123	11,302,380	1999	4	544,660	80	3,348,092
2008	58	5,846,304	147	22,682,130	1998	10	352,980	75	3,320,890
2007	54	4,675,576	163	15,007,877	1997	11	301,800	104	10,025,166
2006	20	2,180,540	161	15,909,705	1996	10	681,000	128	9,050,554
2005	23	3,668,510	138	12,962,379	1995	11	1,062,000	116	9,641,300
2004	16	2,535,906	133	11,036,854	1994	20	1,151,000	151	7,915,500
2003	7	1,695,380	97	6,925,356	1993	24	1,667,000	167	10,864,000
2002	7	116,952	76	2,986,134	1992	14	614,000	173	11,192,500
2001	5	375,314	89	5,790,126	1991	7	463,520	126	7,155,120
2000	4	63,279	88	4,095,339	1990	6	1,068,800	118	6,323,900



	2013 YEAR TO DATE ACTUAL	2013 ANNUAL BUDGET	PERCENTAGE OF BUDGET
REVENUE			
Tax requisition	\$ -	\$ 3,678,025	0.00%
Parcel taxes	-	881,655	0.00%
Grants in lieu of taxes	30,099	30,400	99.01%
Services provided to other governments	10,572	292,493	3.61%
Sale of services	1,227,097	3,398,800	36.10%
Other revenue	88,415	142,600	62.00%
Grants from other sources	149,669	2,205,483	6.79%
Surplus (deficit) from prior years	1,778,369	1,776,271	100.12%
Committed surplus from prior year	2,493,083	2,494,032	99.96%
Transfers between services	244,375	1,719,810	14.21%
	<hr/>		
SUBTOTAL	6,021,679	16,619,569	36.23%
<i>Transfers from Municipalities for</i>			
Municipal Finance Authority	\$ 387,197	\$ 648,591	59.70%
	<hr/>		
TOTAL REVENUE	\$ 6,408,876	\$ 17,268,160	37.11%

EXPENDITURES	2013 YEAR TO DATE ACTUAL	2013 ANNUAL BUDGET	PERCENTAGE OF BUDGET
All Members			
E911 Telephone System	260,781	266,000	98.04%
General Government Services	426,307	1,112,100	38.33%
Health Network	68,615	294,500	23.30%
Regional Parks	6,256	50,315	12.43%
Regional Planning	43,779	156,000	28.06%
Electoral Area's			
Building Inspection	158,996	260,000	61.15%
Electoral Area Administration	287,829	1,983,951	14.51%
Mgmt of Development - Rural Areas	105,011	372,000	28.23%
Vancouver Island Regional Library	188,560	378,000	49.88%
Alberni Valley			
Alberni Valley Emergency Planning	21,618	112,200	19.27%
Alberni Valley & Bamfield Waste Mgmt	610,554	2,482,200	24.60%
Alberni Valley Regional Airport	41,299	155,000	26.64%
Alberni Valley Water Study	-	10,750	0.00%
Custom Transit	158,592	443,000	35.80%
West Coast			
Long Beach Airport	81,470	1,861,234	4.38%
West Coast Emergency Planning	7,366	14,771	49.87%
West Coast Waste Mgmt	327,795	908,200	36.09%
City of Port Alberni			
Port Alberni Arena	833	237,550	0.35%
Bamfield			
Bamfield Community Park	340	6,100	5.57%
Bamfield Volunteer Fire Dept	15,226	118,293	12.87%
Bamfield Water System	50,401	675,512	7.46%
Beaufort			
Mountain Ranch Rd Fire Protection	42	2,617	1.60%
Long Beach			
Millstream Water System	15,017	151,860	9.89%
Salmon Beach Garbage	3,763	25,150	14.96%
Salmon Beach Power Distribution	15,313	74,496	20.56%
Salmon Beach Recreation	8,539	35,450	24.09%
Salmon Beach Security	14,466	53,750	26.91%
Salmon Beach Sewage	21,565	62,850	34.31%
Salmon Beach Transportation	41,103	154,600	26.59%
Salmon Beach Water	4,283	14,050	30.48%
South Long Beach Bike Path	42	7,200	0.58%
South Long Beach Community Park	-	7,500	0.00%
South Long Beach Fire Protection	83	14,000	0.59%
South Long Beach Street Lighting	253	810	31.23%
Sproat Lake			
Sproat Lake Animal Control	168	3,100	5.42%
Sproat Lake Arena	42	32,136	0.13%
Sproat Lake Community Park	11,232	166,863	6.73%
Sproat Lake Noise Control	6,506	33,000	19.72%
Sproat Lake Volunteer Fire Department	6,531	427,466	1.53%
Beaver Creek			
Arvay Rd Street Lighting	407	1,300	31.31%
Beaver Creek Animal Control	168	3,000	5.60%
Beaver Creek Community Park	-	10,100	0.00%
Beaver Creek Arena	42	24,735	0.17%
Beaver Creek Noise Control	168	2,100	8.00%
Beaver Creek Volunteer Fire Department	73,214	247,800	29.55%
Beaver Creek Water System	467,406	2,016,974	23.17%
Granville Rd Fire Protection	42	1,241	3.38%
Cherry Creek			
Cherry Creek Arena	42	20,654	0.20%
Cherry Creek Noise Control	167	2,100	7.95%
Franklin River Rd Fire Protection	4,651	11,100	41.90%
Grants-in-Aid	4,427	330,742	1.34%
	2,596,576	15,836,420	16.40%
Transfers to Municipal Finance Authority on behalf of the Municipalities	387,197	648,591	59.70%
	\$ 2,983,773	\$ 16,485,011	18.10%

**ALBERNI – CLAYOQUOT
REGIONAL DISTRICT**

**EMERGENCY PLANNING
COMMITTEE**

REGULAR MEETING MINUTES

May 23, 2013

Port Alberni Fire Department

PRESENT: Ken Watson, CPA (chair); Laurie L'Heureux, ACRD;
Penny Cote, ACRD Sproat Lake; Mike Coady, RCMP; David Wiwchar, the Peak;
Charlie Starratt, BCFD; Dan Holder, ACRD; Tim Pley, PAFD; Cindy Solda,
ACRD; Bruce MacKenzie, Salvation Army; Mac Richards, RCMP; Rob Cole,
CPA; Mike Kokura, ACRD; Greg Roe, SD 70; Lisa Gallic, Tseshah FN; Brandi
Sam, Tseshah FN; Lynn Turner, Pete Aspinall, PAFD; Al Jones, AVRS; Chris
Jancowski, PAFD,
GUEST: Pete Geddes, retired Fire Chief, PAFD

REGRETS: Theresa Kingston, Russell Dyson, Rick Geddes, Bruce Patterson,
Guy Cicon, Dan Ranger

- ✓ The meeting was called to order at 1:30 pm by Ken Watson
- ✓ Introductions –
- ✓ The minutes of the last meeting on March 21 were adopted as presented.
- ✓ Old Business:
- ✓ New Business: Presentation: Emergency Kitchen demo – The World War II era emergency kitchen that has been stored until recently in the BCAS station was set up for the EPC to have a look at. Retired Port Alberni Fire Chief Pete Geddes was on hand to provide some of the history of the unit. It was originally stored in the basement of the old West Coast General Hospital at the same time as PEP (now EMBC) built the garage on 8th Ave

to house the NESS emergency bedding. As the kitchen is technically owned by EMBC, Laurie will speak with them before a decision is made on what to do with it. The group discussed its usefulness to the AV Emergency Program. Concerns included storage for the unit, maintenance costs, and efficiency and safety of the unit. The AV emergency program has providers in the Valley who can supply food in an emergency situation, namely the Salvation Army and local restaurants. The group also recognized the historical value of the kitchen. This item will be discussed at the next EPC meeting when Laurie will report on what EMBC sees happening with the unit.

CRU Update – The CRU is now stored at WCGH and is the property of BCAS. It is outfitted as a multi-casualty unit, but can be used for other functions as well. Alberni Towing moves it in an emergency for free. Any requests by groups for the use of the CRU should be directed to BCAS.

Tsunami 101 with EMBC: - On June 13, the director for EMBC will visit Port Alberni along with a seismologist to present a session on tsunami risk and recent updates to the notification process. All EPC members are encouraged to attend if possible. The session will be held at the Port Alberni Fire Hall on Thursday June 13 from 1:00 pm until approximately 3:00 pm. Please let Laurie know if you can attend.

✓ Agency Reports:

Port Alberni Fire Department: - The tsunami door to door campaign is underway again for the third year. The firefighters will visit residences in the inundation zone from Roger Creek to the south end of town. This year residents will be asked if they have a working smoke alarm in their home as well as the questions about tsunami awareness.

AVRS: - This past May long weekend was the first in many years without a call out.

Tseshah First Nation: - Laurie and Lisa will discuss offering CPR training. The draft emergency plan is developing a budget for materials.

ACRD: Sproat Lake: - Penny would like to collaborate with Tseshah on their emergency plan to share resources.

School District 70: - Welcome to Greg Roe, the new Operations Manager for SD 70. He is in the process of revamping the entire response plan and including new lockdown procedures.

CPA – engineering: The City has made application for funding to develop flood protection for Dry Creek Park. If it is successful, the project will begin in 2014.

CPA: - Everyone is encouraged to check out the virtual tsunami exhibit available at http://www.museevirtuel-virtualmuseum.ca/sgc-cms/histoires_de_chez_nous-community_memories/pm_v2.php?lg=English&ex=00000820&fl=0&id=exhibit_home

ACRD: - Next year is the 50th anniversary of the 1064 tsunami that struck Port Alberni following a 9.2 earthquake in Alaska. Plans are beginning to mark the occasion with an exercise and other events.

Many thanks to the Port Alberni Fire Department for hosting this meeting, and to the duty crew for setting up the emergency kitchen for the EPC to view. We also appreciate the opportunity to see the quick response of the crew to emergency calls, and to see firsthand how and where a firefighter puts on his turnout gear!

Next meeting of the Alberni Valley Emergency Planning Committee will be **June 13th at the Port Alberni Fire Hall** immediately following the tsunami presentation by EMBC.

ALBERNI VALLEY CHAMBER OF COMMERCE

BOARD OF DIRECTOR'S MEETING

THURSDAY, June 20/13

MINUTES

CALL TO ORDER: Teresa called the meeting to order at 7:00am

IN ATTENDANCE:

- Peter Wienold, Cindy Solda, David McCormick, Kim Heeks, Charlene Patterson, Jan Lavertu, Jonathan Cross, Teresa Bird, Bill Collette, Les Toth, Gord Groves, Kevin Wright, Kris Patterson, Bob Kanngiesser, Hira Chopra, Darin Oscienny,
- Tardy: John Bennie,
- Regrets: Pat Deakin, Cherie Williams
- Absent: Matei Mateias, Matt Williamson, Neil Malbon, Knox Coupland, Mark Aussem

Teresa reminded all to think about our annual awards and fill in the ballot whenever they can.

ACCEPTANCE OF AGENDA with additions including: "Highway signage" – Jan, "Tax Revitalization" – Jan, "Shore Excursions for Nanaimo Cruise Ships" - Char

MOTION: Peter/Jan TO ACCEPT THE AGENDA. CARRIED

ACCEPTANCE OF MINUTES: - **MOTION: Jan/Kim TO ACCEPT THE MINUTES OF MAY 30TH. CARRIED**

OLD BUSINESS:

- **BOARD STRATEGY MEETING:** Teresa discussed the date options identifying that the previous thought conflicts with the BCCE meeting that Bill is to attend in Mid September. New date proposed is September 4/5 6:00pm – 9:00pm
- **LETTER TO ACRD RE GPS:** Included in package.
- **LETTER TO PORT AUTHORITY/CITY RE BREAKWATER:** Included in package. Dave indicated a 'thanks' for the letter saying the support was appreciated.
- **LETTER TO TRANSPORTATION COMMITTEE;** Included in report
- **HIGHWAY SIGNAGE (OLD BUSINESS):** Jan talked about the current signage on the highway comparing our product to those in place in other communities such as

Parksville. Presented an idea to consider the Annex'd property for signage and in turn lots of discussion around the whole matter. Discussion on branding the community, identifying our brand, location of signage, name to use ie: Port Alberni vs. Alberni Valley etc. Discussion on costs, who covers etc. It was determined that this matter must be moved over to the Sign Committee for their input and direction. Jan confirmed that we have brought up the need and must find a way to act on it.

NEW BUSINESS:

- **SUMMER WINE TASTING:** Bill brought up the fact that Chase and Warren would be interested in a community wine tasting event sometime this summer. Target would be through the Chamber of Commerce and ideally include a train ride to the vineyard. General consensus that this is an idea worth pursuing.
 - **ACTION:** Bill to followup with Chase and Warren determining a potential date and then seek community support for it.
- **SUMMER MEETING DATE:** Teresa advised of the Executive decision to target August 1st as the date for a summer meeting at 7:00am.
 - **ACTION:** Bill to put out an RSVP well in advance to determine interest and support of the meeting. Decision to hold it will depend on commitment to participate.
- **TAX REVITALIZATION:** Jan spoke of the tax increase implications for the Alberni Mall and how it has increased by approximately \$100,000. While nothing can be done about his situation or the other merchants in that mall he suggested that a strategy be put in place to create an environment where businesses who come in to Port Alberni be granted a tax hold at the current rate for two years or more to allow them the time to invest in the development vs. the tax increases. Jonathan spoke to the fact that current business may have a problem with that citing the concern of different tax policy for new vs. existing business. Hira spoke to the fact that by-laws are currently in place to assist up-town businesses and that if this is a direction the Chamber wishes to pursue that it must approach the City soon as they are already preparing their 2014 budgets. Teresa steered the conversation over to the Civic Affairs Committee indicating that the Lower Johnston area is another part of the city that is looking for tax relief. Kevin added that the North Port area has been approached by he and others from the South Port area and to this date there is a reluctance to cooperate or participate.
 - **ACTION:** Matter moved to Civic Affairs Committee
- **NANAIMO AREA SHORE EXCURSIONS VIA HAL:** Char advised that HAL are looking to secure more on vessel tour options that they can market to the younger demographic on board. She advised that both she and Neil are available to work with

interested tour operations to advise them how best to approach the cruise lines in order to get permission and access. Some discussion ensued surrounding this as some feel that a better approach is to be in the vicinity but not necessarily on 'board.' The rationale is that being an on board option can be seen as very expensive due to the commissions charged by the cruise lines.

- **ACTION:** Bill to discuss the idea of a training session with the tour operators run by Neil Malbon. Many of those companies are due in the Chamber Board Room on Monday, June 24th for a meeting covering different topics.

IN CAMERA SESSION:

REPORTS:

- **Presidents Report:** Teresa submitted her report on line but also spoke briefly on the Invest Alberni project. Less revenue but less cost as well. Some lessons learned by this one but overall a better product is being produced at this time.
- **Executive Director's Report:** Bill's report sent out in advance. Jonathan commented positively about the recently completed FAM tours for many hotels/motels etc. Char asked about B&B's to which Bill confirmed that they too had been visited. Char confirmed that she had not been included. Bill indicated that some are still ongoing and that he'd ensure that Char's Landing was included in the next wave.
 - **ACTION:** Bill to ensure that Char's Landing is visited by our VC staff members ASAP
- **TREASURERS REPORT:** No report received; Cherie away
- **COMMITTEE REPORTS**
 - **BUSINESS COMMITTEE:** Jan looking for participants in the committee. Confirmed that the objective of the committee is more along the retail sector vs. what the Civic Affairs Committee would be doing.
 - **SIGNAGE TASK FORCE:** All recommendations tabled for future discussion pending an analysis of current signage on the lot via discussion with ACRD. Teresa also brought up the issue between Chances Rim Rock and West Coast Hemp as both wish to be on the HQ sign. General consensus is to stay the course and allow legitimate businesses to advertise with us. Can't get involved in disputes of this nature. Both advertisers are welcome to participate at their choice.
 - **ACTION:** Bill to follow-up with Mike Irg regarding this and confirm with the board where we are at with respect to present signage on the lot.

- **ACTION:** Table recommendations to next meeting based on discussion and outcome of meeting with Mike Irg
 - **TRANSPORTATION COMMITTEE:** Per report from Neil
 - **YOUNG PROFESSIONALS:** Darin introduced himself as President of Young Professionals. Also confirmed that the group has spoken to ACRD about the signage coming into town but have not yet proceeded with any specific action. Informed the group of the event planned for Saturday night on the Francis Barkley; open to everyone at \$40.00 pp.
 - **JUNIOR ACHIEVEMENT:** Cherie away, no report
 - **MEMBERSHIP:** Bob, nothing to report other than comments from the member meeting last night. Really like to get some support and input on membership objectives, including fee structure.
 - **CIVIC AFFAIRS:** Nothing to report other than what was said last night where Bob asked for additional member participation.
 - **PAPA:** Dave thanked those that came out to the dedication date. A number of people based on the little food left over. Yesterday signed off on a contribution agreement for additional port activities. Noted that the AGM is Thursday, June 27th at the Lawn Bowling Club.
 - **UPTOWN MERCHANTS ASSOCIATION:** Kevin confirmed that they continue to pursue signage opportunities. Also updated on the articles being donated by Catalyst and how much of that will find its way to various areas of the city and put on display. Also looking at potential workshops to be put on through Catalyst to help educate the community on their business. Excited to see what the Coulson Group is doing though right now its mere speculation.
 - **ECONOMIC DEVELOPMENT:** No report from Pat
 - **ALBERNI VALLEY TOURISM:** Already working on plans for next year. Advertising gains in a number of publications including VI Vacation Guide and the new maps which feature Port Alberni vs. hiding us. Reminder of the Conference being held in Port Alberni in September and is encouraging businesses to consider contribution prizes etc.
- **MOTION:** Accept the reports: Les/Kevin. CARRIED
 - **DATES TO NOTE:**
 - **Canada Day – July 1**
 - **Wine Tasting – unknown**

- **Summer Board Meeting:** August 1 @ 7:00am
 - **Board Strategy Meeting:** September 4 & 5 6:00pm – 9:00pm
 - **Bill at ED Conference Vernon:** September 10 – 15
 - **Executive Meeting:** September 17th @ 10:00am
 - **Networking Meeting:** September 18th 5:30pm / 6:15pm dinner @
BOSTON PIZZA
 - **Board Meeting:** September 19th @ 7:00am
 - **Tourism Vancouver Island Annual Conference:** September 24 - 26
-
- **MOTION TO ADJORN:** Les/Kevin. Carried.