



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, NOVEMBER 13, 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 required 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 – October 23, 2013	6-16
<i>THAT the minutes of the Board of Directors meeting held on October 23, 2013 be adopted.</i>	
b. West Coast Committee Meeting – October 16, 2013	17-19
<i>THAT the minutes of the West Coast Committee meeting held on October 16, 2013 be adopted.</i>	
c. West Coast Committee/Tla-o-qui-aht First Nation Meeting – October 16, 2013	20-21
<i>THAT the meeting notes between the Tla-o-qui-aht First Nation and the West Coast Committee held on October 16, 2013 be adopted.</i>	
d. Electoral Area Directors Committee Meeting – November 6, 2013	22-23
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on November 6, 2013 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u>	
a. Mr. Johnathan Tillie, Operations Manager, Central Vancouver Island, Ministry of Transportation and Infrastructure, Mr. Oliver Watson, Emcon Services regarding Road Maintenance in the Alberni-Clayoquot Regional District.	

- b. **Mr. Joe Van Bergen, Committee Member, Alberni Valley Regatta Association regarding plans to revive the historic Sproat Lake Regatta in July 2014.**

6. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR MEMBERSHIP RENEWAL** **24-26**
 Federation of Canadian Municipalities, October 16, 2013 requesting renewal of membership.

THAT the Board of Directors renew membership in the Federation of Canadian Municipalities for 2014.

- b. **REQUEST FOR SUBMISSIONS AND NOMINATIONS** **27-35**
 Association of Vancouver Island and Coastal Communities, November 1, 2013 regarding Request for 2014 Resolution Submissions and Call for Nominations for the AVICC Executive.

(Board Direction Requested)

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND COASTAL ECONOMIC TRUST** **36-37**
 ICET Supports Collaborative West Coast Project
- b. **UNION OF BRITISH COLUMBIAL MUNICIPALITIES**
 UBCM Convention **38**
 911 Services in British Columbia – Introduction of a Province Wide Call Answer Levy **39-46**
- c. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES**
 Forum to Discuss Watershed Legislation **47-72**
 Update on Initiatives to Address Gas Rates and Operating Fees **73-75**
MINISTER OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS **76**
 Salmon Beach Road Access and Maintenance and Protection of Community Watersheds
- d. **CANADIAN RED CROSS** **77**
 Thank you and BC/Yukon Report Back to the Community 2012/2013 (Report held in office)
- e. **THE ROYAL CANADIAN LEGION** **78-79**
 Thank you and BC/Yukon Annual Military Service Recognition Book (Book held in office)
- f. **CANADIAN MANUFACTURES AND EXPORTERS** **80-97**
 Coulson Group of Companies Finalist at the 2013 BC Export Awards
- g. **BC FOOD SYSTEMS NETWORK**
 Core Review to Agricultural Land Reserve **98-99**
 City of Salmon Arm regarding Core Review **100**
- h. **DISTRICT OF LANTZVILLE TO ISLAND CORRIDOR FOUNDATION** **101**
 Trail Establishment Along E&N Rail Corridor

- i. **FEDERATION OF CANADIAN MUNICIPALITIES/CANADA POST** **102-103**
Direct Mail – An Essential Communication Tool for Local Governments
- j. **REGIONAL DISTRICT OF NANAIMO** **104**
Regional Growth Strategy and Electoral Area “H” OCP Amendment
- k. **MINISTER OF HEALTH** **105**
Meeting at UBCM regarding concerns about Drinking Water Treatment Objectives in the Regional District of Alberni-Clayoquot
- l. **THE NATURE TRUST OF BRITISH COLUMBIA** **106**
Request for donation to Annual Giving Campaign.

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **107-108**
Sproat Lake Sani-Station

THAT the Alberni-Clayoquot Regional District Board of Directors write a letter to BC Parks:

1. *Offering the \$28,850.71 of funds set aside for the Sproat Lake Sani-Station;*
2. *Making the funds contingent on BC Parks building and operating a Sani-Station in the Sproat Lake area;*
3. *Providing a deadline to respond of December 31, 2013.*

- b. **REQUEST FOR DECISION** **109-111**
Municipal Pension Plan

THAT the Board of Directors receives the letter from the Municipal Pension Plan (MPP) Board of Trustees regarding the responsibility for a funding shortfall in the MPP.

- c. **REQUEST FOR DECISION** **112-117**
Referendum – Sproat Lake Marine Patrol Service

THAT the Alberni-Clayoquot Regional District Board of Directors takes the Sproat Lake Marine Patrol Program to referendum in conjunction with the 2014 general election.

- d. **REQUEST FOR DECISION** **118-141**
Sociable Scientists Inc. Affordable and Accessible Transportation Community Engagement Project

THAT the Board of Directors approve the Sociable Scientists Affordable and Accessible Transportation Community Engagement project to develop key recommendations that can address transportation issues within the Alberni-

Due to the file size Section 9 Planning Matters are contained in a separate agenda package.

10. REPORTS

10.1 STAFF REPORTS

- | | | |
|----|--|----------------|
| a. | CAO Report – November 7, 2013 | 213 |
| b. | Planning & Development Manager Report – November 4, 2013 | 214 |
| c. | Regional Parks Plan – Bamfield Anacala Trail Update | 215 |
| d. | Financial Manager Report – November 5, 2013 | 216 |
| e. | Staff Action Items Report – November 7, 2013 | 217-222 |

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

10.2 COMMITTEE REPORTS

- a. **Alberni Valley Committee Meeting, November 12, 2013 – C. Solda (Verbal)**

THAT this verbal report be received.

10.3 OTHER REPORTS

- | | | |
|----|--|----------------|
| a. | Vancouver Island Economic Alliance (VIEA) Summit, October 29th & 30th, 2013 – C. Solda, Lucas Banton, Josie Osborne | 223-225 |
|----|--|----------------|

THAT the Board of Directors consider membership during the 2014 budget deliberations.

- | | | |
|----|--|----------------|
| b. | Coastal Chairs - BC Ferry Report – C. Solda | 226-229 |
|----|--|----------------|

THAT the Board of Directors authorize the Chair to attend the November 22, 2013 meeting of the Coastal Chairs in Vancouver, BC and the Board contribute \$50.00 towards the cost of the meeting room rental.

- | | | |
|----|-----------------------------------|----------------|
| c. | Island Corridor Foundation | 230-291 |
|----|-----------------------------------|----------------|

THAT this report be received.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

Next Board of Directors Meeting: Wednesday, November 27, 2013, 1:30 PM



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, OCTOBER 23, 2013, 1:30 pm

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

Jack McLeman, Councillor, City of Port Alberni

Duncan McMaster, Alternate Director, District of Tofino

Bill Irving, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułu?it?ath Government

Wilfred Cootes, Observer, Uchucklesaht First Nation

REGRETS:

John Jack, Councillor, Huu-ay-aht First Nation

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

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 McLeman

SECONDED: Director Kokura

THAT the agenda be approved as circulated with the addition of the following late item: Correspondence from the City of Port Alberni – Franklin River Road Water Connections.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – October 9, 2013

MOVED: Director Kokura

SECONDED: Director Cote

THAT the minutes of the Board of Directors meeting held on October 9, 2013 be adopted.

CARRIED

b. Beaver Creek Water Advisory Committee Meeting – October 7, 2013

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on October 7, 2013 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for September 2013

The Inspector provided an overview of the monthly policing report and reviewed the 2013 policing priorities.

Director Bennett entered the meeting at 1:33 pm

6. CORRESPONDENCE FOR ACTION

a. Port Alberni & District Labour Council, October 9, 2013 regarding invitation to attend November 13, 2013 meeting and Year End Social.

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the Chairperson or designate to attend the Port Alberni & District Labour Council Year End Social-November 13, 2013.

CARRIED

b. Unity Celebrity Game 2013-Request for appointment of a Director to participate in the distribution of funds raised.

MOVED: Director Geall

SECONDED: Director Kokura

THAT the ACRD Board of Directors appoint Director Banton to the Unity Celebrity Game Funds Disbursement Committee.

CARRIED

c. City of Port Alberni-October 10, 2013-Re: Franklin River Road Water Connection-Late Item.

MOVED: Director McNabb

SECONDED: Director Banton

THAT the Alberni-Clayoquot Regional District Board of Directors pass a resolution to approve all existing City water connections to the Franklin River Road area as well as the new connection request.

CARRIED

7. CORRESPONDENCE FOR INFORMATION

- a. AUDITOR GENERAL FOR LOCAL GOVERNMENT-OCTOBER 4, 2013**
Annual Report to be released on website
- b. ISLAND COASTAL ECONOMIC TRUST-OCTOBER 10, 2013**
Economic Development Strategy Being Developed
- c. CANADIAN UNION OF POSTAL WORKERS-OCTOBER 14, 2013**
The future of Canada Post
- d. MINISTRY OF ENVIRONMENT-OCTOBER 11, 2013**
Follow Up to UBCM Meeting
- e. NETWORK BC-CHRIS HAUFF, DIRECTOR-OCTOBER 17, 2013**
UBCM Follow Up-Network BC
- f. ISLAND CORRIDOR FOUNDATION-IAN HOWAT, ACTING GM, COPROPRATE SERVICES-OCTOBER 17, 2013**
Regular Meeting of Council-Monday, September 9, 2013
- g. ROSS CURTIS-OCTOBER 8, 2013-SEPTEMBER 6, 2013**
Faber Park Wharf

MOVED: Director Bennett

SECONDED: Director McLeman

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

CARRIED

MOVED: Director Cote

SECONDED: Director Geall

THAT the ACRD Board of Directors supports the two resolutions from the Canadian Union of Postal Workers and forward to the Minister Responsible for Canada Post:

- a. To use the upcoming review of the Canadian Postal Service Charter to focus on revenue-generating services, not cuts, including financial services such as bill payments, insurance and banking, and;*
- b. To improve the Canadian Postal Service Charter and make the upcoming review of the Charter open to the public.*

CARRIED

*MOVED: Director Geall
SECONDED: Director Cote*

THAT the ACRD Board of Directors instructs staff to send a letter to the Honourable James Moore, Minister of Industry outlining connectivity requirements and issues in the Alberni-Clayoquot region and copy agencies noted in the correspondence from Industry Canada.

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. Request for Decision regarding 2014 Alberni Golf Club Tax Exemption Bylaw**

*MOVED: Director Banton
SECONDED: Director McNabb*

THAT Bylaw F1105, 2014 Alberni Golf Club Tax Exemption Bylaw be read a first time.

CARRIED

*MOVED: Director Banton
SECONDED: Director McNabb*

THAT Bylaw F1105, 2014 Alberni Golf Club Tax Exemption Bylaw be read a second time.

CARRIED

*MOVED: Director Banton
SECONDED: Director Cote*

THAT Bylaw F1105, 2014 Alberni Golf Club Tax Exemption Bylaw be read a third time.

CARRIED

MOVED: Director Banton
SECONDED: Director Cote

THAT Bylaw F1105, 2014 Albern Golf Club Tax Exemption Bylaw be read a fourth time.

CARRIED

b. Request for Decision regarding 2014 Long Beach Recreation Cooperative Tax Exemption Bylaw

MOVED: Director Bennett
SECONDED: Director Irving

THAT Bylaw F1104, 2014 Long Beach Recreation Cooperative Tax Exemption Bylaw be read a first time.

CARRIED

MOVED: Director Bennett
SECONDED: Director Geall

THAT Bylaw F1104, 2014 Long Beach Recreation Cooperative Tax Exemption Bylaw be read a second time.

CARRIED

MOVED: Director Bennett
SECONDED: Director Geall

THAT Bylaw F1104, 2014 Long Beach Recreation Cooperative Tax Exemption Bylaw be read a third time.

CARRIED

MOVED: Director Bennett
SECONDED: Director Geall

THAT Bylaw F1104, 2014 Long Beach Recreation Cooperative Tax Exemption Bylaw be read a fourth time.

CARRIED

c. Request for Decision regarding Cherry Creek Water Works District Gas Tax Funds Request

MOVED: Director Banton
SECONDED: Director Kokura

THAT the Board of Directors allow a delegation from Cherry Creek Improvement District.

CARRIED

Ms. Lindsay Rodgers, Cherry Creek Improvement District provided background information on their request for use of gas tax funds for Cherry Creek Water mainline replacement. The Cherry Creek system is 55 years old and some of the water mains nearing the end of life.

MOVED: Director Banton
SECONDED: Director Kokura

THAT the Board of Directors re-allocate the \$340,000 gas tax funds from the Beaver Creek and Cherry Creek possible water connection to the Cherry Creek Water Works District for water main replacement.

MOVED: Director Bennett
SECONDED: Director McNabb

THAT this resolution be referred to the Electoral Area Directors meeting.

CARRIED

d. Request for Decision regarding proposed Building Inspection Agreement with Toquaht Nation

MOVED: Director Irving
SECONDED: Director Bennett

THAT the Board of Directors enter into a two (2) year agreement with Toquaht Nation to provide building inspection services and direct the CAO and Chairperson to sign the Building Inspection Resource Sharing Agreement.

CARRIED

e. Request for Decision regarding Bylaw E1052-1, Beaver Creek Fire Protection Service Area Amendment

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the ACRD Board rescind third reading of Bylaw E1052-1, Beaver Creek Fire Protection Service Area Amendment, 2013.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

THAT Bylaw E1052-1, Beaver Creek Fire Protection Service Area Amendment, 2013 be amended by removing the requirement of Approval by the Inspector of Municipalities.

CARRIED

MOVED: Director McNabb

SECONDED: Director McLeman

THAT Bylaw E1052-1, Beaver Creek Fire Protection Service Area Amendment, 2013 be read a third time as amended.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

THAT Bylaw E1052-1, Beaver Creek Fire Protection Service Area Amendment, 2013 be read a forth time.

CARRIED

9. PLANNING MATTERS

a. RC13002, WILD PACIFIC ESTATES, ITTATSOO BAY

Rezoning Application – Public Hearing Report, Minutes and Bylaw P1312

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director Bennett

SECONDED: Director Kokura

THAT Bylaw P1312, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director Bennett

SECONDED: Director Kokura

THAT Bylaw P1312, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

b. DVD13005, WALE, 10449 LAKESHORE ROAD

Development Variance Application – Report

MOVED: Director Cote

SECONDED: Director Geall

THAT the Board of Directors pass a resolution to consider issuing development variance DVD13005.

CARRIED

10 REPORTS

10.1 STAFF REPORTS

- a. Andy Daniel - Manager of Environmental Services–Backhoe Costs-October 18, 2013
- b. Staff Action Items Report - October 18, 2013
- c. Financial Statement-September 30, 2013
- d. Teri Fong-CGA Manager of Finance-UBCM Convention Costs-October 17, 2013
- e. Building Inspectors' Report – October 2013

MOVED: Director McNabb

SECONDED: Director Cote

THAT the ACRD Board receive the staff reports a to e.

CARRIED

10.2 COMMITTEE REPORTS

- a. **West Coast Committee Meeting, October 16, 2013, T. Bennett (verbal)**

Director Bennett provided a brief update on the West Coast Committee meeting held on October 16th in Tofino.

Director Bennett reported on a meeting between West Coast Directors and the Tla-o-qui-aht First Nation held on October 16th. The purpose of the meeting was to discuss issues at the Long Beach Airport around water and zoning.

MOVED: Director Bennett
SECONDED: Director Irving

THAT the Board of Directors receives this verbal report.

CARRIED

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – C. Solda

The Chairperson reported on the October 18th meeting. The 2014 provisional budget was passed with an increase of approximately 7.5%. Members are very concerned with the proposed increase and have asked staff to fine-tune the provisional budget. The CAO added that employment contracts from other organizations are influencing costs.

b. Vancouver Island Regional Library - P. Cote

Director Cote reported on the meeting held last Friday. The VIRL Board will be re-evaluating the facilities master plan.

c. Central West Coast Forest Society – T. Bennett

Director Bennett reported that the Society continues to do great work. They have been very successful this year in obtaining funds for restoration projects.

d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda

Director Cote reported she participated in the Shake Out BC Drill on October 17th.

e. Alberni Valley Chamber of Commerce – C. Solda

Minutes-October 17, 2013 Meeting

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

g. West Island Woodlands Advisory Group – J. Jack/L. Banton – No Report

h. Island Coastal Economic Trust – C. Solda – No Report

i. Air Quality Council, Port Alberni – J. McNabb

Director McNabb reported on the recent meeting. Chairperson Bernadette Wyton has stepped down and they are looking for a new Chair. The Council continues to working towards a rural burning bylaw.

j. West Coast Aquatic Board – T. Bennett – No Report

Director McLeman reported there will be a funding presentation tomorrow. He commended Sheena Falconer on her hard work to obtain the funding.

k. Association of Vancouver Island & Coastal Communities – C. Solda – No Report

l. Beaver Creek Water Advisory Committee – J. McNabb

Director McNabb reported that a public meeting is scheduled for Monday, November 4th, 7:00 pm at Gill School.

m. Emcon Services Inc. Winter Prep Report – C. Solda

n. Other Reports

Director Geall reported on the first town hall meeting held in Bamfield. Water quality issues were discussed. The ACRD Environments Services Department is working on mitigating water quality issues/concerns.

Director Bennett reported on the tour conducted by Island Timberlands in October 10th of their past harvesting activities in the shoemaker area.

The Chairperson reported on her attendance at the Nanaimo Regional Airport Open House on September 27th. She doesn't recommend sending a Director next year to this event.

Directors' Cote and Solda reported on the BC Transit dinner meeting last night in Nanaimo. It was an excellent meeting. First Nation's opportunities and the ACRD's transportation study were discussed.

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Board of Directors receives the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director Irving

SECONDED: Director Cote

THAT the meeting be closed to the public to discuss the consideration of an award.

CARRIED

The meeting was closed to the public at 3:21 pm

The meeting was re-opened to the public at 3:37 pm

15. RECOMMENDATIONS FROM IN-CAMERA

16. ADJOURN

MOVED: Director Cote

SECONDED: Director Kokura

THAT this meeting be adjourned at 3:38 pm

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING HELD ON OCTOBER 16, 2013

Marina West Motel, 634 Campbell Street, Tofino, BC

- MEMBERS PRESENT:** Tony Bennett, Chairperson, Electoral Area "C" (Long Beach)
Bill Irving, Mayor, District of Ucluelet
Josie Osborne, Mayor, District of Tofino
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułuꞵiꞵath Government
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Mike Irg, Manager of Planning & Development

1. CALL TO ORDER

The Chairperson called the meeting to order at 12:10pm.

2. APPROVAL OF AGENDA

MOVED: B. Irving
SECONDED: J. Osborne

THAT the agenda be approved as circulated with the addition of late items as outlined for consideration.

CARRIED

3. REPORTS

- a. Long Beach Golf Course – Tax Exemption
(referred from October 9, 2013 Board Meeting)

- Report
- Bylaw No.

Chris Bird and John Bird were in attendance representing the LBRC to discuss their request for a permissive tax exemption.

Chris Bird presented an update regarding the non-profit status of the cooperative. He shared with the committee four documents regarding non-profits (attached to and forming part of these minutes.) He is of the opinion that the cooperative does qualify for the tax exemption. He will obtain further certified documents from the Registrar and share those with the Alberni-Clayoquot Regional District.

The Cooperative has taken steps to amend the contract with the manager- Keith Gibson and the financial processes of the operation.

When asked, the Bird's agreed that the cooperative is prepared to start paying water tolls in 2013. Whether this applies as of January 1, 2013 will depend on the amount owing. After receiving this information from Andy Daniel, Manager of Environmental Services, the matter will be resolved.

MOVED: J. Osborne

SECONDED: B. Irving

THAT the West Coast Committee recommend that the Alberni-Clayoquot Regional District grant the Long Beach Recreation Cooperative a permissive tax exemption for the year 2013.

CARRIED

MOVED: J. Osborne

SECONDED: B. Irving

THAT staff be directed to implement water charges for the LBRC for the golf course property in 2013 and provide a lease agreement to be implemented by January 1, 2014.

CARRIED

- b. Presentation to Tla-o-qui-aht First Nation, October 16th, 1:30 pm regarding Long Beach Airport (Discussion)

The directors discussed their meeting with the TFN at 1:30 and the presentation of the three topics – airport zoning, advisory committee and water supply improvements. Director Bennett will discuss with Moses Martin of TFN the procedures for the meeting.

6. NEW BUSINESS

7. ADJOURN

MOVED: B. Irving

SECONDED: J. Osborne

THAT this meeting be adjourned (time).

CARRIED

Certified Correct:

Tony Bennett,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

NOTES OF THE MEETING BETWEEN THE TLA-O-QUI-AHT FIRST NATION AND THE WEST COAST COMMITTEE

HELD ON OCTOBER 16, 2013 at 1:30PM

Marina West Motel, 634 Campbell Street, Tofino, BC

- MEMBERS PRESENT:** Tony Bennett, Chairperson, Electoral Areal "C" (Long Beach)
Bill Irving, Mayor, District of Ucluelet
Josie Osborne, Mayor, District of Tofino
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułu?if?atḥ Government
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Mike Irg, Manager of Planning & Development

1. The West Coast Committee members and the Alberni-Clayoquot Regional District staff met with the Tla-o-qui-aht First Nation Council and Doug Neff of the Nuu-chah-nulth Tribal Council. Three topics were discussed. – Long Beach Airport zoning, airport advisory and water.

2. Long Beach Airport Zoning:

Mike Irg provided background regarding the proposed zoning and the request for input from the Tla-o-qui-aht First Nation. Director Bennett explained that the ACRD was open for input and prepared to remove proposed uses if they were contentious. TFN agreed to provide a written response to express concern about past use and the disruption of sites of cultural and historical significance. It was suggested that the ACRD implement a user fee for the credit of TFN. Director Bennett explained the financial challenges of the airport and the fact it is subsidized by property taxes. The TFN explained the importance of the significance of a gift being afforded to the Chief for the use of traditional territory.

3. Long Beach Airport Advisory:

The role of the advisory committee was discussed. The TFN requested two representatives and the West Coast Directors agreed that this would be appropriate. The recommendation will be presented to the Regional Board.

4. Water:

Andy Daniel explained briefly the operation of the water system and the costs to develop a new well in proximity of the existing well field. Copies of the recent water

studies as well as cost estimates for well development and testing were provided. The TFN recognize the need to develop a new well given the diminishing supply from the existing wells. They see a need to explore a regional water supply possibly from Kennedy Lake. It was agreed that consultation needs to take place with Parks Canada. Staff will be tasked to develop a water agreement and confirm the ability of TFN to participate in well testing and development.

5. Other issues:

The TFN expressed an interest in exploring fire protection and asked the ACRD to support a moratorium on mining within their traditional territory. Director Bennett explained how the ACRD would respond to any referrals for provincial input based on this request.

Tony Bennett,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON NOVEMBER 6, 2013

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

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

PRESENT: 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)

STAFF PRESENT: Wendy Thomson, Manager of Administrative Services
Teri Fong, Manager of Finance

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:02 am.

2. APPROVAL OF AGENDA

MOVED: Director Banton

SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

4. CORRESPONDENCE FOR ACTION/INFORMATION

5. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding:**
Gas Tax Funds Allocation
Cherry Creek Water Works District Gas
Tax Funds Request (Referred October 23rd Board Meeting)

MOVED: Director Bennett

SECONDED: Director Geall

THAT this correspondence be received.

CARRIED

MOVED: Director Banton
SECONDED: Director Bennett

THAT the Electoral Area Directors' Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the re-allocation of \$340,000 of gas tax funds from the Beaver Creek and Cherry Creek possible water connection to the Cherry Creek Improvement District water mainline replacement and staff be instructed to work Improvement District staff on an agreement for use of the funds.

CARRIED

MOVED: Director Bennett
SECONDED: Director Geall

That staff be instructed to draft a policy for allocation of gas tax funds to other organizations and bring back for consideration by the Committee.

CARRIED

6. REPORTS

7. UNFINISHED BUSINESS

8. LATE BUSINESS

9. ADJOURN

MOVED: Director McNabb
SECONDED: Director Geall

THAT this meeting be adjourned at 11:05 am.

CARRIED

Certified Correct:

Penny Cote,
Chairperson

Wendy Thomson,
Manager of Administrative Services

October 16, 2013

Dear Members of Council:

I am pleased to contact you about renewing your annual membership with the Federation of Canadian Municipalities (FCM).

As the mayor of Lachine, I know first-hand how difficult it can be to work within tight budgets yet still deliver vital services on which my community depends. Getting value for every dollar spent is important to my community, just as I'm sure it is for yours.

I want to remind you that FCM membership delivers exceptional value for the Regional District of Alberni-Clayoquot. The Regional District of Alberni-Clayoquot will benefit from FCM-driven programs by receiving an estimated \$1,720,000 from the Gas Tax Fund this year.

But it gets better.

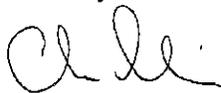
As a direct result of FCM's successful two-year campaign for a long-term infrastructure plan, we won the first-ever indexing of the Gas Tax Fund. Starting in 2015, the Gas Tax Fund index of two per cent per year kicks in and, with compounding, will be worth an extra \$180,000 to your community after just five years.

Add to that the more than \$700 million per year that, thanks to FCM, Canadian municipalities receive in GST rebates, along with new federal programs that will provide \$47 billion in infrastructure funding for municipalities over the next 10 years.

When you add it all up, being a member of FCM just makes sense. You are an important part of a respected, national organization that listens to you, understands your needs, represents your interests effectively in Ottawa and gets results for you in real dollars.

Please keep our voice strong and renew your membership today.

Thank you!



Claude Dauphin
FCM President

President
Président
Claude Dauphin
Maire,
Arrondissement de Lachine,
Ville de Montréal, QC

First Vice-President
Premier vice-président
Brad Woodside
Mayor,
City of Fredericton, NB

Second Vice-President
Deuxième vice-président
Raymond Louis
Councillor,
City of Vancouver, BC

Third Vice-President
Troisième vice-président
Clark Somerville
Councillor,
Regional Municipality of
Halton, ON

Past President
Présidente sortante
Keren Leibovici
Councillor,
City of Edmonton, AB

Chief Executive Officer
Chef de la direction
Brock Carleton
Ottawa, ON

24, rue Clarence Street,
Ottawa, Ontario K1N 5P3

T. 613-241-5221
F. 613-241-7440

www.fcm.ca





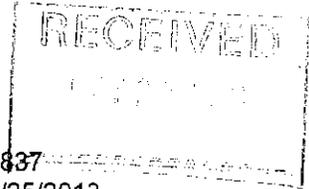
FÉDÉRATION
DE MUNICIPALITÉS
CANADIENNES

FÉDÉRATION
DES MUNICIPALITÉS
CANADIENNES

**Membership Invoice
2014-2015
Facture d'adhésion**

24, rue Clarence Street
Ottawa, Ontario K1N 5P3
T. 613-241-5221
F. 613-241-7440

Mr. Russell Dyson
Regional District of Alberni-Clayoquot
3008 - 5th Avenue
Port Alberni, BC V9Y 2E3
Canada



INVOICE/FACTURE: 29837
DATE: 09/25/2013
ACCOUNT/COMPTE: 231
DUE DATE/DATE LIMITE: 03/31/2014

ITEM/DESCRIPTION	AMOUNT/MONTANT
Membership Fee for April 1/14 to March 31/15 / Frais de cotisation du 1 ^{er} avril 2014 au 31 mars 2015 Municipal Dues Calculated with a base fee of \$325.00 plus per capita fees of \$3,943.81 (fee population of 28,829 x 13.68 cents).	\$4,268.81
Optional contribution towards a travel fund that supports the participation of elected officials from small communities in FCM's National Board of Directors (fee population of 28,829 x 1.75 cents).	\$504.51
 ALBERNI-CLAYOQUOT REGIONAL DISTRICT	
_____ ACCOUNT	
X _____ APPROVED BY	
TOTAL:	\$4,773.32
PAID AMOUNT/MONTANT PAYÉ:	\$0.00
BALANCE DUE/MONTANT DÛ:	\$4,773.32

Please include a copy of this invoice with your payment.
Veuillez retourner une copie de la facture avec votre paiement.
Thank You/Merci



FÉDÉRATION
DE CANADIENNES
MUNICIPALITÉS

FÉDÉRATION
CANADIENNE DES
MUNICIPALITÉS

**Account Details /
Détails du compte**

ACCOUNT/COMPTE: 231

Regional District of Alberni-Clayoquot, BC

DATE: 9/25/2013

MEMBERSHIP FEES PAID BY / FRAIS D'ADHÉSION PAYÉS PAR :

Regional District of Alberni-Clayoquot

	Population*
Alberni-Clayoquot A	192
Alberni-Clayoquot B	456
Alberni-Clayoquot C	433
Alberni-Clayoquot D	1,701
Alberni-Clayoquot E	2,885
Alberni-Clayoquot F	1,916
City of Port Alberni	17,743
District of Tofino	1,876
District of Ucluelet	1,627
	28,829

MEMBERSHIP FEES PAID BY MUNICIPALITY / FRAIS D'ADHÉSION PAYÉS PAR LA MUNICIPALITÉ

	Population*
Uchucklesaht Tribe Government	19
	19
	TOTAL: 28,848



MEMORANDUM

TO: Mayors and Councils, Chairs and Boards
Chief Administrative Officers, Corporate Officers

FROM: President Larry Cross

DATE: November 1, 2013

**RE: RESOLUTIONS NOTICE/REQUEST FOR SUBMISSIONS
CALL FOR NOMINATIONS FOR AVICC EXECUTIVE**



Attached is the Resolutions Notice/Request for Submissions and the Call for Nominations for the AVICC Executive. Please note that this year's resolution and nomination deadline is **Monday, February 24, 2014.**

Both AVICC and UBCM members strongly believe in the value of resolutions debate. Both organizations continually seek ways to improve the process. AVICC strives to mirror and complement UBCM's processes in order to develop efficiency and ease of understanding for delegates. Twice each year, following both the AVICC AGM & Convention and the UBCM Convention, AVICC Executive reviews the resolutions process to see if there are any opportunities for improvement.

Review of the 2013 Resolutions Process

Debating of Resolutions by the Area Association in Advance of Submission to UBCM

Last year, we asked for members' assistance in bringing forward resolutions for consideration at the Area Association rather than submitting them directly to UBCM. We appreciated that you responded and that we improved by having 78% of resolutions considered by the Area Association in advance (as compared to last year with only 39%). Thank you—let's continue to strive to improve that statistic.

Number of Resolutions

Fewer resolutions overall were received by UBCM this past year (156 in comparison to 203 in 2012). AVICC submitted the highest number of the 5 area associations (45). Last year, we heard from delegates during the AVICC Resolutions Sessions that some of the resolutions being considered were too general. Other delegates noted that bringing forward too many resolutions detracted from debate on the most importance issues and might not be to the benefit of local government because other levels of government could get side tracked on issues that are of lesser importance. Executive encourages members to focus the resolutions submissions on important new issues or on topics that the policy direction needs changing.

Late Resolutions

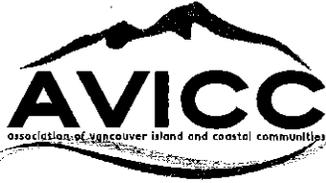
Last year, AVICC received four resolutions after the regular resolutions deadline of February 25. Only two were re-coadmitted for debate as a result of meeting the late resolutions criteria. At the recent UBCM Convention, AVICC members submitted five resolutions after UBCM's June 30 deadline. Only two were admitted for debate as a result of meeting the late resolutions criteria.

Request of Our Members:

All three issues noted above will continue to be improved by implementing the following two recommendations:

- ✓ Forward your resolutions for debate first to our AVICC AGM & Convention by the regular resolutions deadline of **Monday, February 24, 2014**.
- ✓ Focus resolutions on new issues of provincial or AVICC-wide interest avoiding repeat resolutions by checking the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

Included with the Resolutions Notice are guidelines for preparing and submitting resolutions. We appreciate all efforts to expedite and facilitate the debate among members.



2014 AGM & CONVENTION

RESOLUTIONS NOTICE

REQUEST FOR SUBMISSIONS

DEADLINE FOR RESOLUTIONS

All resolutions must be received in the AVICC office by: **FEBRUARY 24, 2014**

SUBMISSION REQUIREMENTS

Resolutions submitted to the AVICC for consideration shall be received as follows:

1. One copy of the resolution by regular mail to:
AVICC
525 Government Street
Victoria, BC
V8V 0A8

AND

2. One copy submitted electronically either through the online submission form or by email (submitting the resolution in MS Word is preferred):
 - a) Online Submission: (http://www.formstack.com/forms/ubcm-avicc_2014_resolutions)
 - b) Email to avicc@ubcm.ca (Word version of the resolution itself preferred)
- The resolution should not contain more than two "whereas" clauses; and
- Background documentation must accompany each resolution submitted.

Sponsors should be prepared to introduce their resolutions on the Convention floor.

LATE RESOLUTIONS

- a. Resolutions submitted following the expiry of the regular deadline shall be considered "Late Resolutions" and shall comply with all other submission requirements, except that a copy of the resolution must be forwarded to the AVICC by the Wednesday noon preceding the date of the Annual General Meeting. This year's late resolution deadline is **April 9, 2014**.
- b. Late resolutions shall be available for discussion after all resolutions printed in the Resolutions Book have been debated.
- c. Late resolutions are deemed to be appropriate for discussion only if the topic is such that it has arisen since or was not known prior to the regular deadline date for submission of resolutions.
- d. In the event that a late resolution is recommended to be admitted for discussion AVICC shall produce sufficient copies for distribution to the Convention.

UBCM ASKS FOR RESOLUTIONS TO BE CONSIDERED BY THE AREA ASSOCIATIONS FIRST

UBCM urges members to submit resolutions first to Area Associations for consideration. Resolutions endorsed at Area Association annual meetings are submitted automatically to UBCM for consideration and do not need to be re-submitted to UBCM by the sponsor.

A resolution should be submitted directly to UBCM only if the resolution addresses an issue that arises after the Area Association annual meeting. In this case, local governments may submit council- or board-endorsed resolutions to UBCM prior to June 30 each year. Should this be necessary, detailed instructions are available under the Resolutions tab on <http://www.ubcm.ca>.

UBCM RESOLUTIONS PROCESS

1. Members submit their resolutions to their Area Association for debate.
2. The Area Association submits the endorsed resolutions of provincial interest to UBCM.
3. The UBCM Resolution Committee reviews the resolutions for submission to the UBCM Convention.
4. Endorsed resolutions at the UBCM Convention are submitted to the appropriate level of government for responses.
5. Once the provincial responses have been conveyed to the UBCM they are forwarded to the sponsor for their review.

GUIDELINES FOR PREPARING RESOLUTIONS

The Construction of a Resolution:

All resolutions contain a preamble and enactment clause. The preamble describes *the issue and* the enactment clause outlines *the action being requested*. A resolution should answer the following three questions:

- What is the problem?
- What is causing the problem?
- What is the best way to solve the problem?

Preamble:

The preamble commences with a recital, or "WHEREAS", clause. This is a concise paragraph about the nature of the problem or the reason for the request. It should clearly and briefly outline the reasons for the resolution.

The preamble should contain no more than two "WHEREAS" clauses. If explaining the problem requires more than two preliminary clauses, then provide supporting documents to describe the problem more fully. Do not add extra clauses.

Enactment Clause:

The enactment clause begins with the words "THEREFORE BE IT RESOLVED". It must convey the resolution's intent, and should propose a specific action by AVICC and UBCM.

Keep the enactment clause as short as possible, and clearly describe the action being requested. The wording should leave no doubt about the proposed action.

How to Draft a Resolution:

1. ***Address one specific subject in the text of the resolution.***

Since your community seeks to influence attitudes and inspire action, limit the scope of a resolution to one specific subject or issue. Delegates will not support a resolution if the issues it addresses are too complex for them to understand quickly.

2. Use simple, action-oriented language and avoid ambiguous terms.

Explain the background briefly and state the desired action clearly. Delegates can then consider the resolution without having to parse complicated text or vague concepts.

3. Provide factual background information.

Even a carefully constructed resolution may not clearly indicate the problem or the action being requested. Where possible, provide factual background information to ensure that the "intent" of the resolution is understood.

Two types of background information help to clarify the "intent" of a resolution:

i Supplementary Memo:

A brief, one-page memo from the author, that outlines the background that led to the presentation and adoption of the resolution by the local government.

ii Council/Board Report:

A report on the subject matter, presented to council or board in conjunction with the resolution. If it is not possible to send the entire report, then extract the essential background information and submit it with the resolution.

Resolutions submitted without adequate background information will not be considered until the sponsor has been consulted and has provided documentation outlining the intent of the resolution.

4. Construct a brief, descriptive title.

A title assists to identify the intent of the resolution and eliminates the possibility of misinterpretation. It is usually drawn from the "enactment clause" of the resolution.

For ease of printing in the Annual Report and Resolutions Book and for clarity of intent, a title should be no more than three or four words.

5. Check legislative references for accuracy.

Where necessary, identify:

- The correct jurisdictional responsibility (e.g., ministry or department within the provincial or federal government); and
- The correct legislation, including the name of the Act.

6. Focus on issues that are province-wide.

The issue identified in the resolution should be relevant to other local governments across the province. This will support proper debate on the issue and assist UBCM to represent your concern effectively to the provincial or federal government on behalf of all BC municipalities and regional districts.

7. Avoid repeat resolutions.

In the past, Resolutions have often come back year after year on the same topic. Members and staff are encouraged to search the UBCM Resolutions database available through the website at www.ubcm.ca. Click on the Resolutions and Policy tab at the top of the page. It will be possible to locate any Resolutions on the same topic that have been considered in the past and what the response has been.

8. Ensure that your own local government's process for handling/approving of resolutions to AVICC/UBCM is followed.

UBCM GOLD STAR AND HONOURABLE MENTION RESOLUTIONS

The UBCM Gold Star and Honourable Mention resolution recognition initiative was launched at the 2003 UBCM Convention, and is intended to encourage excellence in resolutions drafting and to assist UBCM members in refining their resolutions in preparation for submission to the annual UBCM Convention.

To be awarded the UBCM Gold Star or Honourable Mention recognition, a resolution must meet the standards of excellence established in the following Gold Star Resolutions Criteria, which are based on the resolution:

1. Resolution must be properly titled.
2. Resolution must employ clear, simple language.
3. Resolution must clearly identify problem, reason and solution.
4. Resolution must have two or fewer recital (WHEREAS) clauses.
5. Resolution must have a short, clear, stand-alone enactment (THEREFORE) clause.
6. Resolution must focus on a single subject, must be of local government concern province-wide and must address an issue that constitutes new policy for UBCM.
7. Resolution must include appropriate references to policy, legislation and regulation.
8. Resolution must be submitted to relevant Area Association prior to UBCM.

If you have any questions, please contact Reiko Tagami by email at rtagami@ubcm.ca or by calling 604-270-8226 (extension 115).

MODEL RESOLUTION

SHORT TITLE: _____

Sponsor's Name _____

WHEREAS _____

AND WHEREAS _____

THEREFORE BE IT RESOLVED that _____

(Note: A second resolve clause if it is absolutely required should start as follows:)

AND BE IT FURTHER RESOLVED that _____

AVICC
525 Government Street
Victoria, BC V8V 0A8
Telephone: 250-356-5122 Fax: 250-356-5119
Email: avicc@ubcm.ca

AVICC AGM & Convention – April 11-13, 2014 – Qualicum Beach & Parksville



2014 AGM & CONVENTION

CALL FOR NOMINATIONS FOR AVICC EXECUTIVE

AVICC is the collective voice for local government on Vancouver Island, the Sunshine Coast, Powell River and the Central Coast. The membership elects directors during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides the direction for the Association between Conventions.

This circular is notice of the AVICC Executive positions open for nomination, the process and the procedures for nomination.

1. POSITIONS OPEN TO NOMINATIONS

The following positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Director at Large (3 positions)
- Electoral Area Representative

2. NOMINATION PROCESS AND QUALIFICATIONS FOR OFFICE

The candidate must be an elected official of an AVICC member and must be nominated by two elected officials of an AVICC local government member.

Background information that defines the key responsibilities and commitments of an AVICC Executive member is available on request from the AVICC Office and is published on the website at www.avicc.ca.

A nomination and consent form should be used for all nominations (also available by calling the AVICC Office or on the website at www.avicc.ca).

The Chair of the 2014 Nominating Committee will be Past President Joe Stanhope, Chair of the Nanaimo Regional District.

3. NEXT STEPS

It is part of the duties of the Nominating Committee to review the credentials of each candidate. A Report on Nominations including, at the candidate's option, a photo and 300-word biography will be prepared under the direction of the Nominating Committee and distributed in the AVICC Convention Newsletter.

**To Be Included In *The Report on Nominations*,
Nominations Must Be Received By
FEBRUARY 24, 2014**

4. FINAL COMMENTS

The nomination process outlined above does not change the process whereby candidates can be nominated off the floor at the Convention. It does allow those that are interested in seeking office to be nominated in advance of the Convention with the "sanction" of a Nominating Committee and to have their biographical information published in the AVICC Convention Newsletter.

5. FURTHER INFORMATION

Copies of the "consent form" or duties of Executive members are available from the AVICC office or on the website at www.avicc.ca.

All other inquiries should be directed to:

**Past President Joe Stanhope, Chair
2014 Nominating Committee
c/o AVICC
525 Government Street
Victoria, BC V8V 0A8**

Phone: (250) 356-5122

Fax: (250) 356-5119

Email: avicc@ubcmi.ca

NOMINATIONS FOR THE 2014-15 AVICC EXECUTIVE

We are qualified under the AVICC Constitution to nominate¹ a candidate and we nominate:

Name: _____

Local Gov't Position (Mayor/Councillor/Director): _____

Municipality or Regional District Represented: _____

AVICC Executive Office Nominated For: _____

Printed Name: _____ Printed Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

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 AVICC Constitution². I also agree to provide the following information to the Chair, AVICC Nominating Committee (c/o AVICC Office) by **Monday, February 24, 2014**.

- 2"x3" Photo in digital format should be sent to avicc@ubcm.ca.
- Biographical information. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall edit as required. A copy in Word format should be sent to avicc@ubcm.ca.

Printed Name: _____

Position: _____

Muni/RD: _____

Signature: _____

Date: _____

¹ Nominations require two elected officials of members of the Association.

² All nominees of the Executive shall be elected representatives of a member of the Association. Nominees for electoral area representative must hold the appropriate office.

**Return To: Past President Joe Stanhope, Chair, Nominating Committee, AVICC
525 Government Street, Victoria, BC V8V 0A8 or Fax: 250-356-5119**

Press Release

ICET Supports Collaborative West Coast Project

October 23, 2013

COURTENAY - 24 current and emerging leaders from eight communities on the west coast of Vancouver Island will be learning leadership skills that will support economic development for the entire region.

The 10-month program, brings the participants, facilitators, and presenters together each month, is being developed jointly by Leadership Vancouver Island and local governments, First Nations, businesses, and non-profits, and is being delivered by a collaborative, regional team with administrative support through the Clayoquot Biosphere Trust.

The Island Coastal Economic Trust provided matching funding of \$30,000 - 50% of the project cost - from the organization's Economic Development Readiness program.

"Rural and remote communities are recognizing the need for cooperative approaches to economic development," said Adrienne Mason, Research Coordinator of the Clayoquot Biosphere Trust. "Communities need to support the development of the capacity of their leaders, so that those leaders can work together to deliver specific initiatives that support sustainable economic development for all the communities in the region."

The 24 participants are selected from Hot Springs Cove, Ahousat, Opitsat, Tofino, Esowista/Ty-Histanis, Ucluelet, Ittatsoo, and Macoah.

Over the course of the program, the participants all come together in each of the eight communities for learning days, with seminars, specific themes, expert speakers, and group discussions. By visiting each of the eight communities involved in the project, all participants gain an understanding of the region's economic challenges and potential.

"This project really represents the new way of thinking about economic development," said ICET Chair Phil Kent. "Small communities are embracing the need to work together on regional economic development strategies, and it's a smart and sustainable way to strengthen individual communities as well

as regions.”

As part of the learning process, the project participants will be organized into small groups, and will undertake specific community economic development initiatives.

“One of ICET’s goals is to support projects that will lead to shareable best-practice models for other communities to use,” Kent explained. “The approach of this project meets that criteria and the lessons learned can be exported to other small communities around the region.”

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 is guided by a Board of Directors and two Regional Advisory Committees which include more than 50 locally elected officials and MLAs and five appointees. This exceptional team of leaders collaborates to set regional priorities and build vital multi-regional networks.

Through a community-centred decision-making process, ICET has approved \$47 million for over 100 economic infrastructure and economic development readiness projects on the Island and Sunshine Coast since implementing its grant program in 2007. ICET investments have leveraged over \$260 million in incremental funding into the region.

A full overview of ICET 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

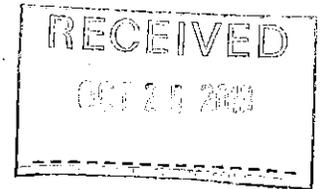
Adrienne Mason, Research Coordinator
Clayoquot Biosphere Trust
Tel. 250-266-0104
adrienne@clayoquotbiosphere.org



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

Phone: 604.270.8226
Email: ubcm@ubcm.ca

October 21, 2013



Director John Jack
Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC V9Y 2E3

Dear Director Jack:

RE: UBCM Convention

On behalf of the UBCM Executive and membership I would like to sincerely thank you for your participation in the reconciliation panel dialogue portion of the UBCM Convention session "A Snapshot of the Local Government-First Nation Landscape".

This panel dialogue on reconciliation was very well received by the delegates in attendance, and inspired discussion throughout the week. Your contribution was integral to the session's success. As a thank you gift, UBCM has made a donation in honour of the panel participants to the Reconciliation Canada Legacy Fund.

I would also like to thank you for your efforts in drafting the motion proclaiming a Year of Reconciliation. The UBCM First Nations Relations Committee and staff will be discussing how to forward reconciliation efforts throughout the coming year, and beyond, and welcome your input.

Thanks again for your contribution.

Sincerely,

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

Councillor Murry Krause
Chair, UBCM First Nations Relations Committee



MEMBER RELEASE

October 30, 2013

TO: Mayor & Council | Chair & Board | Senior Staff
FROM: UBCM Secretariat
RE: **911 Services in British Columbia – Introduction of a Province Wide Call Answer Levy**

The purpose of this member release is to obtain further input from local government and to inform the members about a report that UBCM has prepared examining the issues surrounding the introduction of a uniform province wide Call Answer Levy (CAL) on wireless services to support and improve 911 services in British Columbia.

UBCM would request that you review the report and provide it with any comments or suggestions that you may have. The report provides a framework for introducing a province wide levy that would capture landlines and other electronic devices (i.e. cell phones, VOIP etc.) to support 911 services. We are using this opportunity to check in with the local government to ensure that is supportive of moving in this direction and would appreciate your views on this issue.

Attached is a copy of the report *“911 Services in British Columbia: Background Review in Relation to a Province-Wide Call Answer Levy”*. The report points out that the current 911 system in the Province was developed on a regional basis to meet local needs. The 911 emergency system is paid for by either a levy on landlines or by local property taxes.

The report examines three key issues:

1. How the 12 Public Safety Answering Points (PSAP) responsible for delivering the 911 system on a regional basis manage the 1.5 to 1.6 million calls it receives annually, the cost of the system, and some of the challenges it faces, such as gaps in coverage and abandoned calls.
2. How 911 systems operate in other jurisdictions when a CAL is in place and their legislative framework (Alberta, Saskatchewan, Quebec, New Brunswick, Prince Edward Island and Nova Scotia).
3. What factors would need to be considered if a CAL was introduced for all wireless devices that connect to 911 services in British Columbia, such as the type of legislation required, the scope of services that the 911 funding could be used for, and how the funds would be managed.

A number of service gaps and technological changes in the delivery of 911 services are identified in the paper. These changes will require new revenue sources to meet public demand (i.e. video, pictures, text etc.). An increasing number of calls for 911 emergency services are coming from cell phone users, a trend which is expected to grow in the future as consumers expand their use of wireless services. Cell phone and other wireless users presently do not directly contribute, like users of landlines, to the provision of 911 services in British Columbia.

UBCM has undertaken a review of this policy for three reasons. The first reason is that UBCM members have endorsed a number of resolutions requesting that the Province introduce legislation that would allow the implementation of a Province wide levy on wireless services to help pay for the delivery of 911 emergency services (2012-LR 1; 2011-B13; 2009-B10 and 2004-SR 1). The second reason is a Supreme Court of BC decision in July of 2012 (*Canadian Wireless Telecommunications Association v. Nanaimo City*) that quashed a City of Nanaimo Bylaw that required wireless service providers to pay a Call Answer Levy, a decision that highlighted the need for a solution to the problem so as to avoid future conflict in this area. Finally, UBCM received a letter from the Province that indicated that it was willing to work toward finding a solution to this issue.

UBCM has established a 911 Steering Committee made up of local government and provincial representatives to consider the issue. Ian MacDonald was hired to prepare a report on 911 services and to suggest a legislative framework to ensure that the resources are in place to improve the delivery of 911 services and to implement the next generation of 911 services (i.e. video, text messages etc.). Mr. MacDonald surveyed local governments that provide 911 services and prepared the background report that was sent out.

A workshop was held at the 2013 UBCM Convention to inform local government about the report that had been prepared and to discuss the future delivery and financing of 911 services in British Columbia.

UBCM would request that you provide any comments on the paper and your views on this issue by **November 29, 2013**.

Please forward your comments to Ken Vance at the UBCM Offices in Richmond at 604-270-8226 (ext. 114) or at kvance@ubcm.ca.



**9-1-1 Services in British Columbia:
Background Review in Relation to a
Province-Wide Call Answer Levy**

Dave Mitchell & Associates Ltd.

12 July 2013

Executive Summary

In January 2013, a Steering Committee was formed comprising representatives of local government, the Union of British Columbia Municipalities and the Province, to examine the issues surrounding the introduction of a uniform, province-wide Call Answer Levy to support and improve 9-1-1 services in British Columbia. This background paper was commissioned by the UBCM in support of the Steering Committee's work. The paper examines how 9-1-1 services currently are delivered in the province, reviews call answer levy legislation and the operation of 9-1-1 services in other jurisdictions, and sets out a framework of the options and issues facing the introduction of a call answer levy in British Columbia.

9-1-1 services are an integral part of the province's emergency communications system. They are a front-end gating mechanism which connects the public to the correct emergency service dispatch agency. There are 12 Public Safety Answering Points which operate under local government authority and provide 9-1-1 services to most of the province.

The operation of 9-1-1 services, indeed, of all aspects of the emergency dispatch and communications system, is time-impacted and often life-critical. The system itself is inter-dependent and may be viewed as a continuum commencing from when a member of the public places a call to 9-1-1, where the call is assessed by the 9-1-1 operator and transferred to the relevant emergency dispatch agency, to the dispatch of emergency services and the operation of those services at the incident itself. A failure or delay at any point in this continuum will potentially affect how the entire system operates. Such failures or delays may increase the risk to life of both the public and emergency responders, or result in increased damage to property. Consequently, the entire system, from 9-1-1 services through to dispatch and the emergency radio system, needs to be resilient. It must operate to recognized standards, be adequately housed and staffed with properly trained personnel, and supported by carefully considered programs and processes for quality assurance/quality improvement, centre back-up and business continuity.

Research was conducted on the operation of the existing 9-1-1 system in British Columbia, and on the operation of similar systems in other jurisdictions, with a focus on Canadian provinces where provincial Call Answer Levies have been introduced. The B.C. research included two surveys: one for local governments which were responsible for providing 9-1-1 services; and the other to the 12 Public Safety Answering Points which actually operate the service. In addition, follow up telephone interviews and email exchanges were conducted with local government, RCMP and PSAP¹ personnel, all of whom willingly and generously assisted in providing data, information and insight.

9-1-1 Services in British Columbia

The existing 9-1-1 system has developed organically since its inception in the 1980s. Responsibility for the service lies with local government. Typically, this responsibility is met at

¹ A list of acronyms used is set out in Appendix A. Capitalized terms and acronyms used in the Executive Summary are defined in the body of the paper when they are first used.

the regional district level, though a number of municipalities either contract for, or directly provide the service as well. As technology has developed and improved, a number of local governments have banded together to coordinate the delivery of the service through a single centre. With current technologies, 9-1-1 services can be provided safely and effectively from distant locations.

9-1-1 services are available in most areas of the province, but there are still some unserved areas and some coverage gaps. Two regional districts – the Northern Rockies Regional Municipality and Central Coast Regional District – and one provincially governed region (the Stikine Region), lack any 9-1-1 service. Additionally, there is no 9-1-1 service in Skeena-Queen Charlotte Regional District outside of the City of Prince Rupert and District of Port Edward. Seven other regional districts reported coverage gaps, either in some electoral areas or on some First Nations reserves. As part of the move to a uniform, province-wide Call Answer Levy, it will be necessary to address the 9-1-1 service coverage gaps, which may involve some financial assistance for the unserved areas. More detailed investigation of coverage gaps also will be required, to assess the cost of service expansion and confirm the areas which still lack service.

The existing 9-1-1 system manages between 1.5 and 1.6 million calls annually. The cost of operating the existing system is in the range of \$12-13 million per year. All of the PSAPs have sought to address business continuity issues: every PSAP has back up and alternate power supplies for critical systems; 11 of 12 have designated fail-over centres and most of the PSAPs have back-up sites for their operations. Only half of the PSAPs, however, were able to confirm that their infrastructure was built to current post-disaster standards.

The 9-1-1 system faces various challenges. In addition to the coverage gaps noted above, the system is also struggling to deal with “Abandoned Calls”. These calls, which almost exclusively come from mobile phones, place significant strain on PSAP, dispatcher and police resources. In some jurisdictions, nearly a quarter of the calls for service for police involve follow-up on abandoned 9-1-1 calls. A formal study of the issue needs to be undertaken and a province-wide policy adopted on how such calls are treated, from PSAP through to police response. The issue also highlights the need for an effective, province-wide educational program aimed at the public, to reduce the number of “pocket dials” received by PSAPs.

The most significant development for 9-1-1 and dispatch services is the imminent advent of Next Generation 9-1-1. NG911 will involve moving PSAPs and Secondary Safety Answering Points to internet-protocol based systems. It will allow emergency communication centres to accept a broader range of connections and data sources – including text, video and pictures. Moving to NG911 will involve a substantive transformation of the existing systems used by emergency communication centres in the province, and will entail technological, operational, economic and institutional change. The system and equipment architecture for NG911 are still being developed, debated and reviewed. However, transitioning to the new systems will be a costly undertaking, in terms of capital investment as well as staffing and training issues. A “precursor” to NG911 is already on the horizon as the CRTC has mandated that carriers must

enable text connections to 9-1-1 services for the deaf, hard of hearing and speech impaired, by 2014.

The review showed that larger PSAPs tended to be more cost-efficient when measured on a “per-call” or per capita basis. Larger centres enjoy economies of scale which are significant. Cost efficient operation of the emergency communications system is important, to ensure that limited budgets are well invested. This reality, however, should not be viewed as a criticism of the existing system, given that it developed organically over the past 30 or so years. Indeed, local governments have worked hard to combine the delivery of the services in most areas of the province, as the technology enabling them to do so has become available. British Columbia compares well to most Canadian jurisdictions: given its geographic size and population, it already has a reasonably efficient PSAP footprint. On a *per capita* basis, Québec has nearly 60% more PSAPs, while Alberta has more than twice the number of that in British Columbia. The numbers are even more significant when compared to the Maritime Provinces and Ontario.² Improved efficiencies should still be encouraged, however, as it ensures that monies can be invested in improving the operation and resilience of the system, and enhancing service to the public.

9-1-1 Services and Call Answer Levies in Other Jurisdictions

A significant part of this review involved research into the operation of 9-1-1 systems and Call Answer Levy regimes in other Canadian provinces. Six other Canadian provinces have established, or are introducing, a province-wide CAL: Alberta, Saskatchewan, Québec, New Brunswick, Prince Edward Island and Nova Scotia. In five of those provinces, the CAL applies to all devices which can connect to 9-1-1 services; only Alberta has introduced a CAL which is limited to wireless devices. Each Canadian jurisdiction which has introduced a CAL has also either established procedures, guidelines and operational requirements for PSAPs, or has created a process for establishing them. Four of the six provinces also have introduced liability exemptions covering the operation of PSAPs.

The Maritime Provinces and Saskatchewan fundamentally approach 9-1-1 services as a provincial responsibility (even though service delivery everywhere but Prince Edward Island generally remains with local governments). In Québec and Alberta, 9-1-1 service delivery remains the responsibility of local governments – though Québec has taken the step of requiring that local governments make the service available (either directly or by contract) in most areas of the province.

In the Québec system, the provincial government set detailed requirements for PSAPs, ranging from location and infrastructure, to operational requirements, procedures and quality assurance processes. The allocation of funding from the CAL, however, rests with an agency which is operated by local government. That same agency is responsible for reviewing PSAP operations. In essence, though the province established the requirements, it gave control and

² The number of PSAPs in Ontario is not reported. An email from Inspector Paulo DaSilva of the York Regional Police, who responded to an information request placed to the Ontario 9-1-1 Advisory Board, indicated that there are “over 100” PSAPs in Ontario. Email from Insp. P. DaSilva, 8 July 2013.

oversight of the system to local government, which remains responsible for actual service delivery. An interesting feature of the Québec system, moreover, is that it strictly limits the amount of the funding available for “administration”: a maximum of 3% of the CAL funds can be spent by the responsible agency for its administrative overheads.

Other provinces (notably Saskatchewan, New Brunswick and Nova Scotia) have established committees comprising various stakeholders, including representatives of local government and PSAPs, and emergency services personnel, to develop and implement consistent policies, procedures and standards for their 9-1-1 services. In Alberta, which is in the process of introducing a new CAL and attendant standardized requirements for PSAPs, the principal responsibility lies with the Alberta Emergency Management Agency. The AEMA is seeking to coordinate policy development with local governments and PSAPs.

In four of the six Canadian jurisdictions, the permitted use of CAL funds is broader than a narrowly conceived view of 9-1-1 services. Nova Scotia, among other things, funds its poison control centre using CAL monies. New Brunswick recently broadened its definition of allowable expenditures to include the “coordination of emergency services” in the province, while Saskatchewan uses about half of the CAL funding to subsidize the connection of local government and provincial agencies (including fire departments and municipal workers) to the province’s emergency radio network. Québec utilizes a set allocation formula for distributing CAL funds to (or at the direction of) local governments. It does not actually limit or prescribe how those funds must be spent, though in practice, 96% of the funds are distributed directly to PSAPs.

Two other jurisdictions also were examined: Manitoba and the State of Kentucky. Manitoba has not introduced a provincial CAL. However, it has adopted a centralized approach to the establishment of standards governing PSAP operations and established a wide-ranging liability exemption for PSAP operations. The State of Kentucky, conversely, epitomizes the decentralized approach. With an area only one-third that of British Columbia and a smaller population, Kentucky supports 109 certified PSAPs, and more than 80 uncertified PSAPs, which are not tracked by any state agency. PSAP operation is a local government responsibility and is principally funded through a combination of landline CALs and property taxes. The state also has established a wireless CAL, which it uses to subsidize certified PSAPs and to regulate how those PSAPs manage wireless 9-1-1 calls. It is probably not surprising that the system suffers from significant efficiency issues and many local governments are struggling with funding problems.

Issues and Options for a Province-wide CAL in British Columbia

As a starting point it should be noted that this background paper assumes that a CAL will be imposed on all devices which connect to 9-1-1 services (including landline, wireless and Voice over IP). The CAL will be set at a uniform level and will be province-wide. The principal function of the CAL will be to fund 9-1-1 services, though the introduction of the new system should not result in any local government losing any amount of existing revenue which it currently raises from a landline (or, in the case of Prince Rupert, landline and wireless) CAL. In

other words, the CAL should provide at least the same existing level of funding to such jurisdictions.

Establishment of a CAL and related structures and processes, will involve senior legislation and related regulations. The legislation and regulations will need to address a range of issues, which are set out in greater detail in the body of the paper (including the scope of the CAL, liability issues, collection issues, processes etc.). In general, however, the three principal, interrelated issues which need to be addressed are: the allowable scope of expenditure of funds raised from the CAL; the method or process by which those funds will be managed and allocated; and the extent to which (and process by which) common standards and requirements for PSAP operations will be developed and implemented.

The paper does not seek to prejudge the appropriate scope for the application of CAL funds. That is a policy issue for local governments and the province, though a range of matters are identified which could be included as “in scope”, on both a narrow conception of 9-1-1 services and a broader approach to the use of the funds. Simply put, however, the broader the scope of the CAL – the more elements of the emergency communications system that will be funded, in whole or in part, by this levy – the more complex the allocation process and the more complex the oversight and management of the system will become.

Certain issues or principles did emerge from discussion both with stakeholders during the research process, and through the review of an initial draft of the paper with the Steering Committee:

1. The CAL funding should only be applied to specific, agreed purposes, which should be clearly defined in the senior legislation;
2. The principle use of the funding will be “9-1-1 services”;
3. Control over the allocation of CAL funding should remain with local governments;
4. The allocation process will likely involve both a metrics-driven formula and some form of grants process;
5. The allocation process will need to take into account existing funding and cost structures of local governments;
6. Any administration costs related to the oversight of the system (i.e., to manage the allocation process and any similar functions) should be strictly limited; and
7. Any standards or procedures which are established should be created through a consensus process involving relevant stakeholders – the costs of developing, implementing and meeting those standards must be factored into the CAL funding formula.

Finally, the legislation will also need to address the quantum of the administration fee which telecommunication companies will be permitted to charge for collecting and remitting the CAL. As a matter of principle, this fee should be set at a rate that is no more than the actual cost of collection. With a uniform levy across all devices, and a single point of remittance for CAL funds, the administration fee should be nominal, and certainly far less than the \$0.07 currently charged for the collection of landline CALs.

TO: AVICC Executive
FROM: Shelley Webber, Executive Coordinator
DATE: October 15, 2013
RE: **FORUM TO DISCUSS WATERSHED
LEGISLATION**

ITEM 5 (a)
October 25, 2013
EXECUTIVE AGENDA

1. DECISION ITEM

To discuss whether AVICC wants to request a delegation to the November UBCM Environment Committee to advocate for a forum or working group to discuss changes that may be needed to watershed legislation in relation to developments in private forest land management.

2. BACKGROUND

This topic was raised in June. First Vice-President Solda and Director Mostad attended the September 16 UBCM Environment Workshop to raise the issue in order to gain more insight into what action is being taken in this area, to gauge the interest and specific concerns of the wider membership in having more discussion, and to highlight to UBCM that this is a significant issue for AVICC.

Jared Wright, UBCM's policy analyst who has responsibility in the area of Environment, will be available at the October 25th Executive Meeting to discuss this topic.

As Director Moglove advised the next step could involve submitting a request for an AVICC delegation to attend UBCM Environment Committee. A request would need to be immediately submitted as the agenda is already under development. The November meeting is a transitional meeting with new members and does not provide as much opportunity as the other regular meetings to consider Committee business. If accepted, the delegation would then need to highlight the issues and why a working group needs to be formed to address the specific issue of watershed protection.

It will be important to develop a briefing document to leave with the Committee. The AVICC Executive Coordinator can facilitate the administrative process, but does not have the background or expertise to develop the briefing document. As both CVRD and Port Alberni/ACRD have raised this issue through resolutions this past year, would either EA Representative Marcotte or First Vice-President Solda be willing to seek this support from their staff to develop the briefing documents?

The other alternative would be to forward a letter of request to the UBCM President for establishment of a working group or forum to discuss the need for changes to watershed legislation. The letter would then be referred back to the Environment Committee for recommendation.

3. RECOMMENDATION

No recommendation.



RECEIVED
SEP 12 2013

SEP 06 2013

Ref: 153771

His Worship Mayor Larry Cross
President
Association of Vancouver Island and Coastal Communities
525 Government Street
Victoria, BC V8V 0A8

Dear Mayor Cross:

Thank you for your letter of July 17, 2013 regarding ongoing Ministry work on the issue of elected official participation on boards of not-for-profit organizations in light of the British Columbia Court of Appeal's (BCCA) conflict of interest ruling in the case of *Schlenker v. Torgrimson*.

I appreciate the information the Association of Vancouver Island and Coastal Communities (AVICC) has provided respecting how the recent ruling has impacted AVICC members.

Knowing more about how the BCCA ruling specifically impacts AVICC members is a helpful perspective as Ministry staff continues to research the issue and its implications, including whether a change in legislation or regulation is something government could appropriately consider.

In addition to monitoring this issue, the Ministry has collaborated with the Union of British Columbia Municipalities (UBCM) and the Local Government Management Association (LGMA) as local governments and their legal advisors work through the implications of the BCCA decision. In this regard, I am very pleased that the UBCM and LGMA have just published a bulletin about the court decision, providing some valuable information and practical steps for local governments and their elected officials to consider. The link to the bulletin can be found at: www.ubcm.ca/EN/main/resolutions/policy-areas/governance/conflict-of-interest-provisions-community-charter.html

Thank you again for writing.

Sincerely,

Coralee Oakes
Minister

Ministry of Community, Sport
and Cultural Development

Office of the Minister

Mailing Address:
PO Box 9056 Stn Prov Govt
Victoria BC V8W 9E2

Phone: 250 387-2283
Fax: 250 387-4312

Location:
Room 124
Parliament Buildings
Victoria BC V8V 1X4

www.gov.bc.ca/cscd



RECEIVED
OCT 08 2013

Ref: 200729

October 2, 2013

His Worship Mayor Larry Cross, President
Association of Vancouver Island and Coastal Communities
525 Government Street
Victoria, British Columbia
V8V 0A8

Dear Mayor Cross:

Thank you for your letter of September 6, 2013, to the Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource Operations, regarding the Martin Mars. The British Columbia Wildfire Management Branch contracts aircraft that are land-based retardant carrying and aircraft that are capable of dropping suppressants. These include the Martin Mars and a combination of long-term and casual-hire helicopters. This mixed fleet approach has been successful in supporting ground crews by helping to slow fire spread and reducing the fire intensity within the perimeter.

The Martin Mars has been a fire fighting tool for the Wildfire Management Branch since 1960. The provincial airtanker fleet has now modernized to turbine-engine aircraft that provide increased performance and an improved ability to suit the wide variety of conditions crews contend with in British Columbia. The Wildfire Management Branch's intention is to further enhance our capacity by bringing on multiple amphibious (able to land on both land and water) turbine scooper aircraft. This group will provide more operational flexibility to support fire suppression efforts around the province.

It should be noted that the tendering process does not favour single engine water-scooping aircraft over multi-engine aircraft and represents a transition from a direct award contract to the Coulson Group of Companies to a more competitive tendering process. Historically the Martin Mars has provided good service to the Province of British Columbia but it has several limitations that make it less effective from an operational perspective than the more modern aircraft now on the market. Key limitations to the Martin Mars include the need to operate out of a large body of water, inability to carry retardant, or land on airstrips. It is a single aircraft so when it has mechanical failure, as has been the case this year, the province is left with no backup. The intent with the new addition to our provincial fleet is to include multiple smaller, quicker and more versatile aircraft that will be able to work anywhere in the province off land and water.

Page 1 of 2

Ministry of Forests, Lands and
Natural Resource Operations

Integrated Resource Operations
Division

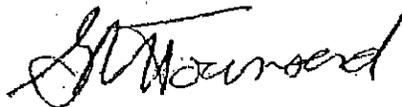
Mailing Address:
PO BOX 9352 Stn Prov Govt
Victoria, BC V8W 9M1

Tel: 250-356-1874
Fax: 250-356-2150
Website: www.gov.bc.ca/for

Mayor Cross
October 2, 2013

This ministry is continually reviewing and evolving our tools and organization requirements to keep pace with technology and to ensure ministry staff are able to deliver the most effective fire suppression program possible. The process of direct awarding a contract to the Martin Mars will be discontinued next year but the ministry will continue to offer work on an as and when needed basis.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Townsend". The signature is fluid and cursive, with a large initial "G" and a long horizontal stroke extending to the right.

Gary Townsend
Assistant Deputy Minister

pc: Honourable Steve Thomson, Minister of Forests, Lands and Natural Resource
Operations

TO: AVICC Executive
FROM: Councillor Brame, Director at Large/
Shelley Webber, Executive Coordinator
DATE: October 16, 2013
RE: SPILL PREPAREDNESS

ITEM 5 (e)
October 25, 2013
EXECUTIVE AGENDA

1. DISCUSSION ITEM

To review the current status and consider the next steps to be taken.

2. BACKGROUND

A report entitled "Preventing Home Heating Oil Spills", authored by the Environmental Law Clinic was brought forward to Executive at the June 19, 2013 Executive Meeting. As a result of discussion at that meeting, Executive requested a delegation to speak further on the topic at the next October 25, 2013 Executive meeting. Director Brame forwarded suggested names to the Executive Coordinator.

Mr. Calvin Sandborn, Legal Director of the Environmental Law Centre, and Mr. Ethan Kindle, Environmental Law Clinic Graduate and former ELC articulated student were invited as delegates to the October 25, 2013 Executive meeting.

Mr. Sandborn and Mr. Krindle have worked at the Environmental Law Clinic in developing a comprehensive law reform proposal to deal with home heating oil spills.

Are there some next steps to be undertaken?

3. RECOMMENDATION

No recommendation.



Environmental Law Centre Clinic

**Murray and Anne Fraser Building
University of Victoria
P.O. Box 1700 STN CSC
Victoria, BC, Canada V8W 2Y2
www.elc.uvic.ca**

Preventing Home Heating Oil Spills in British Columbia

(2012-02-01)

**Researchers: Trevor Johnson and ELC
Articled student Naomi Kovak
Date Published: November 2012**

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Preventing Home Heating Oil Spills in British Columbia

By Trevor Johnson, with Naomi Kovak
Supervised by Calvin Sandborn

Second Edition, November, 2012

Prepared for the Gorge-Tillicum Community Association



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Overview

Numerous homes in British Columbia are still heated by fuel oil. Indeed, oil was the most popular type of home heating in places like Greater Victoria before 1992 -- when a natural gas line was built from the mainland.

Home oil furnaces require the installation of a storage tank on the property to hold the oil. These tanks were typically 1000L and installed in one of three ways: either freestanding outside, buried outside, or in the basement of the home, with plumbing taking the oil from the tank to the heating unit in each case as needed.

However, these tanks and systems are aging and are becoming a growing environmental hazard. For example, a number of fuel oil spills have recently occurred in Saanich from home heating oil tanks. While in many cases these spills have been small, their persistence is quite troubling. For example, in the six months between September 2011 and February 2012, it has been reported that there were ten spills into streams on Vancouver Island -- and five in Saanich alone¹. In one case 1000 litres spilled during the height of salmon spawning season into Saanich's Colquitz River, contaminating the river, nauseating the neighbours, and killing a large number of coho and other fish². Just three months later a similar spill occurred on the same river.

Unfortunately, the design of storm water systems makes it likely that such home heating oil spills will damage natural bodies of water. When spills occur, they tend to flow into storm sewers (sometimes via perimeter drains around the house). Rain runoff then washes the oil through the storm sewer system into streams and lakes.

Spills can contaminate streams, pollute the local air, mar the aesthetics of parks and green spaces and impact wildlife. In particular, B.C. is fortunate to be home to a number of rare runs of urban salmon-spawning streams, which also support a wide array of aquatic and terrestrial life along their lengths and at their outflows. Such spills can threaten this remarkable natural asset.

Even if a home heating oil spill is small, the impacts can be significant. One cup of oil can pollute a quantity of water equal to an Olympic swimming pool. And the very frequency of these spills enhances the concern, because a stream may be unable to fully recover in between contamination events. As salmon runs are based on a 5-year cycle the full extent of the damage caused by these incidents may not be evident for some time -- but preliminary reports from those on the ground are troubling.

Once in the stream the oil harms the fish in a number of ways. Oil is toxic. The fish ingest the oil when they feed on other organisms in the water that has been coated with oil and in turn suffer poisoning. The oil also coats their gills making it difficult for them to exchange oxygen, which causes the fish to suffocate. And finally it also damages the eggs that are laid in the streambeds.

¹ Kevin Slavin (February 24, 2012) "Colquitz River Polluted again after 630 liters of home heating oil spills in Saanich" quoting Graham Knox, manager of BC's environmental emergency program Saanichnews.com

² Kevin Slavin (November 27, 2011) "Oil Spill Darkens Feel-good story of Urban Salmon Creek" retrieved from <http://www.saanichnews.com/news/134564313.html>

The oil contaminates the benthic substrate, which is highly toxic to the eggs of spawning salmon. Once there, it remains in the environment for as long as several seasons and reduces, sometimes nearly completely, the survival rate of the hatchlings. As the Pacific salmon tend to return to the same stream from which they came, the loss of a single season's run can have a serious effect for generations to come.

Such damage to salmon streams and marine waters is critically important. Salmon are iconic in British Columbia – and are of profound cultural significance for First Nations. In addition, when streams are damaged, it can not only impact the fish, but also the eagles, osprey, seals, sea lions, bear and orca that rely upon them.

Sighting salmon, eagles, heron and osprey – or even an occasional bear or whale – may be the stuff of movies in most parts of North America, but it is a common occurrence for British Columbians. It is a critical part of what makes SuperNatural British Columbia. In the long run, repeated oiling of our local streams can put this at risk.

We need to act, and not just for purely environmental reasons. If we are to maintain a strong economy, it is important that we protect our urban waterways and fish. Twenty-first century companies rate the quality of a city's physical environment as one of the two top factors in siting a company.³ For example, when Microsoft located its game division in Victoria, it cited the liveability of this region as a major factor. And the tourism industry depends upon the health of our local waters, fish and wildlife. Unchecked chronic oil spills threaten these economic drivers that depend upon a healthy environment.

Economic Liabilities for Homeowners

Not only do home heating oil tanks represent a significant risk to local the local environment and economy, they also represent a significant economic liability to individual homeowners. B.C.'s *Environmental Management Act* and the common law can require the owner of a property that is a contamination source to pay for the cost of cleaning up that contamination and contamination of neighbouring properties.

The cost of these clean ups can be very high. This is especially the case where the fuel makes its way into a stream, which is quite likely. In the case of one recent spill the homeowners were faced with a clean-up cost exceeding \$200,000⁴. A clean up bill of that size represents an enormous and very likely unmanageable debt to a middle class family.

Unfortunately, insurance generally does not cover these types of spills as most brokers offering insurance in Saanich have an explicit pollution exclusion clause.

The insurance industry has responded to the potential for very large liabilities from these old tanks. Now all but one of the companies offering homeowner policies in Victoria have written "pollution exclusion" clauses into their policies -- which prevents them from having to pay for damage from such a spill.

³ Sandborn, *Green Space and Growth*, p. 4.

⁴ *Courbould v BCAA Insurance Corporation*, 2012 BCS 1536, at para 17

Even where insurance was in place, one court found that the presence of the leak amounted to a inherent defect in the property rather than an incident giving rise to a valid insurance claim⁵.

Many property owners are ill-informed about the risks associated with home heating oil systems, and the potentially economically disastrous costs associated with their failure. A number of jurisdictions have published risk-prevention guides in an attempt to better inform the public.⁶ Clearly it will benefit BC homeowners if a system can be devised to prevent such leaks – and their serious environmental and economic impacts.

Causes of leaks

The spills that have occurred have generally happened in one of three ways: either the tank itself leaked, the plumbing from the tank leaked, or the delivery company tried to fill a tank that was no longer in place.

Leaking tanks:

As noted earlier, in order to utilize this type of heating one had to have a tank storing the oil onsite. The problem is that the tanks themselves are prone to corrosion from condensation accumulating inside of the tank. This settles to the bottom of the tank because it is heavier than the oil and it encourages the growth of highly acidic bacteria that eats away at the metal. This corrosion is not apparent from the outside of the tank until it actually begins to leak, and by then it is too late to prevent the environmental harm.

This problem does not plague all tanks uniformly. Outside freestanding tanks are much more prone to this type of corrosion because they experience more temperature fluctuation and condensation. However, any leaks from such units are much more rapidly detected than underground tanks. In fact, some sources suggest that the majority of in ground tanks have caused some level of contamination of the surrounding soil, but unless it becomes particularly bad it goes unnoticed.

Corrosion problems are actually getting worse. Today's new lower sulphur and bio-fuel blended heating oil is more conducive to the growth of this bacteria and so these leaks, if the problem is unaddressed, will only increase in frequency in the coming years.

⁵ Johnston v Chubb Insurance Company of Canada, 2010 QCCA 1066

⁶ See for example: District of Saanich, Environmental Services. *Home Heating Oil Tanks: Tank Maintenance & Spill Respanse* <<http://www.saanich.ca/living/environment/pdf/OilTanks2012.pdf>>; Government of the Northwest Territories, Department of Environment and Natural Resources. *Check Your Heating Fuel Tank!* <http://www.enr.gov.nt.ca/live/documents/content/Check_Your_Fuel_Tank.pdf>; Government of the Northwest Territories, Department of Environment and Natural Resources, *Homeowners Guide to Oil Tanks* <http://www.enr.gov.nt.ca/live/documents/content/Homeowners_Guide_Oil_Tanks.pdf>; Government of Nova Scotia, Department of Environment. *Homeowners Guide to Heating Oil Tank Systems* <<http://www.gov.ns.ca/nse/petroleum/docs/OilTankGuide.pdf>>; and Government of Nunavut, Department of Environment. *Illustrated Homeowners Guide to Heating Oil Tank Inspections* <<http://www.gov.nu.ca/env/ogh.pdf>>

Leaking plumbing:

The second most common cause of leaks into the environment is from the plumbing that connects the fuel source to the appliance that burns it. The plumbing is often exposed to the elements and comprised of thin-walled metal tubing. This tubing is highly prone to puncture and corrosion. For example, in one recent Saanich incident a person using a weed-trimmer to mow around the structures at his house cut through the plumbing leading to a spill. In the Maritimes it is not uncommon for vandals to cut the plumbing on tank systems⁷. Generally speaking, leaky plumbing, like leaks from the tanks themselves, is prevalent and largely the result of age of the system and poor design.

There are also problems with the accessories that go in between the tank and the plumbing. One of the more common of these is a fuel filter located immediately on the tank drain nozzle. It too is prone to corrosion as a result of the accumulation of condensation in the bottom of the housing, which can lead to failure and leakage.

Filling tanks no longer in place:

I include this not because it is particularly prevalent, indeed I am only aware of one case where this was the cause of the spill. I include it because, while not common, the sheer volume of material spilled is very high relative to other spills of this type, the severe repercussions of this type of spill can extend to neighbouring property owners, and also because it is illustrative of the lack of effective regulation over decommissioning old tanks. The recent spill from an Adelaide Avenue home in Saanich was the result of the fuel delivery company going to the wrong house to fill up an oil tank that had been removed, but with the filler pipe left in place. The delivery driver pumped oil into the filler pipe – and directly into the basement. The driver would have had no indication whatsoever just by looking at the filler hole that there was no tank attached to it⁸.

Current Legislative schemes:

The current legal framework that affects home oil storage tanks is disparate, unwieldy and ineffective. Notably, there is the provincial *Environmental Management Act*, the Federal *Fisheries Act*, the British Columbia *Fire Code*, and bylaws enacted at the municipal level. While each of these legal regimes touches on this problem in some way, they fail to deal with it directly, cohesively, or effectively. Most important, the laws tend to deal with spills and contamination after the fact -- no laws deal effectively and comprehensively with preventing the damage in the first place.

⁷ See for example, "Nova Scotia Oil spill caused by vandalism causes threat to salmon" by Stephanie Dearing found at <http://www.digitaljournal.com/article/281864>, or "Oil Vandals Hit Halifax Barber Shop" found at <http://www.cbc.ca/news/canada/nova-scotia/story/2011/12/12/ns-oil-vandals-hit-barber.html>

⁸ Kevin Slavin (February 23, 2012) "Oil Tank Spills Continue to Cause Concerns" Retrieved from <http://www.saanichnews.com/news/140085213.html>

Fisheries Act

The *Fisheries Act* makes it illegal for anyone to deposit a deleterious substance into waters frequented by fish⁹. Oil leaking from home heating oil tanks certainly constitutes a substance deleterious to fish, and a conviction under s. 36 can lead to substantial penalties. However, s. 36 of the *Fisheries Act* generally only comes into play after a spill has occurred and damage is already done.

Environmental Management Act

The *Environmental Management Act* can require a homeowner whose property has been the source of contamination to pay for the cost of that clean up. However, this is primarily a compensatory regime – it doesn't necessarily prevent the problem in the first place. The problem with this scheme is that homeowners do not generally know about their broad potential liability under it -- and the ones that do likely assume that their insurance will cover it. Furthermore, there is a question whether this regime achieves the full cost internalization necessary to fully incentivise the homeowner to prevent the spills¹⁰.

The benefit of this Act is that it is an absolute liability regime, meaning that there is no defence generally available if the substance has leaked into the environment. In that sense it is a very effective law. The weakness is that it only comes into play once the damage to the environment has been done.

Fire Code

The BC *Fire Code*, which incorporated the National *Fire Code* into BC Law in 2006, works in conjunction with the Canadian Standards Association's "Installation code for oil-burning equipment" ("CSA Code"), and includes a few provisions governing decommissioning of tanks, and the standards of tank design.¹¹ But these codes do not provide for regular monitoring of tanks to prevent spills, and are primarily concerned with fire prevention, and human health and safety -- not environmental health and safety. An illustration of just how ineffective these

⁹ *Fisheries Act*, section 36. Note that the newly-weakened s. 35 which now prohibits causing serious harm to commercial, recreational or aboriginal fisheries might also be invoked, but may be difficult to prove.

¹⁰ When doing a basic cost benefit analysis, a rational economic actor will avoid those costs where the expected clean-up cost X the probability of the payout being needed is less than the cost taking the preventative steps. Where the costs are so large that no individual would actually be able to pay them their internalization mechanism is lost. Instead the rational economic actor will only pay for the cost of prevention where the probability of payout X cost that they will actually be paying out exceeds the cost of the prevention measures. Consequently, the market will under-demand and under-supply environmental prevention. In that sense it is comparable to the classic open access resource problem, that is to say, a homeowner who uses the environmental resource only pays for a fraction of the cost of using that resource but gains all of the benefit.

¹¹ BC Reg 175/2006 ("BC Fire Code"); Consumer Standards Association, *Installation Code for oil-burning equipment*, B139-09 (August 2009) ("CSA Code").

provisions can be at preventing spills occurred in 2006 -- where one of the spills that occurred was traced back to a firehouse as its source.¹²

Municipal Bylaws

Many municipalities have enacted bylaws that require a permit and inspection for the installation, removal, or repair of home heating oil systems.¹³ These bylaws work in conjunction with the British Columbia *Building Code*, the British Columbia *Fire Code*, and the CSA Code.¹⁴ However, many homeowners remain uninformed of these by-laws and simply rely upon installation contractors to meet local permitting requirements. This, combined with varying degrees of punitive consequence for non-compliance, can render the bylaw regimes inconsistent and ineffective in preventing spills.¹⁵

In sum, perhaps the most important law governing home heating oil spills is the BC *Environmental Management Act*. The *Fisheries' Act*, though much more robust in number of ways, including the ability to levy punitive fines, has a wider range of defences available that could serve to limit the applicability of that act¹⁶. But both laws are reactive to incidents, and not preventative.

Potential models for reforming the law

The Province and local governments need to enact law reform to deal with this issue. Research indicates that many jurisdictions have addressed the tank spill problem by using a wide range of regulatory tools to prevent spills in the first place. These can be tailored to prevent situations that lead to leaks – and can be more effective at prevention than the reactive compensation and penal provisions of the *Environmental Management Act* and the *Fisheries Act*. The Canadian Council of Ministers of the Environment (“CCME”) has published the *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products* (“CCME Code”), a model set of technical requirements that is intended to “promot[e] environmentally sound management of petroleum and allied petroleum product

¹² Kevin Slavin (December 6, 2011) “Oil Spill History Repeats Itself in Saanich, Stream Steward says” Retrieved from <http://www.saanichnews.com/news/135111208.html>

¹³ See for example: City of Colwood, by-law No 785, *A bylaw to establish permit and inspection fees with respect to the installation and removal of oil burning equipment and flammable or combustible liquid storage tanks*, (2004); The Corporation of the District of Oak Bay, by-law No 4144, *A Bylaw to regulate the installation of oil burning equipment and flammable liquid and combustible liquid fuel tanks*, (2002) (“Oak Bay Bylaw”); The Corporation of the District of Saanich, by-law No 8204, *Oil Burning Equipment and Flammable Liquid and Combustible Liquid Fuel Tank Bylaw*, (2001).

¹⁴ CSA Code, *supra* note 11.

¹⁵ For example, the Oak Bay Bylaw has relatively severe consequences with potential fines as high as \$2000 for non-compliance (Oak Bay Bylaw, *supra* note 12 at s. 13). Whereas, the Colwood Bylaw doubles the permit fee for work that is commenced prior to obtaining a permit, resulting in an additional \$50 charge for failing to obtain a permit for a new tank installation (Colwood Bylaw, *supra* note 12 at s. 4, and Appendix A).

¹⁶ *Fisheries Act*, section 78.6

storage tank systems through the application of uniform performance standards throughout Canada.”¹⁷ The CCME Code can be adopted by any authority having jurisdiction, and goes beyond the British Columbia *Fire Code* and CSA Code to address issues such as the need to upgrade aging systems.¹⁸ To date no part of the CCME Code has been officially adopted as law in British Columbia.¹⁹

Prevention provisions fall into roughly into seven categories. These are:

- Physical requirements for tanks and equipment,
- Limiting the length of time a tank can be installed on a property,
- Regulating oil delivery to tanks,
- Inspection and monitoring requirements,
- Requirements for proper decommissioning of tanks,
- Direct economic incentives, and
- Laws imposing or modifying liability including insurance provisions.

Each of these legal requirements addresses a different potential cause of spills. Implementation of the full suite of such laws would create a robust scheme that should solve the problem of home heating oil spills.

Physical requirements for tank and equipment

One approach is to establish a technology standard for tanks and equipment. Such standards are easy to understand and easy to implement. Technology standards are one of the more common elements of the various regulatory regimes designed to prevent home heating oil spills. A number of design elements are potentially problematic for causing leaks -- and so various standards have been set to address these shortcomings. Some types of these provisions that we would recommend BC implement include:

¹⁷ Canadian Council of Ministers of the Environment, *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products* (2003) (“CCME Code”) at x.

¹⁸ The CCME identifies the Ministry of Environment, Environmental Services Branch, Industrial Waste Section and the Office of the Fire Commissioner, Ministry of Public Safety and Solicitor General as authorities in British Columbia with the jurisdiction to adopt the CCME Code. [See: Canadian Council of Ministers of the Environment, *Environmental Code of Practice for Aboveground and Underground Storage Tank Systems Containing Petroleum and Allied Petroleum Products* “Appendix A: Authorities having jurisdiction” (Revised March 2012) <http://www.ccme.ca/assets/pdf/bn_1326_rvsvd_appendix_a_1.0_e.pdf>].

¹⁹ However, the British Columbia *Fire Code* does identify Part 9 of the CCME Code as one of three acceptable engineering standards that can be applied in conforming with the requirement that the decommissioning of underground storage tanks be “in conformance with good engineering practice” (*supra* note 11, at s. 4.3.15.1.). Alternatively, decommissioning can be in accordance with the similar American Petroleum Institute Standards, or National Fire Protection Association 30, Annex C. (BC *Fire Code*, *supra* note 11 at s. 4.3.15.1, and Appendix A).

- Requirements that the tank and other aspects of the system be manufactured from either non-metallic or corrosion resistant materials²⁰;
- Requirements for the tank to be manufactured from fiberglass or be double walled²¹;
- Require interstitial monitoring device to be installed on double walled tanks to alert of any leaks²²;
- Requirements for various valves and containment apparatus²³;
- Requirements for the nozzle to be located on the bottom²⁴;
- Require the plumbing to be made out of an insulated material in order to prevent puncture from external sources²⁵; and
- Establish standards of certification that must be met by the tank²⁶ (this is done by incorporating other statutory or professional standards covering the exact same subject matter²⁷).

The CCME Code provides draft technical requirements in Part 3 and Part 4 that address design and installation standards for new aboveground and underground storage tank systems; these draft technical requirements incorporate many of the recommendations identified here.²⁸

However, such standards do little to address systems already in place. If a homeowner is completely replacing or modifying an existing system then these can come into play. However, many leaks come from existing tanks – tanks that are not well designed, not well-maintained, or not even used any more. Just imposing technology standards on *new installations* will be of very limited success if it is the only thing done.

Again, the CCME Code provides draft regulations that address the need to register existing storage tank systems by a prescribed date, and to upgrade or decommission non-conforming storage tank systems within two years of the effective date of the CCME Code adoption.²⁹ Under the CCME Code fuel delivery to tanks not registered by a prescribed deadline would be prohibited.³⁰ One effective measure for identifying tanks that are in compliance would be the imposition of a requirement to affix a date of installation on new tanks, or registry on existing tanks, and disallowing delivery people from depositing fuel in a tank without that identification.

²⁰ See Prince Edward Island home heat tank regulation sections 4;7(3).

²¹ See for example Heating Oil Storage Tank System Regulations, 2003, NLR 60/03 s.15(4)(a), PEI Home Heat Tank Regulation section s.7(3-5)

²² See for example PEI home heat tank regulation section 1(f), 7(4)(b)

²³ See for example PEI s14(2)(a)

²⁴ See for example PEI home heat tank regulation section 7(4)(b))

²⁵ See Massachusetts law [ch453 of the Acts of 2008, amended in 2010]

²⁶ See for example PEI home heat tank regulation section 7

²⁷ See for example PEI Home Heat Tank Regulation section s.7(2)

²⁸ CCME Code, *supra* note 17, at Parts 3 & 4.

²⁹ *Ibid*, at Parts 2 & 7.

³⁰ *Ibid*, at s. 2.5.1

Limiting the length of time a tank can be installed on a property

A number of jurisdictions have imposed restrictions on the length of time that a tank may be installed on a property. For example, Prince Edward Island now requires that steel tanks be replaced every 15-25 years depending on the tank design and steel thickness.³¹

Jurisdictions have acted in different ways to set time limits on tanks: establishing different maximum lengths, varying the time limit for different tank configurations, and establishing different procedures for dealing with the matter when a tank has exceeded the time limit.

In some jurisdictions the specific time limits are set out in the Act; elsewhere the minister sets the limits in regulations; and elsewhere the issuer of the identification tags for tanks (discussed below) can set the time limit as they see fit in the circumstances. Note that a number of jurisdictions with more comprehensive schemes have prescribed these time limits in the regulations themselves³².

Time limits need to reflect the variable resilience of the different types of systems. For example, a single walled tank may only have a safe life of ten years outside above ground and twenty below ground or inside. In contrast, a double-walled tank with an interstitial monitoring device could conceivably stay in the ground indefinitely as long as the interstitial space continued to be monitored³³. Prince Edward Island has excluded approved non-corroding home heat tanks from its time limits.³⁴

Restrictions on the length of time a tank may be installed on the property will only be effective if there are consequences when the tank is past its date. The jurisdictions examined have two different potential consequences:

- There can be restrictions on delivery, where the fuel truck driver is not allowed to deliver to any house unless there is a tag attached that is valid³⁵; or
- There can be a requirement for periodic re-inspection, resulting in either a new tag to be issued or the homeowner being forced to decommission the tank³⁶.

Regulating oil delivery to tanks

The tank time limits need to have a mechanism in place to force compliance when the tank expires. One way of accomplishing this is to require oil delivery companies to check a government-mandated identification tag affixed to the filler cap on the tanks at the time of

³¹ http://www.atlanticrbca.com/eng/regulations_pei.html

³² See for example Heating Oil Storage Tank System Regulations, 2003, NLR 60/03 s.15(1),(5)

³³ See for example Heating Oil Storage Tank System Regulations, 2003, NLR 60/03 s.15

³⁴ http://www.atlanticrbca.com/eng/regulations_pei.html

³⁵ See for example Heating Oil Storage Tank System Regulations, 2003, NLR 60/03 s. 13(1)(b)(ii), or PEI s 14(1)

³⁶ See for example PEI. Home Heat Tank Regulations S.19.

installation or last inspection -- and refuse to fill such tanks if the date on the tag has expired. The oil company is then typically required to report this to the ministry responsible for overseeing the issuance of the identification tags -- which can then order an inspection, discussed further below.

The one shortcoming in this regard is that the expired tank may only get reported when the driver attempts to deliver to a house with a tank past its expiry date. In cases where the homeowner has switched to a newer heating technology and no longer orders new oil, then the tank could sit there far past its safe life.

There are ways to overcome this problem however. Government inspection can be triggered automatically at the expiry date filed in the ministry's records.

An effective way to ensure removal of such obsolete tanks would be to legally require every installer of any type of home heating systems to ensure that the old oil tank has been properly decommissioned before installing a new system.

Inspection and Monitoring

Periodic inspection of existing home oil tank systems is crucially important. Systems tend to age, corrode and fail over time. Such systems are often poorly designed and constructed. For example, a few years ago the Prince Edward Island government estimated that 63 percent of PEI home heating tanks failed to meet proper installation standards to protect against spills. This is why the PEI government ordered the inspection of all such tanks by 2006. Inspected tanks were given a government-issued identification tag -- and it became illegal to deliver oil to a home heat tank which had not been inspected and given a valid tag.³⁷

Furthermore, ongoing inspection of installed equipment is necessary to check on aging, corrosion, and other potential problems. The nature of the monitoring required depends on the exact nature of the installed equipment. This can take the form of requiring usage monitoring, dipping to check for the presence of water, checking the interstitial monitoring device for changes in pressure, and even occasional soil samples where a leak is suspected. The CCME Code suggests that inspection and performance testing should be conducted annually, and makes it mandatory that any deficiencies identified through the inspection process be remedied in conformance with the Code.³⁸ In order to ensure the effectiveness of a mandatory inspection regime, delivery of oil should be prohibited for any tanks found inadequate.

Decommissioning requirements

Tanks no longer in use still pose a significant threat to the environment. They need to be properly decommissioned. For example, decommissioning of an underground tank can involve

³⁷ http://www.atlanticrbca.com/eng/regulations_pei.html

³⁸ CCME Code, *supra* note 17, at s. 8.4.

removing it entirely, or draining it of all old fuel, cleaning it, and filling it with an inert substance such as sand (to prevent soil subsidence from tank collapse).

The British Columbia *Fire Code* establishes that unused underground oil storage tanks must be decommissioned³⁹. However, governments have grossly inadequate information about exactly where those underground tanks actually are. In addition, there is not a comprehensive scheme to require proper decommissioning of above-ground tanks.

Any new regulation regime for home heat tanks needs to ensure enforcement of proper decommissioning of home heating oil tanks. Legislation needs to fashion a way to identify and track where old tanks are -- and ensure their proper decommissioning.

To do this effectively, we must obtain accurate information on where these old tanks are located. The West Vancouver Fire Department has been attempting for several years to get a handle on the exact number there and has yet to do so⁴⁰.

One way of improving the information about where old tanks are located would be to legislate a requirement that oil delivery companies keep a database of their customers along with the date of expiry of their systems. This database could be used to keep track of where oil tanks are, and help in identifying tanks that will be dropped from usage in the future. This information -- along with information gathered from homeowners who may self-identify their old tanks in order to get free insurance coverage (discussed below) -- should help determine the exact locations of unused tanks.

Direct Economic incentives to discourage oil tanks:

One approach that has been commonly used in other jurisdictions is to provide homeowners with direct incentives to change to different methods of heating altogether. These can take the form of either a positive economic incentive to switch to a new technology, or a negative incentive if the homeowner does not. The positive incentive is through a subsidy program that pays people a small amount of compensation to switch to a newer heating technology. An example of this was done in New Jersey and the program was so successful that the fund actually ran out of money, though it is still being administered in the expectation of receiving future appropriations⁴¹. The negative economic incentive can come in the form of an annual fee for continuing to keep the tank installed. This can be a powerful incentive to remove the tank. However, despite that benefit, these programs have been unpopular and may not be terribly effective at achieving their ends, especially in light of the inadequate records regarding where

³⁹ British Columbia *Fire Code*, supra note 11, at s. 4.3.15.1.

⁴⁰ Several years after the program was first brought into being the municipality was still sending out letters and information packages trying to figure out which properties still had tanks. For an example of these letters see: http://westvancouver.ca/uploadedFiles/Emergency_Services/Emergency_Services_Main_Pages/FOP%20LETTER%20TO%20ACCOMPANY%202011%20DECLARATION.pdf, or http://westvancouver.ca/uploadedFiles/Emergency_Services/Emergency_Services_Main_Pages/FUEL%20STORAGE%20TANK%20RESPONSE%20FORM.pdf

⁴¹ New Jersey Petroleum Underground Storage Tank Remediation, Upgrade And Closure Fund

these tanks are actually located. This was recently tried in West Vancouver through the West Vancouver Tank Permitting scheme and has been controversial⁴².

Liability provisions and insurance requirements

As noted above, tanks can not only create large risks to the environment, they can also create a massive economic liability to individual homeowners. This homeowner liability is exacerbated by the fact that insurance policies generally do not cover such losses.

A number of the jurisdictions examined have attempted to deal with this problem. There are a number of different models that can be looked at, and each has its strengths and weaknesses.

The first decision to be made about a law governing insurance is whether it will be compelled or voluntary. The argument in favour of voluntary is fairly straightforward. The homeowners know the peril they are facing if they do not have some sort of protection and so should be free to take that risk. However, there are good reasons to believe that this will lead to an under-consumption of insurance by the public. First, the public simply doesn't know about the level of liability they may be facing – and economic models require decision makers to have reasonably complete information. Furthermore, there is a reason to believe that even if the homeowners in question had perfect information that they would still under-consume insurance goods because of the lack of full cost internalization noted earlier.

By contrast, mandatory insurance is based on the idea that the individuals in question are engaged in an activity that has a high likelihood of imposing costs on others that they will be unable to bear and so should be insured for it. This is the reason why we force people to buy auto insurance for example. The problem with compelled insurance is that it tends to be very unpopular, even where it on average saves everyone money⁴³.

For home heating tanks, one possible way of providing compelled insurance with low political costs might be to impose a public insurance scheme similar to the one in Washington State whereby the insurance fund is paid for by a small surcharge on each unit of fuel⁴⁴. A great benefit in the way that they have designed their system is that the homeowners only receive insurance protection if they sign up their system ahead of time, at no cost. Consequently it provides a strong incentive for those owners that have a tank on their property to self identify. This serves the vital function of improving government records about where all the oil tanks are.

Even if the decision is made to ultimately leave the choice of whether to buy insurance up to the individual homeowner, there will still be a need for some form of regulatory intervention.

Currently the insurance companies on Vancouver Island have pollution exclusion clauses that prevent them from being on the hook for any of these costs. Even where they do not have such

⁴² West Vancouver Fuel Storage program

⁴³ One need only look to our neighbors to the south and the public outrage over the compelled health insurance mandate of the Patient Protection and Affordable Care Act

⁴⁴ See for example Washington state, 70.149 RCW and Chapter 374-70 of the Washington Administrative Code, also <http://www.plia.wa.gov/heating/insurance.htm>

an exclusion clause, recent case law would suggest that property owners might still find themselves without coverage⁴⁵. Other jurisdictions have passed regulations requiring the insurance companies to at least offer pollution coverage, though they still leave it up to the individual homeowner whether or not to purchase it⁴⁶.

As deliverers of oil, the oil companies are in a unique position to reduce risk of spills from poor tanks. Therefore, government should review how making such companies absolutely liable for spills -- and requiring them to carry commensurate insurance -- might reduce the incidence of spills.

⁴⁵ Johnston v Chubb Insurance Company of Canada, 2010 QCCA 1066

⁴⁶ See Massachusetts law [ch453 of the Acts of 2008, amended in 2010]

Recommendations: Solutions from Other Jurisdictions

Having surveyed a number of other jurisdictions that have dealt with this issue, we make the following recommendations for reform. British Columbia and local governments should legislate the following:

- Mandatory physical requirements for home heating oil tanks and equipment, including requiring tanks to be double-walled or made of fiberglass, requiring reinforced plumbing and making containment apparatuses mandatory, etc. CCME Code standards should be considered.
- Requirements for tank system replacement and upgrades, including maximum time limits on the length of time a tank can stay installed on a property;
- A requirement that tank systems be registered – and establishment of government-issued identification tag systems that confirm tanks and systems are in good shape and not obsolete. Delivery of fuel to tanks without a valid tag should be prohibited;
- Mandatory regular inspection systems, including authorization of inspectors to enter private property for that purpose;
- Require every installer of home heating systems to ensure that the old oil tank has been properly decommissioned before installing a new system.
- Require proper decommissioning of any tanks that no longer meet certification or if unused for a prescribed period. This will require setting up mechanisms to identify where all tanks are (including access to oil delivery company records and offering of public insurance to homeowners who self-identify old tanks).
- Governments should consider legislating absolute liability for oil companies for any subsequent spills from a tank they fill – and a requirement that the company carry liability insurance for that liability;
- Subsidies to homeowners to change to cleaner home heating options;
- A public insurance fund paid for by surcharge on fuel to pay for spills from the property of those homeowners who have self-identified as having a tank.

If You See A Spill Or A Leak!

1. Eliminate all sources of ignition - turn off the furnace, baseboard heaters, fireplaces, fans, etc.
2. Stop the leak if you can do so without risk.
3. Contain the spill using whatever materials you have (pails, newspapers, kitty litter, absorbent pads, etc.).
4. **Immediately call the Provincial Emergency Response (PEP) Program at 1-800-663-3456**
5. If the spill enters the drains or goes onto a Saanich road, call Saanich Public Works 250-475-5599 (after 4:30 pm and before 8:30 am call 250-475-6190).
6. Contact your fuel supplier or look under "Oil Tank Installation, Cleaning & Removal" in the yellow pages for help. Recovered oil and cleanup materials cannot be disposed in the garbage.
7. Transfer any remaining oil from the leaking tank to a sound tank or leak-proof container such as a 45 gallon drum.
8. Clean up the spilled oil and contaminated materials and place in sturdy containers. For a large clean up you may need a professional contractor.
9. Contact your insurance agent if needed.
10. Have a repair service replace the tank and/or other leaking components.

Installing and Recovering Tanks

The BC Fire Code requires the removal of buried tanks which are of no further use, or have not been used for two years. Once a tank is removed, the surrounding soil must be assessed for contamination. Any contamination must be cleaned up by a contractor.

Used oil collection tanks are not permitted in Saanich.

All tanks must be installed in accordance with the BC Fire Code and Saanich's Oil Burning Equipment Bylaw #8204. To install, relocate, abandon, or remove a tank in Saanich, you will need a permit from the Fire Department. For more information call the Fire Prevention Office at 250-475-5500.

Hiring a professional oil tank company for removals and clean-ups is strongly recommended. For more information, call the Saanich Fire Prevention Office at 250-475-5500.

Incentive and Rebate Programs

If you are interested in replacing or upgrading your home heating system, learn more about incentives and rebates available at www.citygreen.ca

www.environment.saanich.ca

Home Heating Oil Tanks Tank Maintenance & Spill Response

A joint project of the Saanich
Engineering, Planning and
Fire Departments.

District of Saanich
770 Vernon Avenue
Victoria, BC V8X 2W7



Background

Do you have an underground, above-ground or basement heating oil tank on your property? A residential heating oil tank holds about 1,000 liters of fuel. This brochure could help you avoid costly and environmentally harmful oil spills. Preventing leaks and spills is important for several reasons:

1. Oil spills can quickly have a direct environmental impact on fish and wildlife habitat in creeks, rivers and marine waters. Ground water may also be contaminated.
2. Spills on your property and to the sewer system can be expensive and complicated for homeowners and the municipality. In addition, the full cost to clean up the spill and contaminated soils may not be covered by your household insurance.
3. Depending upon the extent of the spill, you can also be in violation of Federal, Provincial and Municipal laws.

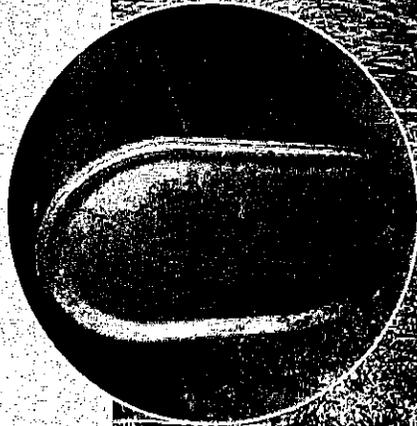
Avoid spills by regularly inspecting your tank

Metal tanks can corrode from the inside out, making failures hard to spot before they become serious. Any water from condensation goes to the bottom of the tank where it can cause corrosion. Damaged fuel lines that lead from the tank to the furnace, and loose fuel filters can also result in leaks.

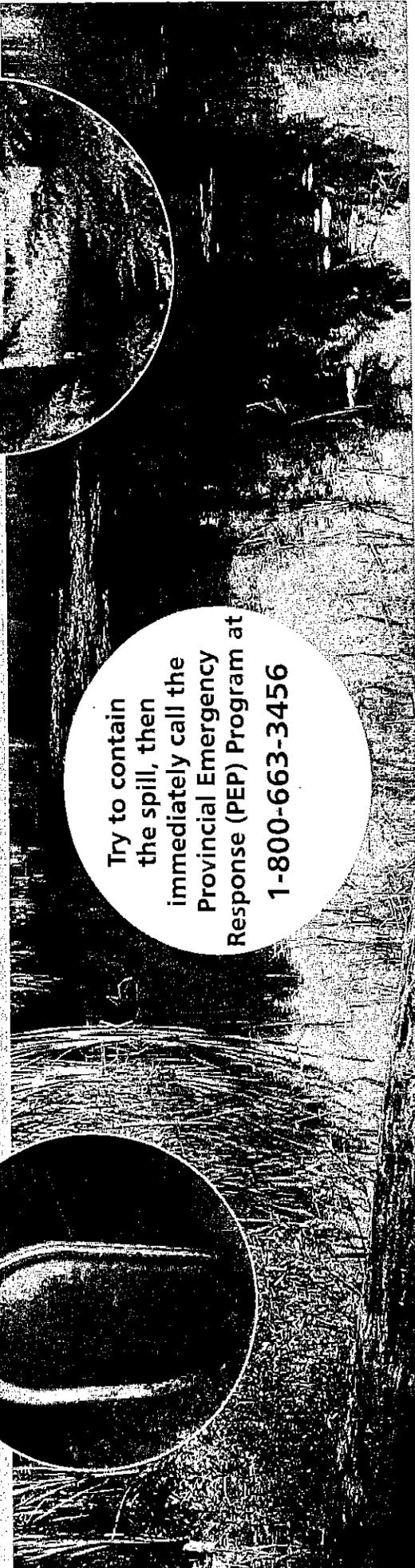
1. Check the tank for problems after each fuel delivery.
2. Make every effort to protect the fuel line between the tank and heating system.
3. Regularly check the outside of tanks for rust, particularly where legs are welded to the tank. Clean off rust and apply rustproof paint.
4. Watch for leaks in the fuel filter, or the nozzle becoming plugged.
5. Ask your supplier to visually inspect the fuel line for leaks.
6. Keep a simple spill kit handy in case of leaks or spills (available from safety supply stores).
7. Tanks should be securely installed.

Other preventative maintenance tips

1. Be alert to any oil smells near the tank.
2. Watch your oil bills for unexplained or sudden increases in the amount of oil you've been using.
3. Keep the tank full over the summer to reduce water condensation inside.
4. When replacing a tank, don't re-use the old oil. Water, sludge, and bacteria in old oil can cause corrosion and leaks in a new tank.
5. Have your furnace serviced annually and replace the oil filter.
6. Make sure your tank complies with your insurance requirements.
7. If tank is decommissioned make sure all piping is removed or capped.



Try to contain the spill, then immediately call the Provincial Emergency Response (PEP) Program at 1-800-663-3456



From: AVICC [<mailto:avicc=ubcm.ca@mail27.wdc03.rsgsv.net>] **On Behalf Of** AVICC
Sent: Friday, October 18, 2013 12:32 PM
To: Wendy Thomson
Subject: AVICC MEMBER NOTICE - Update on initiatives to address gas rates and operating fees

[AVICC update on initiatives to address gas rates and operating fees.](#)

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The Association of Vancouver Island and Coastal Communities

Representing Local Government On

Vancouver Island - The Sunshine Coast - Powell River and The Central Coast

British Columbia, Canada

Please forward the following to your elected officials and CAO.

Dear AVICC Member,

The following is a brief outline of the status of a number of initiatives to address gas rates and operating fees.

1. Negotiations regarding a new operating agreement are being completed. The Operating Agreement Working Group met in Nanaimo on Thursday, October 17, 2013 with the objective of finalizing a draft model agreement and arranging for consultation as appropriate. It is proposed that this agreement (with Nanaimo City as the trial member) be taken before the BCUC for adjudication as a template. Technical information on this is available through the working group members c/o Steve Ricketts, City of Nanaimo (Stephen.ricketts@nanaimo.ca)

The Fortis appeal regarding amalgamated rates continues and there is, as yet, no decision. The Province has provided a letter to Fortis supporting Fortis' approach. We hope for a positive decision in due course.

Current advertisements published by Fortis regarding existing gas rate structures are a standard procedural requirement of the BCUC. This is entirely separate and independent of our ongoing efforts to see rates significantly reduced on Vancouver Island and has no relationship or impact on our efforts in this regard.

Your representatives, led by Joe Stanhope, met at UBCM with the Premier, Minister Coleman and Minister Bennett on all these issues; including the final piece which is legislative authority to authorize operating fees. If all goes well, this minor legislation is anticipated to go before the House in the spring. AVICC received a very positive reception from the government.

We are monitoring the BCUC appeal process and will advise the moment we know anything further. In the meantime, we anticipate proceeding to the BCUC with a model operating agreement which will permit operating fees to be collected in the future. The intention remains that operating fees be instituted along with amalgamated rates so that the observed result will be an overall substantial reduction in current gas costs.

Enquiries to Fortis are welcomed to either Gord.Schoberg@fortisbc.com or Carol.Greaves@fortisbc.com.

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You are currently subscribed to this list because your organization identified you as the primary recipient of communication from the Association of Vancouver Island Coastal Communities.

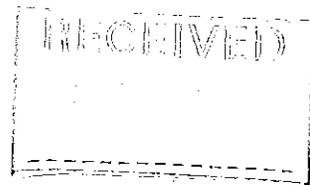
Our mailing address is:

Association of Vancouver Island and Coastal Communities
525 Government St
Victoria, BC V8V 0A8
Canada

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Ref: 201365

October 16, 2013

Cindy Solda, Chair
Alberni-Clayoquot Regional District
3008 5th Avenue
Port Alberni, British Columbia
V9Y 2E3

Dear Chair Solda:

Thank you for meeting with me on Thursday, September 19 at the 2013 UBCM Convention to discuss the road connecting Macoah Village with Salmon Beach and community watersheds.

I acknowledge Salmon Beach residents' concerns regarding road maintenance and access. Staff have looked into the matter on your behalf and confirmed that since the Salmon Beach Recreational Village is designated as a water access seasonal recreation site, the road maintenance level cannot be increased beyond that of an environmentally maintained Forest Service Road. I encourage you to contact South Island Natural Resource District staff directly if you have any further questions.

With regard to the protection of community watersheds, I note your concerns that logging activity in the vicinity of your watersheds is adversely impacting water quality. While data collected by the province suggests that observed turbidity is a natural occurring phenomenon, I have asked ministry staff to ensure that all environmental standards are met. They will also contact local officials in the near future to explore the feasibility of a land swap that would shift timber harvesting away from watersheds.

Again, thank you for attending the meeting. I appreciated the opportunity to discuss issues of mutual interest.

Sincerely,

Steve Thomson
Minister

pc: Craig Sutherland, Assistant Deputy Minister, Coast Area
Sharon Hadway, Regional Executive Director, West Coast Region
Rhonda Morris, District Manager, South Island Natural Resource District

Ministry of Forests, Lands and
Natural Resource Operations

Office of the Minister

Mailing Address:
PO BOX 9049 Stn Prov Govt
Victoria, BC V8W 9E2

Tel: 250 387-6240
Fax: 250 387-1040
Website: www.gov.bc.ca/for



17th of October, 2013

3008 5th Ave
Port Alberni, B.C
V9Y 2E3

Lower Mainland Region Office
3400 Lake City Way
Burnaby, B.C. V5A 4Y2
Canada
redcross.ca

Dear Alberni-Clayoquot Regional District Board Members,

First, I am writing to extend a sincere THANK YOU for your district's funding for fiscal year 2012-2013. Your generosity has allowed us to accomplish essential work for your community. We would like to take this opportunity to congratulate you for recognising the value of community initiatives and programs that support your community the way you did.

With your continued support, your Health Equipment Loan Program (HELP) Depot can continue providing free, short-term loans of essential medical equipment that each year allows thousands of people to safely recover at home, to participate in community life, and to get back to their lives.

Moreover, it is my pleasure to enclose a copy of the British Columbia & Yukon Report Back to the Community 2012/13. This report provides highlights of the work of the Canadian Red Cross BC & Yukon but is a mere reflection of the stories of service and compassion.

The Report Back includes a few examples of humanity in action everyday in our communities. I hope you are able to find a few moments in your busy day to review the report and feel inspired. On behalf of our clients and dedicated volunteers- thank you!

Sincerely,

A handwritten signature in black ink, appearing to read "C. Bates", with a long horizontal line extending to the right.

Christian Bates

Grant Writer

BC Fund Development

Canadian Red Cross, Western Zone

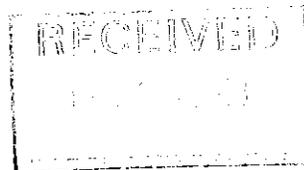
3400 Lake City Way | Burnaby | BC | CA | V5A 4Y2

Christian.Bates@redcross.ca T 604-709-6683 | 778-387-6332 | F 604-7092-6675

www.redcross.ca



THE ROYAL
CANADIAN
LEGION



Dear Valued Supporter

Please find enclosed a copy of Volume VIII of the BC/Yukon Command's **Annual "Military Service Recognition Book"** recognizing Veterans in BC and the Yukon who have served our Country so valiantly. We have also enclosed a "Certificate of Appreciation" acknowledging your organization's generous support.

You will find the advertisement you purchased during our 2013 Telephone Appeal printed inside, along with another copy of your invoice, if you have not yet forwarded your payment.

Your ongoing support for this important project for **The Royal Canadian Legion** is sincerely appreciated. Proceeds raised will be used to improve services to Veterans and the more than 150 Communities that we serve. Proceeds are also redirected to programs and services sponsored by The Legion in communities throughout British Columbia and the Yukon. The Legion is one of the single largest contributors to a vast array of community charitable programs which touch every aspect of life, every age group, and every citizen in some way.

We look forward to your continued support of this important Legion project when you are contacted in 2013.

Please don't hesitate to contact us at **1-800-964-9074**, if you require additional information.

Once again, **Thank You!**

Respectfully,

Gary Peters
Project Chairman
The Royal Canadian Legion
BC/YT Command

Certificate of Appreciation



Presented to



*Regional District Of Alberni
Clayoquot*

For supporting the "Military Service Recognition Book" of BC/Yukon Command of The Royal Canadian Legion. Your recognition and support for Veterans in British Columbia and the Yukon is sincerely appreciated. Thank you for your participation.

A handwritten signature in black ink, appearing to read "Angus Stanfield".

Angus Stanfield
President

A handwritten signature in black ink, appearing to read "Gary Peters".

Gary Peters
Project Chairman

2013

BC/YUKON COMMAND OF THE ROYAL CANADIAN LEGION

"LEST WE FORGET"

From: "M Mills" <t4gbiz@gmail.com>
To: "HThomson@avtimes.net" <HThomson@avtimes.net>, "office@avcoc.com" <office@avcoc.com>, "Pat Deakin" <patrick_deakin@portalberni.ca>
Subject: Port Alberni Represented in the Finalist's of the 2013 BC Export Awards

Good Morning,

Canadian Manufacturers and Exporters would like to congratulate the The Coulson Group of Companies for representing Port Alberni as a finalist at the 2013 BC Export Awards.

Winners of this year's awards will be announced at the 2013 BC Exports Awards Networking Trade Show and Gala Luncheon on Friday, November 15 at the Hyatt Regency Vancouver.

Please join us by celebrating your city's representation amongst the best and the brightest in British Columbia's export industry. To register, please visit:
<https://bc.cmemec.ca/mpower/event/loadevent.action?e=99>

For detailed information on all of this year's finalists, please see the attached media releases.

Thank you,
Melissa Mills

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Melissa Mills
Owner/Consultant
Taken4Granted
C: 250.741.6207<<tel:250.741.6207>>
E: t4gbiz@gmail.com<<mailto:t4gbiz@gmamil.com>>
W: www.t4gbiz.com<<http://www.t4gbiz.com>>

Category: Finalist "Professional Services"

The Coulson Group of Companies (Port Alberni)
www.coulsongroup.com<<http://www.coulsongroup.com/>>

"Coulson Aircrane has been able to reinvent itself by focusing on the world fire fighting marketplace. With 27 years experience in the United States and expanding to Australia eight years ago, Coulson has found that world diversity has been significant in its growth as an aviation company. Coulson is proud to be a Canadian small business exporting its highly specialized fire fighting service worldwide." – President and CEO, Wayne Coulson

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This email was virus checked by the City of Port Alberni's Sophos UTM 9 email security.
<http://www.portalberni.ca>



For Immediate Release

October 18, 2013

Finalists Announced for the 2013 BC Export Awards

VANCOUVER, (BC), October 18, 2013 – Canadian Manufacturers & Exporters (CME) BC Division and the Ministry of International Trade are pleased to announce the finalists for the 2013 BC Export Awards.

Representing cities from across the province including: Victoria, Richmond, Delta, Vancouver, Port Alberni, Prince George and more, and stretching across industries ranging from advanced scientific research to green energy and natural resources to digital media, this years finalists have certainly covered a lot of ground.

Category: Finalist “Premier’s Award for Job Creation”

- Creation Technologies
- Pinnacle Renewable Energy Inc.
- Corvus Energy

Category: Finalist “New Exporter”

- Partners In Motion / Harmony Distribution
- dPoint Technologies Inc.
- Saltworks Technologies

Category: Finalist “Consumer Products”

- N.I.I. Northern International
- Prepac Manufacturing Ltd.
- Graph Tech Guitar Labs

Category: Finalist “Natural Resources”

- SPF Precut Lumber
- Paper Excellence Canada Holdings Corporation
- Vitalus Nutrition Inc.

Category: Finalist “Digital Media & Entertainment”

- Vancouver Film Studios
- QuickMobile
- Idea Rebel

Category: Finalist “Sustainability”

- Endurance Wind Power
- Greenlight Innovation
- Klohn Crippen Berger (KCB)

Category: Finalist “Advancing Technology & Innovation”

- Delta-Q Technologies
- Elastic Path
- Alpha Technologies

Category: Finalist “Manufactured Products”

- WhiteWater West Industries
- STEMCELL Technologies Inc.
- RIMEX Supply Ltd

Category: Finalist “Professional Services”

- Hatfield Consultants
- The Coulson Group of Companies
- Global Relay

Category: Winner “Leadership Award”

Warren Roy is CEO & Founder of Global Relay

Category: Winner “International Business Studies Award”

Connor Bildfell, International Business graduate from the University of Victoria

The winners will be announced at the 2013 BC Export reception and luncheon gala held at the Hyatt Regency Vancouver on November 15, 2013. To book your tickets and/or corporate tables online, visit: <https://bc.cmeme.ca/mpower/event/loadevent.action?e=99>.

Finalist Profiles:

Category: Finalist “Premier’s Award for Job Creation”

Company Profile: Creation Technologies—www.creationtech.com—is a global Electronics Manufacturing Services provider founded and headquartered in Burnaby, BC. Creation was named 2012 EMS Company of the Year by Circuits Assembly out of approximately 5,000 providers worldwide for our customer-focused business model. In 17 locations across Canada, USA, Mexico and China, we focus on building premier customer relationships with companies requiring high-mix, high-complexity start-to-finish design, manufacturing and supply chain solutions. Creation is proud to partner with Original Equipment Manufacturers in the Industrial & Instrumentation, Medical, Communications & Wireless, Computing & Media, Transportation, Defense, Security & Aerospace and Environmental industries.

Company Contact:

Janelle Urchenko

Creation Technologies

Office: 604.430.4336 x 4367 janelle.urchenko@creationtech.com

Category: Finalist “Premier’s Award for Job Creation”

Company Profile: Pinnacle Renewable Energy Inc. is proudly British Columbian, currently operating 6 pellet producing plants within BC and set to open its own world class export terminal in Prince Rupert in November 2013. Westview Terminal, as it will be known, will be the world’s first dedicated wood pellet terminal capable of loading panamax class vessels.

With the completion of Westview Terminal drawing near, Pinnacle is turning its attention to organic growth and expecting to see a number of plants added in the next few years.

Pinnacle’s pellet plants all draw mill and harvesting residuals from sawmilling operations throughout the province. This waste material was once burned at source, simply to get rid of it. However, it now provides the source fibre for wood pellets that are burned for a meaningful purpose -creating energy and heat. One of Pinnacles’ proudest achievements has been the fact that we are directly responsible for shutting down more than 12 beehive burners throughout our Province.

Pinnacle has lead the supply chain development for this emerging global market, and intends to remain out front.

Company Contact:

Christina Gagno | Executive Assistant

Pinnacle Renewable Energy Inc.



T: 1.604.270.9613 Ext 2000 | M: 1.604.379.7594 | F: 1.604.270.9914

Suite 350 - 3600 Lysander Lane, Richmond BC, V7B 1C4

www.pinnaclepellet.com

Category: Finalist “Premier’s Award for Job Creation”

Company Profile: Based in Richmond, BC, Corvus Energy designs and manufactures the world’s most rugged industrial lithium batteries. The only lithium battery purpose built for industrial use, this robust technology has been validated by Siemens, ABB, GE and others, and in extreme duty applications such as hybrid and full electric commercial vessels and locomotives. Beyond industrial equipment, Corvus technology is being applied to smart grid applications and utility scale renewable energy generation at locations around the globe.

Company Contact:

Silvie Votrubova, Marketing

Corvus Energy Limited

www.corvus-energy.com

e. svotrubova@corvus-energy.com

p. +1 604 227-0280 f. +1 604 227-0281



Category: Finalist “New Exporter”

Company Profile: Since its creation in 1993, Partners In Motion / Harmony Distribution has grown and matured into a multi-dimensional, multi-purpose Emmy-award winning entertainment entity engaged in the development, production and distribution of comprehensive, award-winning media programming seen in more than 150 countries around the world and heard in over 30 languages. Partners In Motion / Harmony Distribution consists of a team of passionate, talented individuals dedicated to the creation, financing and distribution of smart, imaginative and entertaining non-fiction programs and television series. In 2012 Partners in Motion / Harmony Distribution permanently relocated their head offices from Saskatchewan to Metro Vancouver, British Columbia.

Company Contact:

Jeff Stecyk, General Manager / COO / Notary Public

Partners in Motion / Harmony Distribution Part of *SHIFT MEDIA GROUP*

604 Columbia Street Suite #470 New Westminster, BC V3M 1A5 (Canada)

3115 W. Olive Avenue Suite 11 Burbank, CA (USA)

P/ (604) 506-7646 www.partnersinmotion.com

Category: Finalist “New Exporter”

Company Profile: dPoint Technologies Inc. is a clean energy technology company that develops membrane materials and energy recovery ventilator (ERV) cores that reduce the energy consumption and improve indoor air quality in commercial, residential and industrial buildings. dPoint boasts product sales throughout North America, Europe and Asia to some of the leading HVAC manufacturers around the globe. Driven by increasing demand for ventilation and energy recovery in building codes and standards, dPoint is excited about their growth prospects both at home and abroad. www.dpoint.ca

Company Contact:

David Kriebel, VP Sales & Marketing

Office: 604-374-0664 dkriebel@dpoint.ca

What's Inside Matters

1275 Venables Street, 3rd Floor, Vancouver, BC V6A 2E4



Category: Finalist “New Exporter”

Company Profile: Saltworks Technologies is a Vancouver, BC based company that designs, manufactures and sells leading, energy efficient solutions for desalination and water treatment. In five years, Saltworks has built an international customer pipeline that includes some of the world’s largest companies including Fortune 50 firms. We sell our products globally to the oil & gas, mining, food & beverage, waste disposal, and other sectors. We invent, design and assemble our products at our seafront facility in Vancouver.

Company Contact:

Joshua Zoshi | President | Saltworks Technologies Inc.

Tel. 604-628-6508 Ext 232 | joshua.zoshi@saltworkstech.com

Category: Finalist “Consumer Products”

Company Profile: Founded in 1997, in Steven Gula’s basement, N.I.I. Northern International, Inc. is a BC based market-leading designer, manufacturer, marketer and distributor of consumer lighting products including patented flameless candles and residential-use outdoor lighting products. With a leading market position in two sizable and growing categories, Northern is revolutionizing important segments within the consumer lighting sector. Its products boast market-leading innovations, differentiated designs and patent-protected technology. From its base in Coquitlam, Northern has established footholds though out the world, encompassing relationships with premier brands in more than 14 distinct retail categories including blue chip clients such as warehouse clubs, mass merchants, big box retailers, and a myriad of independent gift retailers, restaurants, hotels and spas.

Company Contact:

Steven Gula, President

NII Northern International Inc. | 101-1 Burbidge St, Coquitlam, BC, Canada, V3K-7B2

Phone 604.464.8606 x 107 | Mobile 604.657.7603 sgula@niinorthern.com

Category: Finalist “Consumer Products”

Company Profile: Prepac Manufacturing Ltd. was founded in Vancouver BC in 1979. Since that time Prepac has grown to become one of North America’s largest and most successful RTA (Ready To Assemble) furniture manufacturers. Despite significant North American and International competition Prepac has consistently grown its market share through significant investments in both system logistics and manufacturing technologies. Currently over 80% of Prepacs consumer products are exported to other countries.

Company Contact:

Jim Mathison, VP Sales & Marketing

Prepac Manufacturing Ltd.

6705 Dennett Place | Delta BC Canada V4G 1N4

Tel: 604.940.2300 ext 101 | Toll Free 1.800.665.1266 www.prepacmfg.com

Category: Finalist “Consumer Products”

Company Profile: Founded 30 years ago on his kitchen table, Dave Dunwoodie, president of Graph Tech Guitar Labs, leads a team of 20, manufacturing unique and patented guitar components and accessories to manufacturers and distributors in 37 countries. Today, Graph Tech parts are on more new instruments worldwide than any other company. From nuts and saddles, to picks, pickups systems and handcare, their customers include Fender, Martin, Taylor, Godin, Ibanez, Larrivee, Gibson, Samick, Guild, Schecter and many more.

Company Contact:

Dave Dunwoodie, Head Honcho

dave@graphtech.com

t: 604.940.5353 ext. 125 f: 604.940.4961

Category: Finalist “Natural Resources”

Company Profile: SPF Precut Lumber (a division of Pacific Prince Investments Inc.) is a wholesale exporter of Canadian wood products based in British Columbia since 1990. Co-founded on the vision and sacrifice of Muhammad Amir and his late-wife Shaheen Zafar, SPF Precut Lumber exports 200-million boardfeet of lumber to 20 countries worldwide; promotes BC softwood lumber by changing the way it is delivered to non-traditional export markets through its innovative logistics model and customer-education programs; and supports the environment, industry peers, and the local community.

Company Contact:

Mo Amir

SPF Precut Lumber

Suite 510 – 2755 Lougheed Highway

Port Coquitlam, BC V3B 5Y9

Tel: 604-464-6700 Fax: 604-464-6692 www.spfprecut.ca

Category: Finalist “Natural Resources”

Company Profile: Global patterns of trade constantly evolve. As a trading nation, Canada – and the matrix of Canadian exporters at its leading edge of competitiveness – are vital to growth of the national and provincial economy. Paper Excellence is an exciting new entrant and value-added natural resources exporter – with C\$2.5 billion in sales, growing at 30% per year. We achieve this through innovation, excellence in management and unwavering belief in our desire to deliver value to our customers.

Company Contact:

Soo Feng Ker, Personal Assistant

Paper Excellence Canada Holdings Corporation

Email: sker@paperexcellence.com / soofeng.ker@gmail.com

Phone: (604) 248-3570 Fax: (604) 232-2463

Category: Finalist “Natural Resources”

Company Profile: Vitalus Nutrition Inc. is a leading supplier of refined, custom dairy ingredients for the world’s food, beverage and nutraceutical industries. Located in Abbotsford, the Vitalus Nutrition plant processes millions of litres of milk yielding cream, milk protein concentrate and permeate. These products are used in baking,

confections, dairy products, snack foods, protein drinks, nutrition bars and more. Vitalus is the only manufacturer of specialty highly functional and nutritional milk protein products in Canada. As an international exporter of dairy functional ingredients, Vitalus has put Canada on the map for its quality milk products.

Company Contact:

Nathalie Hoang, Marketing Assistant

OR

Elena Middlemass, CAP-OM, Executive Assistant



Vitalus Nutrition Inc.

3911 Mt Lehman Rd, Abbotsford, BC, V4X 2N1

Phone: (604) 857-4526 Fax: (604) 857-1651

Email: emiddlemass@vitalus.com Web: <http://www.vitalus.com>

Category: Finalist “Digital Media & Entertainment”

Company Profile: Vancouver Film Studios provides the sound stage facilities and support infrastructure that have made Vancouver one of the largest and most respected centres for film and television production in North America. Home to more than 75 feature films and 60 television projects in the past fourteen years of operation - including *Night at the Museum*, *Twilight*, *Underworld*, *X-Men*, *Bates Motel*, *Arrow* and *Battlestar Galactica* - VFS is a privately owned facility situated on 35 acres in the City of Vancouver.

Company Contact:

Pete Mitchell, President and Chief Operating Officer

Vancouver Film Studios

604-453-5014 pmitchell@vancouverfilmstudios.com

Category: Finalist “Digital Media & Entertainment”

Company Profile: QuickMobile, the pioneer of event apps, transforms meetings and events with a feature-rich communication channel that allows event organizers to increase participation, generate revenue, and continue building loyalty long after the closing remarks.

Available for all mobile platforms, our highly secure, enterprise-grade event apps connect attendees, distribute and manage content, promote your brand, integrate with social networks, and gather real-time audience and participation data – all in one simple mobile solution.

Company Contact:

Karra Barron, Content and Social Media Strategist

QuickMobile

t: +1 604 875 0403 ext. 370 Skype: karra.barron_qm

www.quickmobile.com karra.barron@quickmobile.com

Category: Finalist “Digital Media & Entertainment”

Company Profile: Idea Rebel is a Digital Marketing Agency with offices in Vancouver and Toronto, specializing in creative solutions for web, mobile, and social platforms.

Our team delivers innovative and engaging digital solutions for client all around the globe. Whether it’s a mobile app for Remax in Australia or a Facebook contest for Electronic Arts in Europe, Idea Rebel is connecting consumers with branded experiences everywhere. www.idearebel.com

Company Contact:

Jamie Garratt

idea rebel

A Digital Agency.

155 Water Street, Vancouver BC

mobile. 604 218 8038 office. 604 569 2155 x1 twitter. @idearebel

Category: Finalist “Sustainability”

Company Profile: Endurance Wind Power is a Surrey based wind turbine manufacturer that specializes in 50kW and 225kW wind turbines designed specifically for distributed wind power applications. Our line of modern, induction-based wind turbines brings efficient, reliable, safe and quiet, renewable energy within reach of homeowners, businesses and institutions across the globe.

Company Contact:

Ms. Randeep Dosanjh, Marketing Specialist



#107-19052 26th Avenue, Surrey, BC, V3S 3V7 Canada

Office: +1-604-579-WIND (9463) Direct: +1-604-579-9467

Category: Finalist “Sustainability”

Company Profile: Greenlight Innovation designs and manufactures a line of fuel cell, electrolyser and battery pack test equipment which is sold globally to organizations engaged in research and development in the growing clean tech sector. Greenlight also provides custom products for natural gas and hydrogen infrastructure development. Their fully automated test systems are used to characterize green energy solutions for transportation, distributed power and back-up power applications.

Company Contact:

Greig Walsh, Director of Sales and Marketing, Greenlight Innovation

T +1 604 676 4038 F +1 604 676 4111 W greenlightinnovation.com

Category: Finalist “Sustainability”

Company Profile:

Klohn Crippen Berger (KCB) is a leading engineering and environmental consulting firm with its head office in Vancouver, 13 offices in strategic locations in Canada, Peru, Australia, England, Brazil and a project office in Mongolia. The Company was founded in Vancouver, BC, in 1951. KCB has over 60 years of participation in some of the largest and most challenging engineering projects in the world and are typically working on projects in over 20 countries. KCB offers a full range of services in oil and gas, mining, environment, water, power and transportation sectors. They have a strong reputation for quality service and the capacity to support a practical “on-the-ground” approach.

Company Contact:

Kathy Fowler

Marketing/Graphics Specialist

D: 604.251.8583

KFowler@klohn.com

Category: Finalist “Advancing Technology & Innovation”

Company Profile: Delta-Q Technologies develops and supplies battery chargers to original equipment manufacturers (OEMs) of electric vehicles and industrial equipment. Delta-Q’s unique blend of engineering capability in high efficiency power electronics and embedded software design delivers innovative battery charging solutions to meet the evolving needs of its customers. With over one million vehicles and industrial machines already using its products, Delta-Q’s innovation is enabling the widespread adoption of environmentally friendly electric drive systems. Delta-Q was founded in 1999 and is a privately held company located in Vancouver, Canada. Please visit www.delta-q.com for more information.

Company Contact:



Eric Petz, Product Marketing Manager
Delta-Q Technologies Corp.

Phone: +1.604.566.8795 E-mail: epetz@delta-q.com Website: www.delta-q.com

Category: Finalist “Advancing Technology & Innovation”

Company Profile: Elastic Path builds commerce software that powers the next generation of digital experience. We help businesses maximize revenue from their goods, services, and content with solutions that empower companies to create outstanding customer experiences that drive engagement and conversion. Elastic Path technology brings this functionality to multiple touchpoints – websites, apps, APIs, and more – while generating a single view of the customer. Market leaders, including Google, Pearson, Symantec, Time, Virgin, and Western Union, use Elastic Path to drive billions of dollars in digital commerce annually.

 Jonathan Ho, Marketing Coordinator
Phone: 604.408.8078 ext. 224
Email: Jonathan.Ho@elasticpath.com

Elastic Path Software Inc.

Web elasticpath.com | Blog getelastic.com | Twitter twitter.com/elasticpath
Careers elasticpath.com/jobs | Community grep.elasticpath.com

Category: Finalist “Advancing Technology & Innovation”

Company Profile: For over 35 years, Alpha Technologies has been an industry pioneer and global leader in the design and manufacture of AC and DC power. Our distinctive excellence is the ability to innovate and quickly deliver optimized solutions for our customers’ unique powering challenges in the Telecom, Cable Broadband, Traffic, Security, Industrial and Renewable Energy industries. Alpha’s TL 9000 certified quality system, award-winning product strategy and continuous improvement/operational excellence program focuses on achieving complete customer satisfaction and supplying solutions of the highest quality, value and reliability. Visit us online at www.alpha.ca.

Company Contact:

David Boroevich, Chief Marketing Officer
Direct: 604-422-4489 Mobile: 604-992-4004 Email: david.boroevich@alpha.ca
Alpha Technologies Ltd.
7700 Riverfront Gate Burnaby, BC V5J 5M4 CANADA
Toll Free (USA/Canada): 800-667-8743; Local/International: 604-436-5900
Your Power Solutions Partner

Category: Finalist “Manufactured Products”

Company Profile: Established in 1980, WhiteWater specializes in waterslides and rides, AquaPlay™ multi-level play structures, wave-generating equipment, FlowRider® stationary surfing machines and Interactive Attractions like AquaCourse™ and Family Adventure Parks. Our award-winning design services and products can be found in indoor and outdoor waterparks, destination hotels and resorts, amusement and theme parks, cruise ships, specialty markets and municipal aquatic facilities all over the world. Over 4000 installations worldwide!

Company Contact:



WhiteWater West Industries Ltd.
Ben Van Exan, Graphic Communications Designer
Telephone: +1.604.273.1068 Fax: +1.604.273.4518
ben.vanexan@whitewaterwest.com
www.whitewaterwest.com

Category: Finalist “Manufactured Products”

Company Profile: STEMCELL Technologies Inc. is the largest biotechnology company in BC and helps power leading-edge life sciences research around the world. Scientists performing stem cell, immunology, cancer,

regenerative medicine and cellular therapy research are among those who rely on our products. We create novel, useful, standardized products of unfailing quality and deliver them to more than 70 countries via our many regional offices plus distribution centres in Vancouver, Seattle, Grenoble and Singapore. Driven by our love of science and our passion for quality, we see ourselves simply as “Scientists Helping Scientists” – standing by our customers to provide outstanding products, technical support, and training.

Company Contact:

AMANDA NG

COORDINATOR, HUMAN RESOURCES



SUITE 400 – 570 WEST SEVENTH AVENUE VANCOUVER BC V5Z 1B3

T. 604 675 7980 F. 604 675 7830 1 800 567

2899 E. AMANDA.NG@STEMCELL.COM W. WWW.STEMCELL.COM

Category: Finalist “Manufactured Products”

Company Profile: RIMEX Supply Ltd was founded in 1975 by Chris Weston. The family owned, Surrey, BC based company has built an international customer base by developing products designed for superior performance in the world’s most extreme environments and applications. With sales and distribution centers around the world, RIMEX is globally recognized as the premier manufacturer and innovator of wheels and rims for the mining, industrial and forestry equipment sectors. www.rimex.com

Company Contact:

Denise Hodgins, Marketing Specialist

[RIMEX Supply Ltd.](http://RIMEX Supply Ltd)

9726 - 186th St. | Surrey, B.C. | V4N 3N7 | CANADA

P: 604.888.0025 | D: 604.882.7121 | F: 604.888.7642

denise.hodgins@rimex.com | www.rimex.com

Category: Finalist “Professional Services”

Company Profile: Founded in Deep Cove in 1974, Hatfield is a privately-owned environmental consulting company that operates a network of offices in Canada (BC and Alberta), Southeast Asia and Africa. Hatfield provides services in the areas of aquatic ecology, environmental assessment and monitoring, contaminant monitoring, GIS and remote sensing, environmental information systems and international development. The company has doubled in size in the last 5 years and continues to grow both domestically and internationally. Their head office is still in North Vancouver, at Harbourside.

Company Contact:

Michael Patino, Coordinator; Marketing, OHS and Quality Management Hatfield Consultants

Tel: 604.926.3261 | www.hatfieldgroup.com

Category: Finalist “Professional Services”

Company Profile: The Coulson Group of Companies, founded in 1960 with its Head Office in Port Alberni on Vancouver Island, is family owned and is comprised of forestry, lumber manufacturing, aviation and gaming entities. Over the last 53 years, the Coulson Group has consistently provided clients and customers with quality services and products, highly qualified technical staff and innovative support solutions. The Coulson Group was honored with the Ernst and Young “Entrepreneur of the Year” award in 2004 and continues its level of excellence in customer satisfaction.

Company Contact:

Susan D. Merivirta, Chief Financial Officer

Coulson Group of Companies

susan.merivirta@coulsongroup.com T: 1.250.724.7600

Category: Finalist “Professional Services”

Company Profile: Global Relay is the leading provider of cloud-based electronic message archiving, compliance, eDiscovery and supervision solutions for the financial sector. Global Relay Archive, the company's flagship offering, securely captures and preserves email, instant messaging, mobile messaging, social media and more. The company's 17,500 customers in 90 countries include broker-dealers, hedge funds, investment advisors and public companies, as well as 22 of the top 25 global banks. Global Relay was named one of the Best Companies to Work for in BC in 2011 and 2012 and earned positions on the Deloitte Fast 500 and Fast 50 lists – annual rankings of the fastest growing technology companies in North America and Canada – in both 2011 and 2012.

Company Contact:

Chelsea Chase, research & special projects writer

Global Relay

chelsea.chase@globalrelay.net 866.484.6630 | info@globalrelay.net | globalrelay.com

Category: Winner “Leadership Award”

Recipient Profile: Warren Roy is CEO & Founder of Global Relay. A life-long entrepreneur and 20-year veteran in the information technology sector, Warren worked in the architecture, engineering and construction industries during the transition to computer-aided design (CAD). In 1999, he founded Global Relay to offer one of the first hosted email archiving services, making Global Relay one of the true global pioneers of the Software-as-a-Service (SaaS) technology model that today is popularly known as the "Cloud." Warren's vision has always been to create and build incredible technology that redefines communications and the way the world leverages data. He drives the overall strategic direction for Global Relay — focusing on the design and development of multi-lingual, enterprise-class cloud-based messaging, collaboration and archiving solutions to address compliance requirements for the financial sector. Today, Global Relay provides services to more than 17,500 financial firms globally — including 22 of the world's top 25 banks.

Under Warren's leadership, Global Relay has become an internationally recognized leader in compliance archiving, the largest third party archiver of Bloomberg messaging, and Thomson Reuters' exclusive Strategic Partner for messaging compliance worldwide. Global Relay has received numerous awards, including Best Companies to Work for in BC (2011 and 2012), BCBusiness' Most Innovative Companies (2013), and the BCTIA Community Engagement Award (2013), and has won positions on the Deloitte Fast 50 (2011 and 2012), Deloitte Fast 500 (2011 and 2012) and Profit 500 (2013) lists – annual rankings of the fastest growing companies in Canada and North America.

In 2012, Warren was celebrated as BC CEO of the Year by Business in Vancouver Magazine for his outstanding vision, strategy and leadership at Global Relay. He was also honored as the BC Technology Industry Association's (BCTIA) Person of the Year for 2013 for his contributions to the BC technology community.

Company Contact:

Chelsea Chase, research & special projects writer

Global Relay

chelsea.chase@globalrelay.net 866.484.6630 | info@globalrelay.net | globalrelay.com

Category: Winner “International Business Studies Award”

Recipient Profile: Connor Bildfell is a recent International Business graduate from the University of Victoria ('13) who has a passion for culture, student involvement, and learning. Connor seeks to support BC's flourishing business and cultural community, and Connor has studied Mandarin for over four years. He recently attended Peking University in Beijing on an academic exchange. Connor has now taken his international perspective to the University of British Columbia Faculty of Law (graduating class of '16).

Contact Information: connorb@uvic.ca

About the BC Export Awards:

The BC Export Awards is the largest and longest-running ceremony of its kind in Canada, and celebrates the valuable role that the export industry plays in the BC economy. The awards are co-hosted annually by CME and

the Province of British Columbia. They are open to all BC companies that have been exporting a product or service for two or more years. Companies are either nominated or self apply for the awards. The Top 25 firms are chosen by an independent panel of judges, selected by the co-hosts and the sponsors for their background, experience and objectivity. Since inception in 1982, the BC Export Awards has recognized the achievements of more than 350 BC exporters.

Sponsors of this year's awards include HSBC Bank Canada, Business In Vancouver, Export Development Canada, BCIT, KPMG, UPS Canada, Grant Thornton, Hyatt Regency Vancouver, AdvantageBC International Business Centre, British Columbia Council for International Education (BCCIE), BC Hydro Power Smart, WorkSafe BC, FIOSA-MIOSA Safety Alliance BC, CMW Insurance and Cargo Logistics Canada Conference+Expo.

For more information visit www.bcexportawards.com and follow us on Twitter @BCExportAwards #BCEA2013.

About Manufacturing and Exporting in BC:

Manufacturing has the largest economic footprint in the province of BC with more than 12,000 BC firms, representing 400,000 jobs spread throughout the province and \$8.6 billion in wages. This represents 11.2% of total provincial GDP (expanded 43.1% since 1997). British Columbia companies are exporting more than \$30 billion dollars in goods globally. Manufacturers represent 75% of all merchandise exports and economic spinoffs generate \$3.01 in new economic activity for every dollar in manufacturing. Manufacturing is the one key industry sector that actually meets the Kyoto targets.

Media Contacts:

Melissa Mills

BC Export Awards Marketing Coordinator
Canadian Manufacturers & Exporters – BC Division
250.741.6207
t4gbiz@gmail.com

Kimberly Hall

Director of Marketing, Events and Programs
Canadian Manufacturers & Exporters – BC Division
604.346.6160
kimberly.hall@cme-mec.ca



For Immediate Release

October 30, 2013

Learning More About BC's Top Exporters *Finalists for the 2013 BC Export Awards*

VANCOUVER (BC), October 30, 2013 – Excitement is mounting for the 2013 BC Export Awards. The recently held finalist announcement revealed that this year's finalists cover a wide variety of sectors and come from cities all across the province.

"The BC Export Awards are about recognizing and promoting BC's Top Exporters as corporate role models in order to stimulate greater involvement in exporting and encouraging participation in global supply chains. As the world gets smaller and smaller, it is important for us as a province, to tell these success stories, and to showcase how BC companies, many who are SMEs, are succeeding in international markets. The recent finalist announcement regarding the Canada EU free trade agreement reinforces this." – Marcus Ewert-Johns, Vice President, Canadian Manufacturers & Exporters – British Columbia

"Congratulations to all of the nominees for their contribution to creating jobs and building BC's economy," said Minister of International Trade Teresa Wat. *"Expanding and strengthening trading relationships abroad means real jobs here at home. That's why Premier Clark is embarking on her Jobs and Trade Mission to China, Japan and Korea--to open new doors and connect BC businesses with Asian demands."*

The BC Export Awards bring substantial value to those nominated, particularly to those who move forward as finalists; here is what the finalists of this year's awards are saying:

Category: Finalist "Premier's Award for Job Creation"

Creation Technologies (Burnaby) www.creationtech.com

"We're honoured to be recognized as one of the finalists for this year's BC Export Awards, including the Premier's Award for Job Creation, and find ourselves in great company with the other 24 amazing finalists. These awards help to shine the spotlight on companies like ours that know BC is a tremendous place in which to foster business growth and development."

"For Creation, this is an important validation of the success that our strategic, regional approach has brought to us in electronics design and manufacturing as we've expanded our markets across Canada, as well as across the USA, Mexico, Asia and Europe. This recognition is also a testament to our customer-focused model and to the creativity and tenacity of all of our people." – Dory Meynert, Vice President—Company Supply Chain, Creation Technologies

Pinnacle Renewable Energy Inc. (Prince George) www.pinnaclepellet.com

"Pinnacle has been a key player in the development of a sustainable, viable and growing wood pellet industry over the last decade. We could not have achieved all of this without being absolutely committed to exports. It is therefore extremely gratifying that Pinnacle's exporting efforts have been recognised in this respect. We are very proud of this effort." – Vice President of Sales & Logistics, Vaughan Bassett

Corvus Energy (Richmond) www.corvus-energy.com

"All the staff and stakeholders at Corvus are extremely proud of being nominated for the Premier's award for job creation by the BC CME. It is a wonderful validation and recognition of the hard work and the huge gains made by our small company in the last 3 1/2 years." – Grant Brown, Vice President Global Marketing, Corvus Energy

Category: Finalist "New Exporter"

Partners In Motion / Harmony Distribution (New Westminster) www.partnersinmotion.com

Unavailable for comment

dPoint Technologies Inc. (Vancouver) www.dpoint.ca

"dPoint Technologies is honoured to be a finalist for the BC Export Awards this year. dPoint is looking forward to continued growth and success selling our Energy Recovery products to HVAC manufacturers globally in the years to come." – Brian Roth, Finance and Product Development Manager, dPoint Technologies

Saltworks Technologies (Vancouver) www.saltworkstech.com

Unavailable for comment

Category: Finalist "Consumer Products"

N.I.I. Northern International, Inc. (Coquitlam) www.candleimpressions.net

"Successfully finding solutions that cater to the ever changing needs and demands of the worldwide consumer is a challenge that makes coming to work every day both fun and exciting. At Northern International, we pride ourselves on being passionate, innovative and visionary in all we do to bring our dreams and ideas to life. To be named a finalist in the Consumer Products category alongside some of BC's finest exporters is truly an honour and a testament to the brilliance and dedication of all our associates in Canada and abroad." – Steven Gula, President and Founder, Nii Northern International Inc.

Prepac Manufacturing Ltd. (Delta) www.prepacmfg.com

"As a "home grown" BC based company Prepac Manufacturing Ltd. is proud to be chosen as a finalist for the 2013 BC export award for consumer products. Over the past 30 years Prepac has grown to become one of North America's largest Ready-To-Assemble furniture manufacturers. During the past decade Prepac has focussed on the export markets and currently exports over 80% of its manufactured products to many of the world's largest retailers." – Jim Mathison, VP Sales & Marketing, Prepac Manufacturing Ltd.

Graph Tech Guitar Labs (Delta) www.graphtech.com

"We are extremely proud to be nominated for the 2013 BC Export Awards says Dave Dunwoodie- Founder-Inventor & Graph Tech Head Honcho. Our mission is just five simple words "to improve the playing experience". Graph Tech components have been improving the performance of more stringed instruments than any other company in the world. We are the world's largest manufacturer of guitar nuts, saddles and bridge pins. Our TUSQ man made ivory nuts, saddles and bridge pins are standard equipment on many of the world's most tone conscious guitar manufactures, such as Fender, Gibson, Godin, Taylor, Tom Andersen, Schecter and many more. We have created and launched many industry breakthrough products. In 1983, we invented the self-lubricating nut; it was the first nut produced using PTFE, and one of the industry's first black colored nuts. In 1990 we patented the only guitar saddle proven to reduce string breakage by over 90% - String Saver Saddles - and in 1992 we introduced the world to TUSQ. Man- made ivory. These nuts, saddles and bridge pins, have proven to more than double the perceived volume of harmonic richness when you play. Today we make TUSQ picks, the world's first harmonically rich pick with built-in tone, Chops PrePlay professional hand care and now Ratio tuned machine heads with innovative balanced gear technology that makes tuning, retuning and open tunings an easier, and more intuitive experience. And stay tuned, we've got more exciting innovation and great products coming out because our mission is, to improve the guitar playing experience right here from Delta BC" – Dave Dunwoodie, Founder-Inventor & Graph Tech Head Honcho, Graph Tech Guitar Labs

Category: Finalist "Natural Resources"

SPF Precut Lumber (Port Coquitlam) www.spfprecut.ca

"SPF Precut Lumber exports 200-million boardfeet of Canadian softwood lumber to 20 countries worldwide; promotes BC softwood lumber by developing "blue ocean" markets through customer education programs and value innovation in product delivery; and supports the environment, industry peers, and the local community.

In 2011, Premier Christy Clark noted that SPF Precut Lumber "is making a difference in people's lives." This year, SPF Precut Lumber is honoured to be up for its third BC Export Award in six years – having won in 2008 and 2010. Since our last appearance at the BC Export Awards, SPF Precut Lumber has achieved 94% annual sales growth over the last three fiscal years, while rolling out several customer education programs that have enabled us to introduce BC softwood lumber items to places in the world where they have never been used before.

Since our last BC Export Award win in 2010, SPF Precut Lumber has also achieved a majority market share of BC softwood lumber exports to the Middle East, Pakistan, Bangladesh, and Thailand.

In 2010, Greg Stewart, President of the Sinclair Group, noted that "SPF Precut Lumber has played a pivotal role in developing market recognition of Sinclair Group Products." In addition to the Sinclair Group, SPF Precut Lumber proudly promotes all major BC softwood lumber producers including West Fraser, Canfor, Tolko, Western Forest Products, Interfor, and Conifex in several "blue ocean" markets worldwide." – Mo Amir, General Manager, SPF Precut Lumber

Paper Excellence Canada Holdings Corporation (Richmond) www.paperexcellence.com

"As a young Company, we are honoured to be nominated in the 2013 BC Export Awards. Teamwork, accountability and health and safety are at the core of our values, and our Company spirit, so we give thanks to all our employees and our shareholders for exemplifying these ideals. As a growing company, we constantly strive to challenge the limit, and provide products at the the lowest cost and with the highest efficiency. Thank you to all our peers, and the provincial government for supporting our industry" – Pedro Chang, Deputy CEO, Paper Excellence

Vitalus Nutrition Inc. (Abbotsford) www.vitalus.com

Unavailable for comment

Category: Finalist “Digital Media & Entertainment”

Vancouver Film Studios (Vancouver) www.vancouverfilmstudios.com

“Vancouver Film Studios is a key component of BC’s emerging creative cluster which has grown in stature around the world based on a clear commitment to quality products and services all wrapped in timely delivery. We are pleased to be acknowledged by the BC Export Awards for our hard work and success in our field” – Pete Mitchell, President and C.O.O., Vancouver Film Studios

QuickMobile (Vancouver) www.quickmobile.com

“We are honoured to be a Digital Media and Entertainment finalist in the 2013 BC Export Awards,” said Patrick Payne, CEO of QuickMobile. “We deliver mobile event solutions to conferences and meetings all over the world, so it’s very exciting to see the digital media space being recognized for its contributions to the province’s export industry. Thank you to our peers, the CME-BC and the provincial government for being tremendous supporters of not only QuickMobile, but B.C.’s digital media and entertainment community as well.” – Patrick Payne, CEO

Idea Rebel (Vancouver) www.idearebel.com

“We are very excited to be a part of the BC Export Awards this year. There are many deserving companies involved and we are honoured to be joining them as finalists. The event on November 15th is going to be a blast!” – Jamie Garratt, President, idea rebel

Category: Finalist “Sustainability”

Endurance Wind Power (Surrey) www.endurancewindpower.com

“We are honoured to stand among the great BC companies that are building their businesses beyond our borders. In addition to the economic benefits to our province, we’re also building on the reputation of British Columbians for vision, hard work and success away from home.

Endurance Wind Power builds medium-size wind turbines for farms, businesses and rural homes. Our products convert the world’s endless supply of wind into clean electricity with zero greenhouse gas emissions. In the same way our wind turbines support business owners and the local economies of distant places, our engineering, sales, marketing and manufacturing facilities in Surrey, BC are creating new green jobs and supporting economic growth here at home.” – Glenn Johnson, CEO of Endurance Wind Power

Greenlight Innovation (Burnaby) www.greenlightinnovation.com

“This is an exciting time to be involved in the alternative energy industry as there is a significant and rapidly growing market for these technologies. At Greenlight we are honoured to be named as a finalist in the Sustainability category for the BC Export Awards. This is a testament to the international demand for our products, and we are proud to be sharing our testing solutions with the world.” – Ross Bailey, President, Greenlight Innovation Corp.

Klohn Crippen Berger (KCB) (Vancouver) www.klohn.com

“We are delighted to be a finalist in the Sustainability Category for the 2013 BC Export Awards. Economic stability is best achieved through a balanced approach to business: meet the needs of your clients, treat employees well, give back to the communities you serve and consider the impact of what you do on future generations. Thanks to the Canadian Manufacturers and Exporters and the Ministry of International Trade for their recognition of

companies who provide sustainable solutions for clients worldwide and good luck to all the finalists.” – Bryan Watts, President & CEO, Klohn Crippen Berger

Category: Finalist “Advancing Technology & Innovation”

Delta-Q Technologies (Burnaby) www.delta-q.com

Unavailable for comment

Elastic Path (Vancouver) www.elasticpath.com

“The B.C. Export Awards are an important part of the business community in this province, so we're honoured to be recognized. Although we're based in B.C.'s lower mainland, Elastic Path's ecommerce software is used by leading brands all over the world. We started out a little over a decade ago with a startup loan, and now our software powers more than \$6.5-billion in annual digital commerce for our customers. This province is home to a lot of really strong companies doing business globally, and I think it provides an ideal business climate in which to operate.” – Harry Chemko, CEO, Elastic Path

Alpha Technologies (Burnaby) www.alpha.ca

“Alpha Technologies is honored to be named as a finalist for the BC Export Awards in 2013. We would like to express our gratitude to the Alpha Group's partners and valued customers – without them, we would never have such a flourishing export business” – Alex Chassels, Director of Supply Chain, Alpha Technologies

Category: Finalist “Manufactured Products”

White Water West Industries Ltd. (Richmond) www.whitewaterwest.com

“WhiteWater very much appreciates being recognized by the BC Export Awards. Overcoming the high Canadian dollar and the international recession have been a challenge but the strategy developed by our team has allowed us to double in size over the past three years.” – Geoff Chutter, President & CEO

STEMCELL Technologies Inc. (Vancouver) www.stemcell.com

Unavailable for comment

RIMEX Supply Ltd (Surrey) www.rimex.com

Unavailable for comment

Category: Finalist “Professional Services”

Hatfield Group (Vancouver) www.hatfieldgroup.com

Unavailable for comment

The Coulson Group of Companies (Port Alberni) www.coulsongroup.com

“Coulson Aircrane has been able to reinvent itself by focusing on the world fire fighting marketplace. With 27 years experience in the United States and expanding to Australia eight years ago, Coulson has found that world diversity

has been significant in its growth as an aviation company. Coulson is proud to be a Canadian small business exporting its highly specialized fire fighting service worldwide.” – President and CEO, Wayne Coulson

Global Relay (Vancouver) www.globalrelay.com

Unavailable for comment

The winners will soon be announced at the 2013 BC Export Awards Gala Luncheon and Networking Tradeshow held at the Hyatt Regency Vancouver on November 15, 2013. To book your tickets and/or corporate tables online, visit www.bcexportawards.com before space runs out. Be sure to follow us on Twitter @BCExportAwards for up-to-date announcements, photos and more.

-30-

About the BC Export Awards

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For more information visit www.bcexportawards.com.

About Manufacturing and Exporting in BC

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Media contact:

Melissa Mills

BC Export Awards Marketing Coordinator
Canadian Manufacturers & Exporters – BC Division
250.741.6207
t4gbiz@gmail.com

Kimberly Hall

Marketing, Events and Programs
Canadian Manufacturers & Exporters – BC Division
604.346.6160
kimberly.hall@cme-mec.ca



More responsibilities for local government with no consultation or support?

The Core Review promises changes to the Agricultural Land Reserve (ALR) and the Agricultural Land Commission (ALC)

The Fraser Institute says dismantle it. The Premier seems to think it isn't working for BC. The Minister of Agriculture has been directed to examine it closely and "propose any changes necessary," and the Minister Responsible for the Core Review has announced that changes to the ALR and ALC are a top priority for the current provincial government.ⁱ

Change is coming for the ALR and the ALC.

This represents a major shift in policy at the Ministry of Agriculture and in the provincial government more generally. The 2013-14 Ministry of Agriculture Service Plan identifies work under way at the ALC to make the Commission more effective and to better define ALR boundaries. According to a recent report from the ALC Chair, this work, which was endorsed by the Province and supported by a 3-year budget increase, is progressing well.ⁱⁱ

Nonetheless, in August, the Minister Responsible for Core Review, Honourable Bill Bennett, expressed generalized frustration with the ALR on behalf of landowners who want to develop lands for non-agricultural purposes. He also identified adjustments to the ALR as an early Core Review target. The Core Review's terms of reference, published on 24 September, indicated that public input could be provided to the Select Standing Committee on Finance and Government Services in its September-October hearings around BC. Unfortunately, the invitation was published after the hearings had started.

Providing for input to the Core Review without proper notice and prior to tabling any proposals from the process does not serve British Columbians well. The Committee accepted comments until 16 October. No further opportunities for local government or public input to the Core Review have been identified.

For further information: www.fooddemocracy.org

Brent Mansfield, Co-Chair, ph: 604.837.7667 / email: brentmansfield@gmail.com

Linda Geggie, Policy Working Group Chair, ph: 250.896.7004 / email: lgeggie@telus.net

Have you been consulted about the changes requested of the Minister of Agriculture and proposed by the Core Review?

What happens to the ALR and the ALC directly affects you and your constituents. The ALR is a major provincial zone, tied to your government's interpretation of agricultural zoning and its related bylaws and land use plans. Any changes to the ALC's authorities and powers imply changes for local governments' authorities and powers, affecting your ability to plan for your region. Not just what the Province intends to do, but how it intends to do it – and who it expects to fund the changes – are central questions for your Council and Regional District.

The ALR is important for British Columbia.

The ALR is intended to preserve agricultural land, encourage farming and assist local governments and First Nations in planning for agriculture in their regions. The principle on which the ALR rests is that a productive, secure agricultural land base is vital to BC's ability to maintain agriculture as a viable industry and to secure our food supply. The ALR provides a means for protecting that capability and ensuring BC's agricultural businesses and farm families are supported over the long term.

If the ALR did not already exist, now would be the time to invent it. Economic, environmental and social instability and pressures on the province's farmland are many times greater now than they were when the ALR was created.ⁱⁱⁱ

Ronald Wright, author of *A Short History of Progress* (2004), summarized the key message of his book regarding the collapse of civilizations as: "Don't build on your agricultural land. Don't build on your agricultural land. Don't build on your agricultural land."

BC has 40 years of ALR study and experience to discuss.

There are strong arguments for the benefits of the ALR. Economic studies suggest that the ALR has been successful in containing urban sprawl and mitigating rising farmland values, helping to ensure that land remains available and affordable for BC's farm families and farming businesses. Research has also shown that agriculture contributes strongly to regional economies, and that converting agricultural lands to other uses often costs more in services than it produces in municipal tax revenues.^{iv}

According to SmartGrowth BC, "the ALR has been successful in mitigating [the] constant threat of incremental urban encroachment onto agricultural land by maintaining decision making at the provincial rather than the local level ... this is in direct contrast to virtually all other jurisdictions in North America where decisions on agricultural land use have been made at the local level and thus have been much more susceptible to development pressure."^v

After forty years' shared experience of farmland protection in BC, local governments deserve to be given the opportunity to discuss any proposed changes to the ALR with the Province and the ALC. There can be productive examination of long-standing issues, such as non-farm use and farm succession, without compromising the integrity of the provincial system and the ALC's current reform efforts.

Act TODAY to make your concerns known.

1. Contact your MLA, the Premier, and Ministers Bill Bennett and Pat Pimm to ask for an opportunity to discuss changes to the ALR and ALC beyond those already approved by government as outlined in the ALC Chair's report. Copy the rest of Cabinet and the UBCM on your letters or emails.
2. Discuss this matter with your Council or Regional District and pass a resolution expressing your views. As for item 1 above, copy the UBCM, the Premier and the Ministers on your resolution.

For further information: www.fooddemocracy.org

Brent Mansfield, Co-Chair, ph: 604.837.7667 / email: brentmansfield@gmail.com

Linda Geggie, Policy Working Group Chair, ph: 250.896.7004 / email: lgeggie@telus.net

What other local governments are saying:

City of Vancouver, 22 October resolution

THEREFORE BE IT RESOLVED THAT:

- Council reaffirms its support for the preservation of farmland in the Province's Agricultural Land Reserve
- Council work with Metro Vancouver and other municipalities to advocate for the Province of British Columbia to identify further opportunities to enhance the viability of farming in the Province.
- Council advocate that, if another review of the ALR and ALC is deemed important by the provincial government, a substantially longer period for input be afforded to the public.

The full text of the resolution is at

<http://former.vancouver.ca/cyclerk/cclerk/20131022/documents/motionb1.pdf>

Sunshine Coast Regional District, 10 October minutes

INFORM THE BC GOVERNMENT THAT:

- The SCRD wishes to be a part of the targeted consultation during the Mandate Review process
- The protection of farmland is a fundamental element of a sustainable future in British Columbia and a reduction of the effectiveness of the ALR is not an effective means of saving money for the provincial government
- The foundation of any economy is the ability to produce food
- Speculation in agricultural land for future development is driving up the cost of agricultural land, threatening farming businesses in B.C. and B.C.'s food sovereignty. Preservation of farmland by removal of speculation and reinforcing the ALC and preservation of the ALR for food production is an important contribution to the B.C. economy

The full text of the resolution is at

<http://www.scrd.ca/files/File/Administration/Minutes/2013/2013-OCT-10%20BRD%20Minutes.pdf>

ⁱ Core Review terms of reference:

http://www2.news.gov.bc.ca/news_releases_2013-2017/2013MEM0014-001465.htm

ⁱⁱ ALC Chair's report: <https://www.google.ca/#q=agricultural+land+commission>

ⁱⁱⁱ BCFSN submission to Finance and Government Services Committee: <http://fooddemocracy.org/what-we-do/protecting-the-agriculture-land-reserve/>

^{iv} Cost of community services studies, American Farmland Trust www.farmland.org

^v SmartGrowth BC, Position on the ALR:

<http://www.smartgrowth.bc.ca/Portals/0/Downloads/SGBCALRposition.PDF>

City of Salmon Arm

500 - 2 Avenue NE

Mailing Address: Box 40

Salmon Arm, BC V1E 4N2

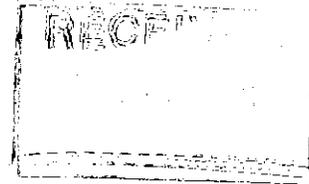
Tel: 250.803.4000 Fax: 250.803.4041

www.salmonarm.ca



October 28, 2013

Honourable Bill Bennett
Minister of Energy and Mines
(Minister Responsible for Core Review)
PO Box 9060 Stn Prov Govt
Victoria BC V8W 9E3



Dear Sir:

Re: Core Review - Agricultural Land Commission

Please note that our Council, at their Regular Meeting of October 28, 2013 discussed the possibility of budget reductions to the Agricultural Land Commission (ALC) as part of the provincial Core Review.

The purpose of this letter is to confirm Council's support for the ALC. As such we are requesting that the ALC budget not be reduced. The ALC is vital to the preservation of agricultural land and sustainability of agriculture in British Columbia.

Regards,

Nancy Cooper
Mayor

:kja

- C. Honourable Pat Pimm, Ministry of Agriculture, PO Box 9043 Stn Prov Govt, Victoria, BC V8W 9E2
Agricultural Land Commission, 133-4940 Canada Way, Burnaby, BC V5G 4K6
Agricultural Advisory Committees throughout British Columbia



District of Lantzville

Incorporated June 2003

November 5, 2013

Island Corridor Foundation
P.O. Box 375 Stn A
Nanaimo, BC V9R 5L3

Attention: Graham Bruce, Chief Operating Officer

Dear Mr. Bruce

Re: Trail Establishment along E&N Rail Corridor

Please be advised that Council at its Regular Meeting held October 21, 2013 made the following resolution with regards to Island Corridor Foundation:

WHEREAS the Island Corridor Foundation is working to re-establish the passenger train service on the E&N railway; and

WHEREAS the E&N rail corridor has other important transportation and recreation values whether or not the passenger rail service is re-established at this time;

THEREFORE BE IT RESOLVED, that the District of Lantzville request that the Island Corridor Foundation work with all local governments and first nations along the route on the high priority of establishing bike and walking facilities along the entire length of the corridor without compromising future or existing rail services; and

BE IT RESOLVED, that the Island Corridor Foundation also seek senior government funding assistance for walking and biking facilities along the rail corridor; and

BE IT FURTHER RESOLVED, that copies of this resolution be forwarded to all local governments and first nations along the E&N railway corridor. **CARRIED**

Council urges the Foundation to continue with trail establishment along the corridor. Such facilities are important to the well-being of communities by providing family recreation and healthy activities.

Yours truly

Tamie Nohr
Deputy Director of Corporate Administration
District of Lantzville

File: 0360-20-ICF

Q: 2013\COUNCIL FOLLOWUP CORR\Oct 21_ICF_trail.docx

C: Mayor and Council

T. Graff, CAO

All Regional Districts, Municipalities and First Nations on the E&N Corridor

Phone: (250) 390-4006 Fax: (250) 390-5188

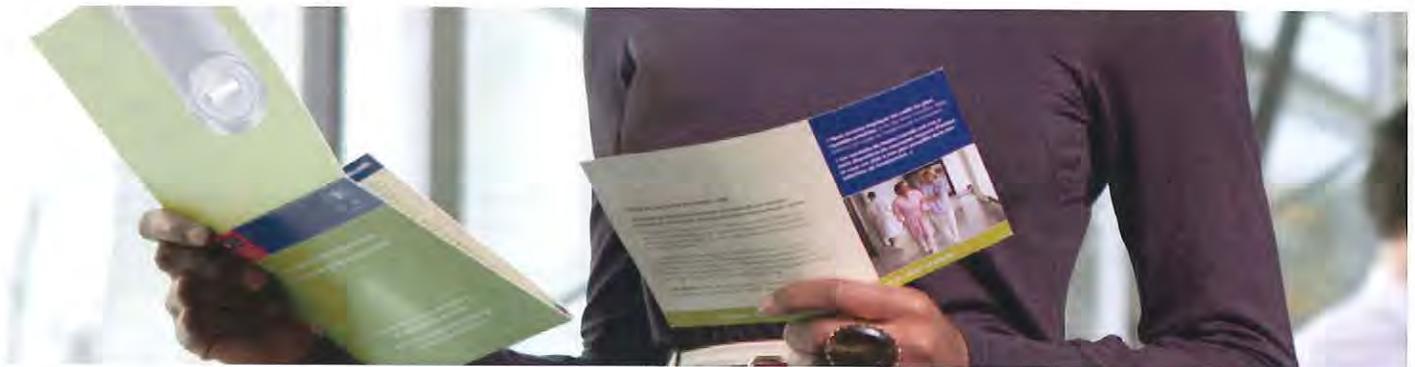
Email: district@lantzville.ca Website: www.lantzville.ca

P.O. Box 100, 7192 Lantzville Road, Lantzville, BC V0R 2H0

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² Canada Post Direct Mail pilot, 2011.

³ Consumer Attitudes Towards Direct Marketing and Traditional Media, CP 09-210, May 2010.

⁴ Direct Mail Omnibus, CPC # 12-220, January 2013
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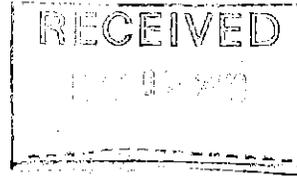
REGIONAL
DISTRICT
OF NANAIMO



BC CLIMATE ACTION
COMMUNITY 2012

November 4, 2013

Ms. Cindy Solda, Chair
Alberni-Clayoquot Regional District,
3008 5th Ave.
Port Alberni BC
V9Y 2E3



Dear Chair Solda:

**RE: Regional Growth Strategy and Electoral Area 'H' OCP Amendment
Application Number PL2011-060 – Deep Bay, Electoral Area 'H'
Regional District of Nanaimo**

Further to our letter dated May 7, 2013, this letter is to advise you that the Regional District of Nanaimo (RDN) will not be proceeding with an amendment to the Regional Growth Strategy (RGS). The RDN Board has withdrawn its support for the application by Baynes Sound Investments Ltd. to amend the RGS and Electoral Area 'H' Official Community Plan (OCP) to create a new Rural Village Centre in Deep Bay.

The following motion was carried by the RDN Board on October 22, 2013:

MOVED Director Veenhof, SECONDED Director Lefebvre, that support for a review of Application No. PL2011-060 be withdrawn and the application not be allowed to proceed through the process to amend the Regional Growth Strategy and Area 'H' Official Community Plan. **CARRIED**

The applicant did not provide all the necessary information for consultation by their date of July 31, 2013. A second September 19, 2013 deadline established by the RDN Board was also missed. The Board has directed staff to discuss options with the applicant about developing the site consistent with RGS and OCP direction.

Should you have any questions about this information, please do not hesitate to contact Lisa or Paul Thompson, Manager, Long Range Planning (Tel: 250-390-6510; Toll Free: 1-877-607-4111).

Sincerely,

Director Joe Stanhope
Chair, RDN Board

cc Paul Thorkelsson, CAO, Regional District of Nanaimo
Bill Veenhof, Electoral Area 'H' Director, Regional District of Nanaimo
Russell Dyson, CAO, Alberni-Clayoquot Regional District

6300 Hammond Bay Rd.
Nanaimo, B.C.
V9T 6N2

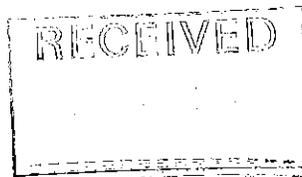
Ph: (250)390-4111
Toll Free: 1-877-607-4111
Fax: (250)390-4163

RDN Website: www.rdn.bc.ca

Page 1/1



NOV 04 2013



995639

Ms. Cindy Solda
Director, Regional District of Alberni-Clayoquot
3008 - 5th Ave
Port Alberni BC V9Y 2E3

Dear Ms. Solda: *Cindy*

Thank you for meeting on September 19, 2013, at the 2013 Union of British Columbia Municipalities (UBCM) Convention, to discuss your concerns about drinking water treatment objectives in the Regional District of Alberni-Clayoquot.

Surface water supplies across British Columbia are susceptible to contamination by many factors, including wildlife. In the past two decades, protozoa, bacteria and viruses have caused several disease outbreaks from untreated community water supplies, reinforcing the need for water systems to take a multi-barrier approach.

At the meeting, Mr. Tim Lambert, Executive Director, Health Protection Branch, Ministry of Health, agreed to contact officials at Island Health and discuss whether a deep water intake might be a potential option to help reduce drinking water risks.

I recognize that the upgrades to water supply systems needed to ensure your community has a safe and sustainable supply of drinking water are not without significant expense. I encourage the Regional District to continue to work with Island Health to find sustainable water strategies to ensure the long-term safety of drinking water in your communities. I also encourage you to continue to work with officials at the Ministry of Community Sport and Cultural Development to explore all available financial options for moving forward with your proposed upgrades.

I appreciate the information and concerns you have brought forward. If you have further questions, please contact Mr. Lambert by phone at 250 952-2955.

Sincerely,

Terry Lake
Minister

pc: Mr. Tim Lambert



Honorary Patron
The Honourable
JUDITH GUICHON, OBC
Lieutenant Governor of British Columbia

Chair of the Board
JOHN WEST

Directors of The Nature Trust

RON ANDERSON
PETER ARGESE, PhD
GREG BAY
ROSS BEATY
ROB BUTLER, PhD
DOUG CHRISTOPHER
SUSAN HANNON, PhD
DOUG JANZ
STEWART MUIR
DANIEL NOCENTE
ROD SILVER
BROOKE WADE

Directors Emeriti
CARMEN PURDY
GEOFF SCUDDER, DPhil

Advisory Board
DARYLL HEBERT, PhD
DON KROGSETH
GEORGE REIFEL
DICK RICHARDS
PETER SPEER
KIP WOODWARD

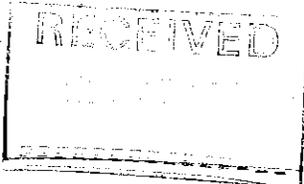
Chief Executive Officer
J. JASPER LAMENT, PhD

Development & Communications
DEBORAH KENNEDY

Finance Manager
Laurie Desrosiers, CMA

Habitat Ecologist
MARIAN ADAIR

October 2013



Dear Friend of Nature:

My first year as CEO of The Nature Trust of British Columbia was amazing. I am filled with **excitement** for the important work that we do and **appreciation** for the many people like you who make it possible. You have kindly supported our land conservation work in the past and I am writing to ask for a donation to our **Annual Giving Campaign**.

In the past 12 months I had the pleasure of touring our **conservation properties** across the province, meeting hard working stewardship and fish and game club **volunteers** who restore habitat, thanking **donors** like you, and connecting with **partners** of all varieties. I had the opportunity to meet some of the young people who worked on our **Conservation Youth Crews** this summer, and who will be BC conservation leaders of tomorrow.

At this time of year, we must raise dollars for our operations. Undesignated funds are critical to sustaining **The Nature Trust of British Columbia**. I invite you to make a special donation to help us continue **conserving land for plants, wildlife and people, too**. Every dollar counts. Please keep in mind that we continue to **operate with no debt**.

I feel very fortunate to live and work in this beautiful province. Like you, I am **"Wild About Nature."** As someone who loves to fish and enjoy the outdoors, I know how privileged we are to have natural surroundings that are unmatched in the world. As I make my donation to The Nature Trust of British Columbia for the **Annual Giving Campaign**, I encourage you to join me. Together we can make a difference.

With sincere appreciation,

Dr. Jasper Lament

P.S. **Monthly Gifts** are convenient and efficient—you can set one up online or through our office at 604-924-9771.

The Nature Trust of British Columbia
#260-1000 Roosevelt Crescent
North Vancouver, BC V7P 3R4
Phone: 604-924-9771
Fax: 604-924-9772
Toll Free: 1-866-288-7878
Email: info@naturetrust.bc.ca
Website: www.naturetrust.bc.ca

Conserving BC's Natural Beauty
Charitable Organization Number
10808 9863 RR0001



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: November 13, 2013

Subject: Sproat Lake Sani-Station

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors write a letter to BC Parks:

1. Offering the \$28,850.71 of funds set aside for the Sproat Lake Sani-Station;
2. Making the funds contingent on BC Parks building and operating a Sani-Station in the Sproat Lake area;
3. Providing a deadline to respond of December 31, 2013.

Desired Outcome:

To have a sani-station built and subsequently operated by BC Parks in Sproat Lake.

Summary:

The lack of a sani-station at Sproat Lake has been an issue for a number of years and numerous attempts have been made to work with BC Parks to see a sani-station return to the area. There are \$28,850.71 of funds earmarked for this project that have been requisitioned through the Alberni Valley Grants-in-aid service. The Regional District Board have made it clear to BC Parks in the past that the ACRD has these funds available to contribute towards the capital cost of constructing a sani-station but that no ongoing operating money will be available to support the function.

Time Requirements – Staff & Elected Officials:

There has been a considerable amount of staff and elected official time used over the years in trying to encourage BC Parks to re-establish a sani-station in Sproat Lake with no success. Staff recommends that a final attempt is made then the project considered unachievable.

Financial:

There are \$28,850.71 of funds available for the sani-station project. If the project does not go ahead, the funds would be available for other grants within the Alberni Valley Grant-in-aid service.

Options Considered:

Staff considered the option of just continually leaving the money available year after year in case BC Parks proceeds with the project but feels that if BC Parks is not interested in providing this service now then chances of them developing the service in the future is improbable.



Submitted by: _____

Teri Fong, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CGA, Manager of Finance
Meeting Date: November 13, 2013
Subject: Municipal Pension Plan

Recommendation:

That the Board of Directors receive the letter from the Municipal Pension Plan (MPP) Board of Trustees regarding the responsibility for a funding shortfall in the MPP.

Summary:

At the July 24th Board meeting the Directors requested that a MPP representative be invited to attend a Board meeting to discuss how a liability would be funded if the pension is in a shortfall position and is unable to deliver on its pension obligations. The MPP is currently unavailable to attend but has sent a letter to address the concerns.

The letter provides links to valuation reports but the links do not appear to work. An alternative way to find the reports is to go to the Plan's homepage www.mpp.pensionsbc.ca, then click on the employer tab, and finally click on news.

Financial:

The most recent valuation determined that the MPP currently has a shortfall of funds therefore; a 0.7% of salary increase in the contribution rates will come into effect on July 1, 2014.

Submitted by: 
Teri Fong, CGA, Manager of Finance

Approved by: 
Russell Dyson, Chief Administrative Officer



Municipal Pension Board of Trustees

Mail: PO Box 9460, Victoria BC V8W 9V8 ♦ Location: 4th Floor—2957 Jutland Road, Victoria BC V8T 5J9
Phone: 250 356-6220 ♦ Fax: 250 356-6245 ♦ E-mail: mpbt@pensionsbc.ca ♦ Web: mpp.pensionsbc.ca

October 22, 2013

Teri Fong
Manager of Finance
Alberni-Clayoquot Regional District

via email: teri.fong@acrd.bc.ca

Dear Teri:

Subject: Responsibility for funding shortfall in Municipal Pension Plan

Thank you for your email of October 8, 2013 and your question about responsibility for funding shortfalls in the Municipal Pension Plan (the Plan).

The Joint Trust Agreement requires the Board to have an actuarial valuation every three years and to ensure that the Plan is funded on a going concern basis consistent with the requirements of the *Pension Benefits Standards Act* (PBSA). The latest valuation (as at December 31, 2012) has just been completed and the results have been communicated to employers and members.

http://www.pensionsbc.ca/portal/page/portal/pencorcontent/mpppage/news/mpp_valuation_newsletter.pdf

http://www.pensionsbc.ca/portal/page/portal/pencorcontent/mpppage/news/mpp_valuation_faq.pdf

http://www.pensionsbc.ca/portal/page/portal/pencorcontent/mpppage/news/mpp_contribution_rate_increase_poster.pdf

http://www.pensionsbc.ca/portal/page/portal/pencorcontent/mpppage/news/mpp_er127_valuation_2013.pdf

http://www.pensionsbc.ca/portal/page/portal/pencorcontent/mpppage/news/mpp_erb129_mpp_valuation_rate_rebalancing.pdf

The valuation showed an unfunded liability of \$1,370 million (the Plan's liabilities were \$39,428 million compared to assets of \$38,048 million). This deficit is the result of investment returns being lower than expected and retirees living longer and receiving their pensions for a longer time. However, it's important to recognize that the Plan was 96.5 per cent funded at the time of the valuation and, with required contribution increases will move to a fully funded position over the next 15 years.

Member and employer contribution rates will each be increased by 0.7 per cent of salary effective July 1, 2014 to pay the shortfall off over a fifteen-year period. In addition, there are rebalancing increases for Group 1 (plus 0.6 per cent), Group 2 (minus 0.2 per cent) and Group 5 (plus 0.35 per cent) as a result of demographic differences among the member benefit groups.

.../2

Individual blended employer contribution rates are calculated annually based on the group, age and salaries of the plan members who work for the employer. This composite rate is provided each year by June 1 for use as of July 1.

Article 9.9 of the Municipal Pension Plan Joint Trust Agreement specifies that “[t]he Employers’ and Plan Members’ sole financial obligation in respect of the Pension Plan is to make contributions and other payments to the Board and the Pension Fund in the amounts and at the times specified in the Pension Plan Rules. Without limitation, no Plan Member, Employer, Signatory or union or association that represents any of the Plan Members shall be liable or responsible for any debts, liabilities, obligations, or deficiencies of the Board, the Pension Plan or the Pension Fund.”

At the present time, about 75 per cent of the cost of pensions is funded by investment returns, with member and employer contributions over the duration of active plan membership funding the other 25 per cent.

I hope this information addresses the question from your director. If not, I’d be happy to respond to additional questions.

Sincerely,



Brendan Dick
Board Chair

pc: Richard Taylor, Board Vice-Chair
Municipal Pension Board of Trustees
Vicky Grabb, Senior Administrative Officer
Beverley Bowes, Board Secretary



REQUEST FOR DECISION

To: Board of Directors

From: Alberni Valley Committee
Wendy Thomson, Manager of Administrative Services

Meeting Date: November 13, 2013

Subject: Referendum - Sproat Lake Marine Patrol Service

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors take the Sproat Lake Marine Patrol Program to referendum in conjunction with the 2014 general election.

Desired Outcome:

To conduct a referendum to establish an Alberni Valley service to provide for the Sproat Lake Marine Patrol.

Background:

The Alberni Valley Committee met on September 24, 2013 and reviewed the attached report on establishing an Alberni Valley service to provide for the Sproat Lake Maine Patrol.

The Alberni Valley Committee passed a resolution recommending the ACRD Board of Directors take this proposed service to referendum in conjunction with the 2014 general election. A resolution was also passed to reduce the annual requisition for the proposed service from \$45,000.00 to \$30,000.00.

If the Board approves taking the Sproat Lake Marine Patrol to referendum in November 2014, staff will present a Bylaw for consideration by the Board in June/July 2014.

Time Requirements – Staff & Elected Officials:

Substantial staff time is required to conduct a referendum.

Financial:

The cost to conduct this referendum would be paid for by the proposed participants of the service (Alberni Valley). Costs will be reduced, but not eliminated by doing the referendum in conjunction with the general election.

Request for Decision – Sproat Lake Marine Patrol Service

Policy or Legislation:

Local Government Act and Community Charter applies.

Submitted by: 
Wendy Thomson, Manager of Administrative Services

Approved by: 
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Russell Dyson, CAO

Meeting Date: August 28 , 2013

Subject: Establish an Alberni Valley Service to provide for the Sproat Lake Marine Patrol

Recommendation:

That the Board of Directors of the ACRD endorse the recommendation of the CAO and establish an Alberni Valley Service to provide for the Sproat Lake Marine Patrol subject to a successful alternative approval process.

Desired Outcome:

To establish an Alberni Valley Service to provide for the Sproat Lake Marine Patrol.

Background:

The Sproat Lake Marine Patrol is a very successful program operated by the ACRD for the last 11 seasons. Financial support has been provided by Transport Canada. The Board has funded their financial contribution as a Grant in Aid, but this program is a service like any of the other services of the ACRD and should be subject to an establishing bylaw. The service has evolved over the years with staff providing the management required to minimize risk, focus on education and stewardship. The Marine Patrol are ambassadors, they do not enforce any regulations or standards.

If the Board is to proceed with the service, they must adopt a bylaw, receive consent from the Inspector and conduct a referendum or alternative approval process (AAP). The AAP requires advertising the intent to adopt the service and providing for electors to object to the proposal by signing an elector response form. The AAP is proposed rather than a referendum as the service has been provided successfully for eleven years, funded through Grants in Aid.

As a service the ACRD board would establish the budget from one year to the next. It is intended that the service would continue in its present format, at current cost with the use of students, financial support from Transport Canada, and logistical support from BC parks. If these conditions change the Board can decide whether to proceed or not with the service in any given year.

Request for Decision– Establish an Alberni Valley Service to provide for the Sproat Lake Marine Patrol

Options:

1. Proceed with the service establishment bylaw and solicit public support through either a referendum or AAP, if successful continue with the Sproat Lake Marine Patrol service.
2. Discontinue the Sproat Lake Marine Patrol Service. If there is no commitment from one year to the next than the program should cease.

Financial:

The Board has funded their financial contribution as a Grant in Aid. The breakdown by participating area is outlined on the attached spreadsheet.

Policy or Legislation:

Services are governed by the Local Government Act. The SLMP is discretionary – it is not required.

Submitted by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

BYLAW NO. E1057

A bylaw to establish a service to provide for the operation of the Sproat Lake Marine Patrol

WHEREAS under Section 796 of the *Local Government Act* a Regional District may operate any service the Board considers necessary or desirable for all or part of the Regional District;

AND WHEREAS the Board of the Alberni Clayoquot Regional District wishes to establish a service for the purpose of establishing and operating a Sproat Lake marine patrol;

AND WHEREAS the approval of the Inspector of Municipalities has been obtained under Section 801 of the *Local Government Act*;

AND WHEREAS the approval of the electors in the participating area has been obtained under Section 801.3 of the *Local Government Act*;

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

1. Citation

This Bylaw may be cited as "Bylaw No. E1057, Sproat Lake Marine Patrol Service Area Establishment, 2013."

2. Service

The local service hereby established under this Bylaw is for the purpose of operating a marine patrol service.

3. Participating Areas

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

- City of Port Alberni
- Electoral Area "B" (Beaufort)
- Electoral Area "D" (Sproat Lake)
- Electoral Area "E" (Beaver Creek)
- Electoral Area "F" (Cherry Creek)

4. Cost Recovery

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

- a. Property values taxes imposed in accordance with Division 4.3 of the *Local Government Act*;
- b. Revenues raised by other means authorized the *Local Government Act* or another act;
- c. Revenues received by way of agreement, enterprises, gift, grant or otherwise.

5. Maximum Requisition

In accordance with section 800.1(1) (e) of the *Local Government Act*, the maximum amount that may be requisitioned annually for the cost of the service is \$45,000.

Read a first time this day of , 2013.

Read a second time this day of , 2013.

Read a third time this day of , 2013.

Approved by the Inspector of Municipalities this day of 2013.

Assented to by the Electors this day of 2013.

Adopted this day of 2013.

I hereby certify this document to be
a true copy of Bylaw E1057, Sproat Lake
Marine Patrol Service Area Establishment, 2013
as read a third time on date.

Dated this ____ day of _____, 2013.



REQUEST FOR DECISION

To: Board of Directors

From: Russell Dyson, Chief Administrative Officer

Meeting Date: November 13, 2013

Subject: Sociable Scientists Inc. Affordable and Accessible Transportation
Community Engagement Project

Recommendation:

That the Board of Directors approve the Sociable Scientists Affordable and Accessible Transportation Community Engagement project to develop key recommendations that can address transportation issues within the Alberni-Clayoquot Regional District to a maximum amount of \$15,000.00.

Background:

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

Financial

The Health Network will provide the funding for this study.

Summary

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

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

Approved by: _____

Russell Dyson, Chief Administrative Officer

CONTRACT FOR SERVICES

THIS AGREEMENT dated for reference the 18th day of October, 2013.

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3
Fax No. 250-723-1927

("ACRD", "we", "us" or "our" as applicable)

OF THE FIRST PART

AND:

LAUREL SLISKOVIC AND ERIN HEENEY

THE SOCIABLE SCIENTISTS INC.

490 Hilchey Road,
Campbell River, BC V9W 1R1
Phone No. 250-204-2564

laurel@thesociablescientists.ca

("Contractor", "you" or "your" as applicable)

OF THE SECOND PART

WHEREAS:

- A. The ACRD received a proposal for the provision of services to complete an Affordable and Accessible Transportation Consultation (the "**Project**"), as part of the Alberni-Clayoquot Health Network delivering on its strategic plan and the Contractor in reply submitted a proposal dated October 1, 2013.
- B. The ACRD has agreed to engage the Contractor and the Contractor has agreed to provide the services described in Schedule "A" to this Agreement (the "**Services**") to the ACRD in respect of the Project on the terms and conditions set out in this Agreement.

NOW THEREFORE the ACRD and the Contractor, in consideration of their mutual duties and responsibilities to one another under this agreement (the "**Agreement**"), agree as follows:

CONTRACTOR'S OBLIGATIONS:

1. **Standard of Care** You must provide the Services with the degree of care, skill and diligence normally provided by Contractors having similar qualifications in the performance of duties of a nature similar to the Services, and you must provide the Services within the time limits specified in Schedule "A" or, if no time limit is specified in Schedule "A", you must provide the Services promptly.
2. **Billable Charges** You must charge only those fees and disbursements specifically authorized for the Services in Schedule "A" to this Agreement. All other costs and expenses incurred by you to provide the Services, including labour, materials, permits, and licenses, must be paid by you.

3. **Confidentiality** You must not disclose any information, data or secret of the ACRD to any person other than representatives of the ACRD duly designated for that purpose in writing by us and you must not use for your own purposes or for any purpose other than those of the ACRD any information, data or secret you may acquire as a result of being engaged pursuant to this Agreement.
4. **Conflict of Interest** You must not, during the term of this Agreement, perform a service for, or provide advice to any person, firm or corporation, which in our reasonable opinion gives rise to a conflict of interest between your obligations under this Agreement and your obligations to such other person, firm or corporation.
5. **Ownership of Materials** All plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials produced by you under this Agreement (collectively, the “**Intellectual Property**”) are and will remain our property even though you or another party has physical possession of them. You hereby waive in our favour any moral rights you, your employees, sub-Contractors or sub-contractors may have in the Intellectual Property. Until the expiry or earlier termination of this Agreement, you may retain copies, including reproducible copies of the Intellectual Property. You must not use the Intellectual Property on other projects or for other clients except with written consent from us. You must obtain our consent before you publish or make public any of the Intellectual Property in book, periodical, electronic or any other form.
6. **Retention of Intellectual Property on Termination** Upon expiry or earlier termination of this Agreement, you must turn over to us all Intellectual Property, keeping a single copy for your own archival purposes.
7. **Severability** It is understood and agreed that the covenants and agreements contained in paragraphs 3, 4, 5, 6 and 10 shall survive the expiry or earlier termination of this Agreement and that those paragraphs are severable for such purpose.
8. **Insurance** You must provide and maintain at your expense any insurance that you are required to provide by law, or that is reasonably necessary to insure against any risks you may assume as a result of entering into this Agreement, including coverage for your employees as required by the *Workers Compensation Act*. Without limiting the foregoing, you must provide and maintain at your expense any insurance specifically required in Schedule “B” to this Agreement. You must provide satisfactory proof of insurance coverage to us upon request.
9. **Compliance with Laws** You must comply with all laws applicable to the provision of the Services.
10. **Indemnification** You must indemnify and save harmless us and our elected officials, appointed officers, employees, agents and contractors from and against any claims, costs, losses, damages, actions, causes of action and expenses arising, directly or indirectly, from an error, omission or negligent or wilful act of you or your agents, employees, sub-Contractors or sub-contractors, or from your breach of this Agreement.
11. **Assignment** You must not assign, subcontract, or transfer any interest in your rights under this Agreement without our prior written consent.
12. **Legal Relationship** The legal relationship between you and the ACRD arising pursuant to

this Agreement is that of an independent contractor and a purchaser of services. Nothing in this Agreement shall be interpreted so as to render us your employer or partner, or the employer of anyone working for you, and you must not do anything that would result in anyone working for you being considered our employees.

13. **Agent** You are not, and must not claim to be our agent for any purpose unless we give you authorization in writing to act as our agent for specific purposes that are reasonably necessary to your rendering of the Services pursuant to this Agreement.

PAYMENT

14. **Payment for Services** We must pay you the fees for your Services at the times set out in Schedule "A". Where you are specifically authorized in Schedule "A" to charge us for disbursements, we must pay such disbursements to you in accordance with Schedule "A" as long as they are reasonably necessary for the performance of the Services and supported by conclusive documentation, including receipts. Payment will be issued in accordance with our accounts payable policies, in no case less than 30 days after receipt of your invoice.
15. **Currency** Unless stated otherwise in this Agreement, all sums of money are in Canadian dollars.

TERMINATION AND SUSPENSION

16. **For Default** If you are in default of your obligations under this Agreement, and you have not corrected the default within thirty (30) days following written notice from us, or if the default reasonably requires more time to correct, and you are not taking active steps to correct the default within thirty (30) days following written notice from us, or if you become insolvent or are assigned into bankruptcy, we may immediately terminate this Agreement. Termination will be without prejudice to any other rights or remedies we may have.
17. **For Absence** If for any reason you are unable to provide the Services using the individuals or subcontractors named in your proposal and set forth in this Agreement for reasons other than reasonable annual vacation time or short term temporary absence because of illness, we may, following written notice and without limiting any other right we may have, immediately terminate this Agreement and shall pay you for the Services performed and disbursements incurred by you to the date of termination, less any amounts necessary to compensate us for damages or costs incurred by us arising from your default.
18. **Suspension** If your Services are suspended by the ACRD at any time for more than thirty (30) days through no fault of yours, then you shall have the right at any time until such suspension is lifted by the ACRD to terminate this Agreement upon giving written notice thereof to the ACRD. In such an event, you shall be paid by the ACRD for all Services performed and disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such suspension unless the parties otherwise agree in writing.
19. **With Notice** If we are unwilling or unable to proceed with the Project we may terminate this Agreement by giving you fifteen (15) days written notice. If you receive such notice, you must perform no further Services other than those reasonably necessary to close out the Services, and we will pay you the fees and authorized disbursements properly owing as of the effective date of termination.

GENERAL

20. **Client to Provide Information** We will make available to you all information in our possession which we consider pertinent to your performance of the Services. You may rely upon the accuracy and completeness of such information except where it is unreasonable to do so. However, you acknowledge that the ACRD, in the preparation of the call for proposals and this Agreement, the supply of oral or written information to you, the review of proposals or the carrying out of the ACRD's responsibilities under this Agreement, does not owe a duty of care to you and you hereby waive for yourself, your successors and assigns, the right to sue the ACRD in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the call for proposals, the supply of oral or written information to proponents, the review of proposals, or carrying out of the ACRD's responsibilities under this Agreement.
21. **Client to Respond** We will give prompt consideration to all draft reports, drawings, proposals and other documents relating to the Project provided to us by you, and, whenever prompt action is necessary, where possible inform you of a decision in such reasonable time so as not to delay your Services.
22. **Site Access** We will arrange and make provision for your entry and ready access to property (public and private) as well as to the Project site, as necessary, to enable you to perform the Services. We will arrange a safety orientation for you and your employees, to identify the hazards of the site. Once we have provided such a safety orientation, you will be responsible for arranging any additional safety orientations necessary as a result of a change in your personnel or otherwise.
23. **Jurisdiction** This agreement is governed by and shall be construed in accordance with the laws in force from time to time in the Province of British Columbia.
24. **Waiver** Except as may be specifically agreed in writing, no action or failure to act by the ACRD or the Contractor shall constitute a waiver of any right or duty afforded either of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach of this Agreement.
25. **Entire Agreement** This Agreement, including the schedules attached to it, constitutes the entire Agreement between the ACRD and the Contractor and supersedes all previous expectations, understanding, communications, representations and agreements whether verbal or written between the ACRD and the Contractor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the ACRD and the Contractor.
26. **Conflict** In the event of a conflict between a provision in this Agreement and a provision in a schedule attached to this Agreement, the provision in this Agreement shall prevail.
27. **Invalidity** If any part of this Agreement is or is declared invalid by a court of competent jurisdiction, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.
28. **Designation of Parties** In this Agreement, "we", "us" and "our" refer to the ACRD alone and never refer to the combination of the Contractor and ACRD. The combination of the ACRD and the Contractor is referred to as "the parties".

29. **Headings** The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the interpretation of it.
30. **Interpretation** Whenever the singular or masculine is used in this Agreement, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context or the parties so require.
31. **Time** Time is of the essence in this Agreement.
32. **Enurement** This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party may assign, subcontract or transfer an interest in the Agreement without the prior written consent of the other.

DISPUTE RESOLUTION

33. **Arbitration** All matters in dispute under this Agreement which are not first resolved between the parties acting reasonably may, with the concurrence of both the ACRD and the Contractor, be submitted to arbitration pursuant to the *Commercial Arbitration Act* (British Columbia) to a single arbitrator appointed jointly by them.
34. **No Conflict of Interest** No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Project or in the business affairs of either the ACRD or the Contractor.
35. **Nominees** If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.

DESIGNATED REPRESENTATIVES

36. **ACRD Representative** We shall by notice in writing to you designate a representative to act on our behalf with respect to the performance of this Agreement (the “**ACRD Representative**”) and we may at any time or from time to time thereafter, by notice in writing to you, designate another person to act as the ACRD Representative in the place and stead of any person previously designated.
37. **Project Manager** You shall, by notice in writing to us, designate a representative to act on your behalf with respect to the performance of this Agreement (the “**Project Manager**”) and you may at any time or from time to time thereafter, upon written approval from us, designate another person to act as the Project Manager in the place and stead of any person previously so designated.

NOTICE

38. **Notice** Unless otherwise specified in this Agreement, any notice required to be given by either party shall be deemed to have been given if delivered by hand, mailed by prepaid registered mail or faxed to the address of the other party set forth on the first page of this Agreement or at such other address as the other party may from time to time direct in writing, and any such notice shall be deemed to have been received if mailed or faxed, 72 hours after the time of mailing or faxing and, if delivered by hand, upon the date of delivery. If normal mail service or facsimile service is interrupted by strike, force majeure or other cause beyond the control of the parties, then a notice sent by the impaired means of communication will not be deemed to be received until actually received, and the party sending the notice shall utilize any other means of communication which have not been so interrupted or shall deliver such notice by hand in order to ensure its prompt receipt.

IN WITNESS WHEREOF the parties have duly executed this Agreement as of the date first written above.

ALBERNI-CLAYOQUOT REGIONAL DISTRICT by its authorized signatories:)

_____))
Name:)

_____))
Name:)

SIGNED, SEALED AND DELIVERED)
in the presence of:)

_____))
Witness)

_____))
Address)

_____))
Occupation)

LAUREL SLISKOVIC
THE SOCIABLE SCIENTISTS INC

ERIN HEENEY
THE SOCIABLE SCIENTISTS INC

SCHEDULE "A"

SERVICES AND FEES

Fees: \$15,000.00 inclusive of all travel expenses, other expenses, and HST.

Services: Services of the Sociable Scientists Inc. as detailed in the Contractor's Proposal attached as Schedule "C", for a term of 8 months commencing October 1, 2013, and expiring May 31, 2014.

Payment: The Contractor will be paid monthly upon receipt of invoice from Contractor.

SCHEDULE "B"
INSURANCE REQUIREMENTS

No additional requirements.

SCHEDULE "C"
CONTRACTOR'S PROPOSAL

Alberni Clayoquot Regional District Affordable and Accessible Transportation Community Engagement Project

Proponents:



Submitted to:

Russell Dyson – CAO, Alberni Clayoquot Regional District
Tanis Dagert, Coordinator, Alberni Clayoquot Health Network
Adriane Schroeder, Community Developer, Vancouver Island Health Authority

October 1, 2013

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Alberni Clayoquot Regional District Affordable and Accessible Transportation Community Engagement Project

Introduction and background – what is to be studied?

Alberni Clayoquot Regional District (ACRD) is a geographically diverse area covering 6 658 square kilometers from the West Coast of Vancouver Island to the Alberni Valley. Smaller islands and some coastal communities within Clayoquot and Barkley Sounds are accessible by water or air only. The region's 31 000 people represent the communities of Ahousaht, Bamfield, Dididaht, Hesquiaht, Hupacasath, Huu-ay-aht, Port Alberni, Tla-o-qui-aht, Tofino, Toquaht, Tsehaht, Uchucklesaht, and Ucluelet. Outside of the Alberni Valley with its population of 25 000 people, the transportation networks that service the residents of these rural communities are comprised of private providers of water-taxis, float planes, and bus systems; private logging roads; provincial/public road; and informal, loosely organized community volunteer drivers. The Alberni Clayoquot Health Network (ACHN) aims to improve health and well-being and focus on social determinants of health. As part of the ACHN's Strategic Objectives, it has committed to facilitating and resourcing a community dialogue on transportation needs across the region.

A preliminary transportation consultation report published in July 2013 indicates that 'the need for more affordable and accessible transportation options is a significant issue for the communities of the Clayoquot and Barkley Sound region' (Schroeder, 2013). Based on data compiled from West Coast communities' roundtable discussions during 2011 at the Coastal Family Resource Coalition and 2013 Coming Together Forums, and a 2013 meeting with the Coastal Family Resource Coalition and the ACHN, the following key findings identify community needs for affordable and accessible transportation.

- Fundamental concern for improving transportation to better access basic services and activities
- Need to improve access to health care services
- Decentralized transportation solutions to ease the financial costs to social and health service budgets
- Dependency on private transportation providers
- Limited or no access to publicly subsidized transportation options

ACRD Affordable and Accessible Transportation Community Engagement Project

Basic services and activities are identified as:

- Social (recreation, healthy food, education, child development);
- Medical (non-emergency travel outside the ACRD);
- Community Connectivity (equitable services, safe and appropriate transportation).

By examining transportation from a healthy equity lens, the ACRD, Island Health (formerly Vancouver Island Health Authority, and ACHN can encourage dialogue between stakeholders from a variety of sectors within the region; create partnerships throughout their communities; and leverage resources to provide a well-researched and holistic strategy for the long-term sustainability of the entire region and its people. This project requires engagement from all communities to ensure unique needs are represented and appropriate solutions can be enhanced and developed.

Research team – who will be studying?

The Sociable Scientists Inc., Nicole Vaugeois, Alberni Clayoquot Regional District, Alberni Clayoquot Health Network, and Island Health will comprise the larger team for this project, however The Sociable Scientists Inc. will provide all research described within this plan except where noted.

The Sociable Scientists Inc.

Laurel Sliskovic and Erin Heeney
490 Hilchey Rd
Campbell River, BC
V9W 1R1

www.TheSociableScientists.ca

Project lead: Laurel Sliskovic

250.204.2564

laurel@thesociablescientists.ca

Laurel Sliskovic – project lead, research, community engagement, facilitation, reporting

Laurel's ten years of experience leading teams in the tourism industry, combined with her natural ability to collaborate and engage with stakeholders will enable Laurel to lead The Sociable Scientists Inc. in this timely and relevant transportation project. With a balanced blend of industry, academic, and life skills and experience, she is diversified in her understanding of community and the complexity of how systems operate and influence one another.

Laurel graduated with distinction in January 2013 from Vancouver Island University with a Master of Arts in Sustainable Leisure Management. Her master's thesis was focused on local Vancouver Island tourism participation and its relationship to quality of life for residents. From this research, Laurel recognized a gap in how Vancouver Island

communities were utilizing research to strengthen their resiliency and build upon the capacity of its residents so she co-founded The Sociable Scientists Inc. with business partner Erin Heeney in February 2013. Within her 20-year career in the recreation and tourism industries, Laurel has learned the importance of fostering a healthy quality of life through accessible and affordable recreation opportunities. Recreation and health simply and complexly affect one another so the opportunity for transdisciplinary collaboration within these overlapping sectors is invigorating.

As a local researcher within the field of social sciences, Laurel is motivated to participate in relevant projects that enhance quality of life for Vancouver Island residents. She strongly believes in the good of people and believes the people of Vancouver Island need to be provided with more opportunities to share their successes and the challenges, and to develop evidence-based decision-making strategies. Laurel's commitment to professional, innovative, and authentic research is reflected in her communication skills, her leadership skills, and her natural curiosity.

Erin Heeney – research, community engagement, facilitation, reporting

Erin is known for her ability to disseminate complex information for a variety of audiences in a way that is meaningful, relevant, and clearly understood. Her engaging and experiential approach to education, facilitation, and research has helped many people comprehend multifaceted topics ranging from wetland conservation to sailing theory to tourism strategies awarding her such distinctions as a Top 20 Presentation at the XII World Leisure Congress in Rimini, Italy in October 2012. Her strong facilitation skills have been honed through community and stakeholder engagement processes, educational programming, and interpretive design within outreach and education with Ducks Unlimited Canada (Atlantic Region) and through various volunteer initiatives.

As an avid sailor and adventurous spirit, Erin moved to Vancouver Island from New Brunswick in August 2011. She graduated with distinction in January 2013 from Vancouver Island University with a Master of Arts in Sustainable Leisure Management. Seeking an innovative way to continue on her path as an educator and researcher and to support the high quality of life she experiences on Vancouver Island, Erin co-created The Sociable Scientists Inc.

Erin's previous research experience includes conducting community-based research for the Protected Areas and Poverty Reduction Alliance and providing research services for the BC Resort Communities Tourism Labour Market Strategic Analysis. Her master's thesis examined the relations between hosts and guests, which greatly highlighted the importance of community and shared values as key indicators for positive tourism relationships. Through a combination of academic, non-profit, and private experiences, Erin is a well-respected researcher, educator, and facilitator.

Dr. Nicole Vaugeois – advisor

Nicole is the BC Regional Innovation Chair in Tourism and Sustainable Rural Development at Vancouver Island University. Nicole has done extensive research with rural and remote communities throughout BC and within the Alberni Valley regional district that would be of benefit to this project. Nicole is an active researcher who has developed skills in a variety of research methodologies including surveys, focus groups, interviewing, observation, secondary data analysis, dialogue, Delphi techniques, content analysis, and participatory rural appraisals. She will participate in the project in an advisory capacity to help develop the methodology for the consultation, respond to issues if they emerge and inform the deliverables.

Research Plan – how will it be studied?

The purpose of this study is to gather data to assess the accessibility and affordability of transportation in the Alberni Clayoquot Regional District. Three key study questions will guide the data collection and assessment. These questions will be answered by utilizing a mixed method approach including literature review, in-depth interviews with stakeholders, a social media/story-telling/photo voice campaign with residents, and community engagement with stakeholder groups.

Key study questions

Three key study questions will be answered using the research plan detailed in the following sub-sections.

1. How accessible and affordable is the existing transportation network in the ACRD for residents to fully participate in society (i.e. employment, education, health services, leisure opportunities)?
2. What gaps are evident in the accessibility and affordability of transportation in the region?
 - a. Supply
 - i. What is the range of transportation options available for residents and visitors (municipalities, electoral areas and First Nations communities)?
 - ii. Who is currently involved in providing transportation in the region?
 - iii. What challenges exist in the provision of those services?
 - b. Demand
 - i. What is the nature of the experience for residents and visitors of the region when using the existing transportation system?
 - ii. What are the barriers to accessible and affordable transportation for people in the region?
3. What are the opportunities for collaboration among stakeholders in the ACRD that will enhance the transportation system in the region?
 - a. Supply

- i. Existing partnerships, collaborations, and solutions within individual communities and the entire region
 - ii. Best practices and case studies from other communities that can be applied to this context
 - iii. Existing complementary health services within individual and neighbouring communities
- b. Demand
 - i. Suggested complementary health services
 - ii. Impacts on social health within communities

Work plan – how, when and by whom?

The research team will use a mixed methods approach to accomplish the objectives of the project. In order to achieve the requirements of the project, the research team will conduct the activities outlined in the work plan shown below. The work plan is designed for a start date of October 4th, 2013, with work completed after the AVICC Conference in April 2014. The Sociable Scientists will meet with Adriane Schroeder on Friday, October 4th to create a more detailed timeline and finalized plan.

Literature review

The Sociable Scientists will begin with a literature review to gain a deeper understanding of the current context with the Alberni Clayoquot Regional District. A scan of secondary documents in the region will ensure that this research builds on existing work. Related articles from regions outside of Alberni Clayoquot will also be reviewed to build a database of resources related to accessible and affordable transportation for rural communities and to inform on best practices and innovations. A list of sources may include, but is not limited to:

- Alberni Clayoquot Regional District
- Alberni Clayoquot Health Network
- Local information sources for transportation/travel
- Island Health, aka Vancouver Island Health Authority
- The Journal of Rural Health
- Health Services Research
- Leisure Information Network
- Nuuchahnulth Tribal Council
- Nuuchahnulth Economic Development
- BC Transit
- Ministry of Transportation (Government of BC)

ACRD Affordable and Accessible Transportation Community Engagement Project

- Evaluating Transportation Equity – Victoria Transport Policy Institute
- Clayoquot Sound Biosphere Reserve Region’s Vital Signs
- Private transportation schedules/timetables
- People’s voice – a local government satisfaction survey
- Suggested readings by the larger team

Key questions addressed:

1. How accessible and affordable is the existing transportation network in the ACRD for residents to fully participate in society (i.e. employment, education, health services, leisure opportunities)?
2. What gaps are evident in the accessibility and affordability of transportation in the region?
3. What are the opportunities for collaboration among stakeholders in the ACRD that will enhance the transportation system in the region?

Once completed, The Sociable Scientists will have:

- a. Identified existing work and developed an understanding of the context of the study
- b. Identified potential data sets for the mapping of assets
- c. Developed a short (3-5 page) report of existing resources that will be included in the final report.

In-depth interviews

The identification of key stakeholders will be done in consultation with the larger team devoted to this project (Russell Dyson, Tanis Dagert, and Adriane Schroeder). Interview questions will be developed based on information gleaned from the literature review. An interview guide will be produced by The Sociable Scientists to ensure that any interviews completed for this project are consistent across the team. The Sociable Scientists will conduct thirty interviews; the larger project team will conduct any additional interviews.

Key questions addressed:

1. How accessible and affordable is the existing transportation network in the ACRD for residents to fully participate in society (i.e. employment, education, health services, leisure opportunities)?
2. What gaps are evident in the accessibility and affordability of transportation in the region?
3. What are the opportunities for collaboration among stakeholders in the ACRD that will enhance the transportation system in the region?

Once completed, The Sociable Scientists will have:

- a. In-depth perspectives to support and/or challenge the existing published data

- b. Answers from stakeholders to move from deficit to strength-based solutions
- c. Community-based understanding and solutions beyond what is published
- d. Oral and written (from notes and summarization) data to include in the final report.

Social media/story-telling/photo voice campaign

The stories and experiences of people traveling throughout the region to access health, social, and community services can be shared visually and orally through a social media/story-telling/photo voice campaign. The Sociable Scientists will create a Facebook page designed to host these stories, allowing residents to interact with one another and blends traditional and current engagement practices. We will also include an email and mailing address to allow ACRD residents more ways to share their stories. Information about this campaign will be distributed through the news release, in-depth interviews, and during community engagement activities within the regional district.

Key questions addressed:

1. How accessible and affordable is the existing transportation network in the ACRD for residents to fully participate in society (i.e. employment, education, health services, leisure opportunities)?
2. What gaps are evident in the accessibility and affordability of transportation in the region?
3. What are the opportunities for collaboration among stakeholders in the ACRD that will enhance the transportation system in the region?

Once completed, The Sociable Scientists will have:

- a. A visual representation of the stories and experiences of residents
- b. Increased awareness and engagement from community members
- c. A living document (Facebook page) that can serve to continue the dialogue and progress of transportation issues
- d. A collection of written, oral and photographic stories to be included into the final report.

Community engagement

The story-telling campaign ties directly into community engagement activities, as The Sociable Scientists will be traveling to at least three of the communities to make the researchers available to hear the stories and understand the challenges and opportunities within each community. The Alberni Clayoquot Health Network will host these sessions; The Sociable Scientists will co-facilitate the engagement.

ACRD Affordable and Accessible Transportation Community Engagement Project

Key questions addressed:

1. How accessible and affordable is the existing transportation network in the ACRD for residents to fully participate in society (i.e. employment, education, health services, leisure opportunities)?
2. What gaps are evident in the accessibility and affordability of transportation in the region?
3. What are the opportunities for collaboration among stakeholders in the ACRD that will enhance the transportation system in the region?

Once completed, The Sociable Scientists will have:

- a. Increased connectivity to residents and presence in the region
- b. A written report with photos and/or video on the experiences of the researchers
- c. A map detailing transportation networks between each of the communities visited.

Advisory group workshop

The Sociable Scientists will facilitate a workshop for the advisory group to detail the project progress and to formulate solutions based on the data gathered throughout the literature review, in-depth interviews, story-telling campaign, and community engagement. The larger team is expected to also fully participate in this workshop to ensure maximum cohesion and understanding of the data. The results of this workshop will be incorporated into the final report.

Key questions addressed:

1. How accessible and affordable is the existing transportation network in the ACRD for residents to fully participate in society (i.e. employment, education, health services, leisure opportunities)?
2. What gaps are evident in the accessibility and affordability of transportation in the region?
3. What are the opportunities for collaboration among stakeholders in the ACRD that will enhance the transportation system in the region?

Once completed, The Sociable Scientists will have:

- a. A complete picture of the transportation landscape from all parties within the study
- b. Feedback from the advisory committee on the gaps, opportunities, and challenges of accessible and affordable transportation for the residents of ACRD
- c. A report on the advisory team workshop to be included in the final report.

Analysis and summary

Upon completion of the data collection stage, the team will analyze the data together until they have reached a point where no further themes or explanations emerge. Responses to the study questions will be reported in aggregate format, citing individual case studies as illustrations of key points.

Timeline and deliverables

A detailed timeline will be developed with the larger team and/or during a meeting with Adriane Schroeder on October 4, 2013; this is a summary only.

October

Meeting with Adriane Schroeder
Literature review
Development of questions for in-depth interviews

November

Literature review report
Monthly team meeting
Scheduling and conducting of in-depth interviews

December

Monthly team meeting
On-going collection of in-depth interview data

January

Monthly team meeting
On-going collection/completion of in-depth interview data
Development and launch of story-telling campaign
Community engagement session

February

Monthly team meeting
On-going and completion of community engagement sessions
Advisory team workshop (may be scheduled for March)

March

Monthly team meeting

Analysis

Final reporting to advisory team, ACRD, IH, and ACHN - The final report will be developed to include an abstract, executive summary, table of contents, list of figures, tables and maps, the literature review, the research methodology and case study findings, and the summary analysis and results. The bibliography of references, notations on limitations of the study and glossary will also be provided.

April

Presentation to the AVICC Conference

Critical Success Factors

The Sociable Scientists Inc. will require full participation from the larger team of Russell Dyson, Tanis Dagert, Adriane Schroeder, and Nicole Vaugeois to ensure that the scope of this project can be realized. Bi-weekly check ins from The Sociable Scientists via email to the team, and monthly face-to-face meetings will allow all team members to communicate progress and concerns in a timely, focused method.

Physical and informational access to First Nations and remote communities is critical to understanding the accessibility and affordability of transportation within the ACRD, so existing relationships will be utilized wherever possible. The Sociable Scientists will be traveling together to three of the communities to experience first hand some of the challenges residents face. Traveling and facilitating community engagement as a team will provide residents with face-to-face communication opportunities with The Sociable Scientists, thus enhancing trust and the entire research process. For greater informational access, The Sociable Scientists will work cooperatively with the ACRD, Island Health, and the Alberni Clayoquot Health Network to develop focused and inquisitive interview questions that will stimulate dialogue and action beyond what has occurred to this point.

The story-telling campaign will be utilizing Facebook to gather stories and photographs. Privacy and anonymity cannot be promised with this approach, therefore The Sociable Scientists cannot take responsibility for how that information is used and shared beyond the project.

With a project of this scope, all parties will need to communicate effectively. As project manager, Laurel Sliskovic will be responsible for ensuring The Sociable Scientists are on-task and meeting the targets outlined in this plan, and it is expected that the larger team will act as representatives for their respective organizations.

Budget

This section of the proposal will highlight the expenses that will be incurred by The Sociable Scientists Inc. to undertake the research. The proposal will require a budget of \$15 000 as outlined in the table below.

Item	Description	Costs	Expected amounts	Totals
Project management	Laurel Sliskovic	\$45/hour	50 hours	\$2 250
Research, facilitation, reporting	Laurel Sliskovic	\$45/hour	120 hours	\$5 400
	Erin Heeney	\$45/hour	120 hours	\$5 400
Advisor	Nicole Vaugeois	In kind	4 hours/month for 6 months	\$0
Total professional services				\$13 050
Travel	Travel expenses (transportation between Campbell River, Nanaimo, and ACRD)	\$.52/km	Up to total amount budgeted for travel as needed	\$1 950
Total travel				\$1 350
Total budget	Inclusive of taxes			\$15 000

Budget notes

Costs for hosting meetings, community engagement sessions, and workshops will be incurred by ACRD, VIHA, or ACHN. Actual travel costs will be reimbursed to The Sociable Scientists Inc. per month upon submission of receipts.

Literature

Alberni Clayoquot Regional District (2013). <http://www.acrd.bc.ca/>

Decoda Literacy Solutions (2013). *Literacy in British Columbia*. <http://communityliteracy.ca/wp-content/uploads/2011/06/Literacy-in-British-Columbia.pdf>

Schroeder, A. (2013). *Transportation Consultation Preliminary Report – July 2013. Prepared for the Alberni Clayoquot Health Network.*

Unknown (2013). *“Connecting Communities” Regional Transportation Consultant Plan.*

Unknown (2013). *Connecting Communities Advisory Committee – Draft Terms of Reference.* Alberni Clayoquot Health Network



MEMORANDUM

TO: Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: November 6, 2013
RE: Finance Warrant No.534

Recommendation:

That the Board of Directors approves Finance Warrant Number 534 in the amount of \$991,268.70 dated October 31, 2013.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. **GENERAL**

That the Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.

2. **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS** – none

3. **FINANCIAL** – none

4. **POLICY OR LEGISLATIVE** – none

5. **RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN**

Improve financial controls by increasing the transparency of the Regional District's financial affairs.

6. **COMMUNICATION ISSUES** - none

Submitted by: Teri Fong, CGA, Manager of Finance

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



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Supplier : 0006 To T9193
Trans. Date : 01-Oct-2013 To 31-Oct-2013
Cheque Date : 01-Oct-2013 To 31-Oct-2013
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00019	0946982 BC LTD (DBA - ACE FLAGGING)					
34655	07-Oct-2013	Issued	223	C		415.80
102-1747	01-4-2500-000	PAYABLES - TRADE		415.80		
Invoice Description --> BCWS - BEAVER CREEK ROAD SIGNING						
Total :				415.80	0.00	415.80
Supplier Total :				415.80	0.00	415.80
00016	ACE COURIER SERVICES					
34654	07-Oct-2013	Issued	223	C		16.93
1493567	01-4-2500-000	PAYABLES - TRADE		16.93		
Invoice Description --> ACRD - POSTAGE						
Total :				16.93	0.00	16.93
Supplier Total :				16.93	0.00	16.93
00030	ACKLANDS-GRAINGER INC.					
34656	07-Oct-2013	Issued	223	C		324.86
4354 0513133	01-4-2500-000	PAYABLES - TRADE		139.21		
Invoice Description --> BCWS - SAFETY SUPPLIES AND WATER SYSTEM SUPPLIES						
4354 051936	01-4-2500-000	PAYABLES - TRADE		185.65		
Invoice Description --> SLVFD - PERSONAL PROTECTIVE EQUIPMENT SUPPLIES						
Total :				324.86	0.00	324.86
34689	16-Oct-2013	Issued	231	C		138.14
4354 0513699	01-4-2500-000	PAYABLES - TRADE		138.14		
Invoice Description --> BCWS - JUMPER CABLES AND WATER SYSTEM SUPPLIES						
Total :				138.14	0.00	138.14
34744	24-Oct-2013	Issued	236	C		564.48
4354 0514027	01-4-2500-000	PAYABLES - TRADE		163.51		
Invoice Description --> BCVFD - EQUIPMENT - FINGER PULSE OXIMETER						
4354 0514008	01-4-2500-000	PAYABLES - TRADE		400.97		
Invoice Description --> BCVFD - EQUIPMENT - CYLINDER GAS CALIBRATION						
Total :				564.48	0.00	564.48
Supplier Total :				1027.48	0.00	1027.48
00059	ADELHARDT CONCRETE PLUS					
34691	16-Oct-2013	Issued	231	C		210.00
528334	01-4-2500-000	PAYABLES - TRADE		210.00		
Invoice Description --> BWS - CHLORINE BUILDING - GAS TAX INITIATIVE						
Total :				210.00	0.00	210.00
Supplier Total :				210.00	0.00	210.00

ALBERNI-CLAYQUOT REGIONAL DISTRICT
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Supplier : 0006 To T9193
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 Cheque Date : 01-Oct-2013 To 31-Oct-2013
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0170	AINES & TYLER ELECTRIC					
34693	16-Oct-2013	Issued	231	C		141.98
13-000649	01-4-2500-000	PAYABLES - TRADE		141.98		
Invoice Description --> SL PARKS - COUGAR SMITH PARK CHECKED LIGHTING INSTALL TEMP AND REPLACED WITH						
Total :				141.98	0.00	141.98
Supplier Total :				141.98	0.00	141.98
0056	AIRGAS CANADA INC.					
34690	16-Oct-2013	Issued	231	C		14.17
165882	01-4-2500-000	PAYABLES - TRADE		14.17		
Invoice Description --> BCVFD - GAS SUPPLIES						
Total :				14.17	0.00	14.17
Supplier Total :				14.17	0.00	14.17
0021	ALBERNI DISTRICT CO-OP ASSOCIATION					
34688	16-Oct-2013	Issued	231	C		2108.50
SLVFD - SEPT/13	01-4-2500-000	PAYABLES - TRADE		340.97		
Invoice Description --> SLVFD - SEPTEMBER 2013 FUEL COSTS						
BCVFD - SEPT/13	01-4-2500-000	PAYABLES - TRADE		528.12		
Invoice Description --> BCVFD - SEPTEMBER 2013 FUEL COSTS						
BCWS - SEPT/13	01-4-2500-000	PAYABLES - TRADE		537.46		
Invoice Description --> BCWS - SEPTEMBER 2013 FUEL COSTS						
ACRD - SEPT/13	01-4-2500-000	PAYABLES - TRADE		701.95		
Invoice Description --> ACRD - SEPTEMBER 2013 FUEL COSTS						
Total :				2108.50	0.00	2108.50
Supplier Total :				2108.50	0.00	2108.50
0090	ALBERNI DISTRICT FALL FAIR ASSOCIATION					
34692	16-Oct-2013	Issued	231	C		420.00
SASLMP2013	01-4-2500-000	PAYABLES - TRADE		420.00		
Invoice Description --> SLMP - BOAT STORAGE FOR 2013-14						
Total :				420.00	0.00	420.00
Supplier Total :				420.00	0.00	420.00
0032	ALBERNI LANDSCAPING					
00027-0001	18-Oct-2013	Issued	230	T		2226.00
55530	01-4-2500-000	PAYABLES - TRADE		2226.00		
Invoice Description --> AVRA - SPARYING WEEDS ALONG RUNWAY FENCE, AIRPORT ROAD AND WEATHER STATION						
Total :				2226.00	0.00	2226.00
Supplier Total :				2226.00	0.00	2226.00

ALBERNI-CLAYQUOQUO REGIONAL DISTRICT
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Supplier : 0006 To T9193
 Trans. Date : 01-Oct-2013 To 31-Oct-2013
 Cheque Date : 01-Oct-2013 To 31-Oct-2013
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0290	ALBERNI PAVING & CONTRACTING LTD.					
34745	24-Oct-2013	Issued	236	C		1276.00
OCT17/13	01-4-2500-000	PAYABLES - TRADE		1276.00		
Invoice Description --> BCWS - KAREN PLACE REPAIR						
Total :				1276.00	0.00	1276.00
Supplier Total :				1276.00	0.00	1276.00
0213	ALBERNI TOWING					
34694	16-Oct-2013	Issued	231	C		36.23
17306	01-4-2500-000	PAYABLES - TRADE		36.23		
Invoice Description --> BCVFD - TRUCK #54 TOW						
Total :				36.23	0.00	36.23
Supplier Total :				36.23	0.00	36.23
0455	ALBERNI VALLEY REFRIGERATION LTD.					
34695	16-Oct-2013	Issued	231	C		472.50
20138403	01-4-2500-000	PAYABLES - TRADE		472.50		
Invoice Description --> ACRD OFFICE - HVAC QUARTERLY MAINTENANCE CONTRACT						
Total :				472.50	0.00	472.50
Supplier Total :				472.50	0.00	472.50
0270	ANDREW SHERET LTD.					
00026-0001	10-Oct-2013	Issued	222	T		460.83
DISCOUNTSEPT13	01-4-2500-000	PAYABLES - TRADE		8.64		
Invoice Description --> BCWS - DISCOUNT FOR EARLY PAYMENT						
03-050152	01-4-2500-000	PAYABLES - TRADE		98.81		
Invoice Description --> BCWS - STRICT ROAD WATERMAIN - GAS TAX INITIATIVE						
03-050031	01-4-2500-000	PAYABLES - TRADE		353.38		
Invoice Description --> BCWS - STRICT ROAD PUMP WATERMAIN - GAS TAX INITIATIVE						
Total :				460.83	0.00	460.83
Supplier Total :				460.83	0.00	460.83
0336	ARC - WESTERN CANADA					
34657	07-Oct-2013	Issued	223	C		371.17
N014001	01-4-2500-000	PAYABLES - TRADE		371.17		
Invoice Description --> PLANNING - PLOTTER SUPPLIES						
Total :				371.17	0.00	371.17
Supplier Total :				371.17	0.00	371.17
1050	BAMFIELD VOLUNTEER FIRE DEPARTMENT					
34702	16-Oct-2013	Issued	231	C		150.00

ALBERNI-CLAYQUOT REGIONAL DISTRICT
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Supplier : 0006 To T9193
Trans. Date : 01-Oct-2013 To 31-Oct-2013
Cheque Date : 01-Oct-2013 To 31-Oct-2013
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
OCT15/13	01-4-2500-000	PAYABLES - TRADE		150.00		
Invoice Description --> BCEP - CATERING FOR MID ISLAND EMERG PLAN COMM						
Total :				150.00	0.00	150.00
Supplier Total :				150.00	0.00	150.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0556	BARKLEY SOUND MANAGEMENT					
00027-0002	18-Oct-2013		Issued	230	T	11756.78
495477	01-4-2500-000	PAYABLES - TRADE		5806.76		
Invoice Description --> SALMON BEACH - SEWAGE PUMP & HAUL FIELD & TRUCK MAINT. \$3062.50, TRANS GROUND						
2013-010	01-4-2500-000	PAYABLES - TRADE		5950.02		
Invoice Description --> SB MGMT CONTRACT SEPTEMBER 15 TO OCTOBER 15, 2013						
Total :				11756.78	0.00	11756.78
Supplier Total :				11756.78	0.00	11756.78

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0660	BC HYDRO					
34696	16-Oct-2013		Issued	231	C	15803.55
1277120	01-4-2500-000	PAYABLES - TRADE		15803.55		
Invoice Description --> BCWS - STRICT ROAD PUMP STATION - GAS TAX INITIATIVE						
Total :				15803.55	0.00	15803.55
34747	24-Oct-2013		Issued	236	C	6851.54
400002167826	01-4-2500-000	PAYABLES - TRADE		6851.54		
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
Total :				6851.54	0.00	6851.54
Supplier Total :				22655.09	0.00	22655.09

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0700	BC TRANSIT					
34658	07-Oct-2013		Issued	223	C	12171.00
813602	01-4-2500-000	PAYABLES - TRADE		12171.00		
Invoice Description --> AUGUST 2013 CUSTOM TRANSIT						
Total :				12171.00	0.00	12171.00
34748	24-Oct-2013		Issued	236	C	12925.00
913602	01-4-2500-000	PAYABLES - TRADE		12925.00		
Invoice Description --> SEPTEMBER 2013 CUSTOM TRANSIT						
Total :				12925.00	0.00	12925.00
Supplier Total :				25096.00	0.00	25096.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0740	BEAVER CREEK HOME CENTER					
34697	16-Oct-2013		Issued	231	C	128.68
546798	01-4-2500-000	PAYABLES - TRADE		31.74		
Invoice Description --> SLVFD - BUILDING MAINTENANCE - 2 CANS OF ANT-B-GONE						

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M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0006 To T9193
Trans. Date : 01-Oct-2013 To 31-Oct-2013
Cheque Date : 01-Oct-2013 To 31-Oct-2013
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
0745	BEAVER CREEK MARKET					
34659	07-Oct-2013	Issued	223	C	668.64	
6390	01-4-2500-000			668.64		
Invoice Description --> AVRA - FENCING IMPROVEMENTS - CAPITAL						
Total :				668.64	0.00	668.64
Supplier Total :				668.64	0.00	668.64

34698	16-Oct-2013	Issued	231	C	651.00	
6397	01-4-2500-000			651.00		
Invoice Description --> BEAVER CREEK PARKS - EVERGREEN PARK POSTS						
Total :				651.00	0.00	651.00
Supplier Total :				1319.64	0.00	1319.64

0750	BEAVER CREEK VOL. FIRE DEPARTMENT					
34660	07-Oct-2013	Issued	223	C	8393.04	
BCVFD-Q3-2013	01-4-2500-000			8393.04		
Invoice Description --> BCVFD - MEMBER TRAINING AND OTHER EXPENSE IN 3RD QUARTER 2013						
Total :				8393.04	0.00	8393.04
Supplier Total :				8393.04	0.00	8393.04

0785	BERKS INTERTRUCK LTD.					
34699	16-Oct-2013	Issued	231	C	401.50	
24174	01-4-2500-000			401.50		
Invoice Description --> LBA - 1972 JOHN DEERE LOADER REPAIRS - SERVICE CALL - BLOWN HYDRAULIC LINE						
Total :				401.50	0.00	401.50
Supplier Total :				401.50	0.00	401.50

0791	BERRY & VALE CONTRACTING LTD					
00026-0002	10-Oct-2013	Issued	222	T	99750.97	
1206	01-4-2500-000			34367.55		
Invoice Description --> WCLF SEPTEMBER CONTRACTOR AND FREON REMOVAL \$48						
1207	01-4-2500-000			65383.42		
Invoice Description --> AVLf SEPTEMBER CONTRACTOR, FREON REMOVAL \$168						
Total :				99750.97	0.00	99750.97

00027-0003	18-Oct-2013	Issued	230	T	5008.50
1202	01-4-2500-000			2362.50	
Invoice Description --> AVLf - ADDITIONAL EQUIPMENT FOR ADSS DEMO					

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Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1201	01-4-2500-000	PAYABLES - TRADE		2646.00		
Invoice Description --> AVLF - ADDITIONAL SPOTTERS FOR SEPTEMBER 2013						
Total :				5008.50	0.00	5008.50
Supplier Total :				104759.47	0.00	104759.47

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0530	BEST WESTERN BARCLAY HOTEL					
34746	24-Oct-2013		Issued	236	C	54.20
2013009945	01-4-2500-000	PAYABLES - TRADE		54.20		
Invoice Description --> COMMITTEE MTG FOOD - FIREFIGHTERS - OCTOBER 18, 2013						
Total :				54.20	0.00	54.20
Supplier Total :				54.20	0.00	54.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0827	BLAKEY ELECTRIC					
34700	16-Oct-2013		Issued	231	C	115.50
91440	01-4-2500-000	PAYABLES - TRADE		115.50		
Invoice Description --> BCWS - KITSUKSIS RESERVOIR - CHLORINE PUMP						
Total :				115.50	0.00	115.50
Supplier Total :				115.50	0.00	115.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0845	BOULTON BROS.					
34750	24-Oct-2013		Issued	236	C	3701.10
499	01-4-2500-000	PAYABLES - TRADE		557.76		
Invoice Description --> LBA - HOUSE REPAIRS						
498	01-4-2500-000	PAYABLES - TRADE		3143.34		
Invoice Description --> LBA - WEATHER STATION - DOORS, FASCIA & DECK MATERIALS - CAPITAL						
Total :				3701.10	0.00	3701.10
Supplier Total :				3701.10	0.00	3701.10

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0914	BOWERMAN EXCAVATING LTD					
00028-0001	30-Oct-2013		Issued	240	T	28677.60
4788	01-4-2500-000	PAYABLES - TRADE		28677.60		
Invoice Description --> BCWS - STRICT ROAD PUMP STATION - GAS TAX INITIATIVE PROGRESS PAYMENT #1- CAPIT/						
Total :				28677.60	0.00	28677.60
Supplier Total :				28677.60	0.00	28677.60

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0950	BRETT, KENNETH					
00026-0003	10-Oct-2013		Issued	222	T	900.00
KBSEPT23/13	01-4-2500-000	PAYABLES - TRADE		900.00		
Invoice Description --> AVRA - 2013 YEARLY MAINTENANCE						
Total :				900.00	0.00	900.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00027-0004	18-Oct-2013	Issued	230	T		1000.00
BRE161017	01-4-2500-000	PAYABLES - TRADE		1000.00		
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION						
Total :				1000.00	0.00	1000.00
Supplier Total :				1900.00	0.00	1900.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0948	BRITISH COLUMBIA TRANSPORTATION FINANCING AUTHORITY					
34751	24-Oct-2013	Issued	236	C		630.00
24279-2013	01-4-2500-000	PAYABLES - TRADE		630.00		
Invoice Description --> SLVFD - LICENCE OF OCCUPATION FOR FABER ROAD						
Total :				630.00	0.00	630.00
Supplier Total :				630.00	0.00	630.00

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0987	BULL HOUSSER					
34653	07-Oct-2013	Issued	217	C		159940.15
AVLF-PUR3RDAVE	01-4-2500-000	PAYABLES - TRADE		159940.15		
Invoice Description --> AVLF - 3620 3RD AVENUE - CAPITAL						
Total :				159940.15	0.00	159940.15
Supplier Total :				159940.15	0.00	159940.15

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
1035	BUTLER, LES					
00027-0005	18-Oct-2013	Issued	230	T		3071.25
2013-09	01-4-2500-000	PAYABLES - TRADE		3071.25		
Invoice Description --> BWS - SEPTEMBER 2013 CONTRACTOR						
Total :				3071.25	0.00	3071.25
Supplier Total :				3071.25	0.00	3071.25

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
1058	C. BOWNE ENTERPRISES					
34703	16-Oct-2013	Issued	231	C		55.55
8444	01-4-2500-000	PAYABLES - TRADE		55.55		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES						
Total :				55.55	0.00	55.55
Supplier Total :				55.55	0.00	55.55

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
1110	CANADA POST					
34704	16-Oct-2013	Issued	231	C		19.18
9524599562	01-4-2500-000	PAYABLES - TRADE		19.18		
Invoice Description --> ACRD RURAL PLANNING						
Total :				19.18	0.00	19.18

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Supplier : 0006 To T9193
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Cheque Date : 01-Oct-2013 To 31-Oct-2013
Cheque No. : All
Batch No. : All

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
1270 CDW CANADA INC								
34705	16-Oct-2013		Issued	231	C	194.14		
FZ87478	01-4-2500-000	PAYABLES - TRADE			194.14			
Invoice Description --> ACRD - COMPUTER EXPENSE - 24 " MONITOR								
Total :						19.18	0.00	19.18
Supplier Total :						194.14	0.00	194.14
1316 CERTITECH IT SERVICES								
00025-0001	01-Oct-2013		Cleared	208	T	1942.50		
128	01-4-2500-000	PAYABLES - TRADE			1942.50			
Invoice Description --> AUGUST 2013 IT SUPPORT SERVICES								
Total :						1942.50	0.00	1942.50
Supplier Total :						194.14	0.00	194.14
1316 CERTITECH IT SERVICES								
00027-0006	18-Oct-2013		Issued	230	T	4462.50		
131	01-4-2500-000	PAYABLES - TRADE			4462.50			
Invoice Description --> SEPTEMBER 2013 IT SUPPORT SERVICES \$3450, AVLF SUPPORT \$350, BCWS SUPPORT \$450								
Total :						4462.50	0.00	4462.50
Supplier Total :						6405.00	0.00	6405.00
1378 CIT								
34706	16-Oct-2013		Issued	231	C	245.28		
NOV2013LEASE	01-4-2500-000	PAYABLES - TRADE			245.28			
Invoice Description --> FORMER BCID PRINTER LEASE 780-0460648-001								
Total :						245.28	0.00	245.28
Supplier Total :						245.28	0.00	245.28
1342 CITY OF PORT ALBERNI								
34752	24-Oct-2013		Issued	236	C	10671.00		
BCWS-STRICTROAI	01-4-2500-000	PAYABLES - TRADE			10671.00			
Invoice Description --> BCWS - STRICT ROAD TIE INTO CITY - CAPITAL - GAS TAX								
Total :						10671.00	0.00	10671.00
Supplier Total :						10671.00	0.00	10671.00
1382 COAST CATERING COMPANY								
34707	16-Oct-2013		Issued	231	C	187.95		
101	01-4-2500-000	PAYABLES - TRADE			187.95			
Invoice Description --> ACRD - COMMITTEE LUNCHES								
Total :						187.95	0.00	187.95

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				187.95	0.00	187.95

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1410	COASTAL BRIDGE & CONSTRUCTION					
34652	02-Oct-2013		Issued	211	C	2567.25
DEPOSIT-CCBRIDG	01-4-2500-000	PAYABLES - TRADE		2567.25		
Invoice Description -->		REGIONAL PARKS - CHINA CREEK BRIDGE CONTRACT - 2ND CONTACT				
Total :				2567.25	0.00	2567.25
Supplier Total :				2567.25	0.00	2567.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1460	COLYN'S NURSERY & GARDEN CENTRE					
34663	07-Oct-2013		Issued	223	C	47.04
20442	01-4-2500-000	PAYABLES - TRADE		47.04		
Invoice Description -->		OFFICE EXPENSE				
Total :				47.04	0.00	47.04
Supplier Total :				47.04	0.00	47.04

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
0806	CORIX - CONTROL SOLUTIONS LP					
34662	07-Oct-2013		Issued	223	C	132.13
INV31480	01-4-2500-000	PAYABLES - TRADE		132.13		
Invoice Description -->		BCWS - RESERVOIR CL2 LINES				
Total :				132.13	0.00	132.13
Supplier Total :				132.13	0.00	132.13

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
0801	CORIX WATER PRODUCTS LTD.					
34661	07-Oct-2013		Issued	223	C	312.03
1031506555	01-4-2500-000	PAYABLES - TRADE		-324.80		
Invoice Description -->		BWS - CARBOY DEPOSIT - CREDIT MEMO				
1031405680	01-4-2500-000	PAYABLES - TRADE		636.83		
Invoice Description -->		BWS SUPPLIES - 2 VALVES - 3/4" & 1"				
Total :				312.03	0.00	312.03

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
34749	24-Oct-2013		Issued	236	C	1008.98
1031508212	01-4-2500-000	PAYABLES - TRADE		-324.80		
Invoice Description -->		CREDIT MEMO - 20L CARBOY RETURN				
1031414492	01-4-2500-000	PAYABLES - TRADE		94.67		
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES - DPD FREE CHLORINE 10ML PK/100				
1031415278	01-4-2500-000	PAYABLES - TRADE		1239.11		
Invoice Description -->		BWS - LIQUID CHLORINE, CARBOY DEPOSIT & DPD FREE CHLORINE 100 PACK				
Total :				1008.98	0.00	1008.98
Supplier Total :				1321.01	0.00	1321.01

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
34708	16-Oct-2013	Issued	231	C		2025.85
DUESSEPT13	01-4-2500-000	PAYABLES - TRADE		2025.85		
Invoice Description --> SEPTEMBER 2013 DUES						
Total :				2025.85	0.00	2025.85
Supplier Total :				2025.85	0.00	2025.85

1649 CYR, FRANK						
34664	07-Oct-2013	Issued	223	C		50.00
11	01-4-2500-000	PAYABLES - TRADE		50.00		
Invoice Description --> SLVFD - REPAIR/REBUILD CARB ON POULAN CHAINSAW						
Total :				50.00	0.00	50.00
Supplier Total :				50.00	0.00	50.00

1675 DAVID STALKER EXCAVATING LTD.						
34709	16-Oct-2013	Issued	231	C		1328.25
8716	01-4-2500-000	PAYABLES - TRADE		1328.25		
Invoice Description --> MILLSTREAM WATER - WATER MAIN DESIGN - GAS TAX INITIATIVES						
Total :				1328.25	0.00	1328.25
34754	24-Oct-2013	Issued	236	C		76352.14
PC#1 - 8720	01-4-2500-000	PAYABLES - TRADE		76352.14		
Invoice Description --> BCWS - STRICK ROAD WATERMAIN - GAS TAX INITIATIVE - PPC #2						
Total :				76352.14	0.00	76352.14
Supplier Total :				77680.39	0.00	77680.39

1709 DEER BAY CONTRACTING						
00026-0004	10-Oct-2013	Issued	222	T		1373.40
2313	01-4-2500-000	PAYABLES - TRADE		1373.40		
Invoice Description --> SALMON BEACH - TRANSPORTATION - ROAD GRADING						
Total :				1373.40	0.00	1373.40
00028-0002	30-Oct-2013	Issued	240	T		2439.15
2319	01-4-2500-000	PAYABLES - TRADE		1065.75		
Invoice Description --> SALMON BEACH - RECREATION						
2325	01-4-2500-000	PAYABLES - TRADE		1373.40		
Invoice Description --> SALMON BEACH - TRANSPORTION						
Total :				2439.15	0.00	2439.15
Supplier Total :				3812.55	0.00	3812.55

1718 DENIS FRANCOEUR BACKHOEING						
34665	07-Oct-2013	Issued	223	C		525.00
1999951	01-4-2500-000	PAYABLES - TRADE		525.00		

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> SALMON BEACH SEWAGE - ANNUAL SEPTIC SYSTEM MAINTENANCE						
Total :				525.00	0.00	525.00
Supplier Total :				525.00	0.00	525.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1779 DOLAN'S GASFITTING & HEATING LTD						
34666	07-Oct-2013		223	C	93.63	
2708	01-4-2500-000	PAYABLES - TRADE		93.63		
Invoice Description --> BCVFD - FIRE HALL SEISMIC UPGARDE						
Total :				93.63	0.00	93.63
34710 16-Oct-2013 Issued 231 C 1902.32						
2806	01-4-2500-000	PAYABLES - TRADE		1902.32		
Invoice Description --> ACRD OFFICE - BATHROOM FANS UPGRADE - CAPITAL						
Total :				1902.32	0.00	1902.32
Supplier Total :				1995.95	0.00	1995.95

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1355 DOROTHY CLARKSTONE NOTARY CORPORATION						
34753	24-Oct-2013		236	C	1792.97	
OCT18/13	01-4-2500-000	PAYABLES - TRADE		834.82		
Invoice Description --> LEGAL FEES						
SEPT25/13	01-4-2500-000	PAYABLES - TRADE		958.15		
Invoice Description --> LEGAL FEES						
Total :				1792.97	0.00	1792.97
Supplier Total :				1792.97	0.00	1792.97

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1845 DUMAS FREIGHT CO.						
34711	16-Oct-2013		231	C	564.22	
20405	01-4-2500-000	PAYABLES - TRADE		160.49		
Invoice Description --> BCWS - SHIPPING						
31743	01-4-2500-000	PAYABLES - TRADE		160.49		
Invoice Description --> BCWS - SHIPPING						
31739	01-4-2500-000	PAYABLES - TRADE		243.24		
Invoice Description --> BCWS - SHIPPING						
Total :				564.22	0.00	564.22
Supplier Total :				564.22	0.00	564.22

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
1847 DUPERE, JOHANNE						
34712	16-Oct-2013		231	C	200.00	
DUP161018	01-4-2500-000	PAYABLES - TRADE		200.00		
Invoice Description --> SPROAT PARKS CARETAKER						
Total :				200.00	0.00	200.00

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Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
Supplier Total :						200.00	0.00	200.00

0940	DUVALL, EDITH							
00026-0005	10-Oct-2013		Issued	222	T	1675.00		
BRA125660912	01-4-2500-000	PAYABLES - TRADE			1675.00			
Invoice Description -->		JANITORIAL EXP						
Total :						1675.00	0.00	1675.00
Supplier Total :						1675.00	0.00	1675.00

1883	EAGLE EYE ENTERPRISES LTD							
00025-0002	01-Oct-2013		Cleared	208	T	1470.00		
1320	01-4-2500-000	PAYABLES - TRADE			1470.00			
Invoice Description -->		SALMON BEACH - SANI FIELD MOWINGS						
Total :						1470.00	0.00	1470.00
Supplier Total :						1470.00	0.00	1470.00

1943	EPBCC							
34755	24-Oct-2013		Issued	236	C	624.75		
87300025678	01-4-2500-000	PAYABLES - TRADE			624.75			
Invoice Description -->		EMERGENCY PLANNING - 2013 EMERGENCY PLANNING CONFERENCE FEES - L'HEUREUX						
Total :						624.75	0.00	624.75
Supplier Total :						624.75	0.00	624.75

1990	EVITT ELECTRIC							
00027-0007	18-Oct-2013		Issued	230	T	1475.62		
32848	01-4-2500-000	PAYABLES - TRADE			78.40			
Invoice Description -->		SLVFD - HAROLD BISHOP ELECTRICAL - CAPITAL						
59556C	01-4-2500-000	PAYABLES - TRADE			90.39			
Invoice Description -->		SLVFD - LABOUR FOR RE-KEYING OFFICE						
03134	01-4-2500-000	PAYABLES - TRADE			122.61			
Invoice Description -->		SLVFD - HAROLD BISHOP ELECTRICAL - CAPITAL						
32778	01-4-2500-000	PAYABLES - TRADE			133.27			
Invoice Description -->		SLVFD - HAROLD BISHOP ELECTRICAL - CAPITAL						
32889	01-4-2500-000	PAYABLES - TRADE			263.24			
Invoice Description -->		SLVFD - HAROLD BISHOP ELECTRICAL - CAPITAL						
32835	01-4-2500-000	PAYABLES - TRADE			787.71			
Invoice Description -->		SLVFD - HAROLD BISHOP ELECTRICAL - CAPITAL						
Total :						1475.62	0.00	1475.62
Supplier Total :						1475.62	0.00	1475.62

2026	FENCE PRODUCTS LTD							
34713	16-Oct-2013		Issued	231	C	1198.00		

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
69836	01-4-2500-000	PAYABLES - TRADE		1198.00		
Invoice Description --> SL PARKS - COUGAR SMITH PARK FENCE REPAIR AND GATE INSTALL						
Total :				1198.00	0.00	1198.00
Supplier Total :				1198.00	0.00	1198.00

2043 FISHER'S REGALIA						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
34714	16-Oct-2013	Issued	231	C	790.51	
20887	01-4-2500-000	PAYABLES - TRADE		142.80		
Invoice Description --> BCVFD - UNIFORMS - 4 SHIRTS, 2 STATION WEAR AND 12 CRESTS						
23260	01-4-2500-000	PAYABLES - TRADE		167.23		
Invoice Description --> BCVFD - UNIFORMS - CARGO PANT & BAGDES						
22803	01-4-2500-000	PAYABLES - TRADE		480.48		
Invoice Description --> BCVFD - UNIFORMS - 2 STATION WEAR (MALE), 1 STATION WEAR (FEMALE), 2 SCRAMBLE RA						
Total :				790.51	0.00	790.51
Supplier Total :				790.51	0.00	790.51

2079 FLOORING DEPOT						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
34757	24-Oct-2013	Issued	236	C	804.59	
37268	01-4-2500-000	PAYABLES - TRADE		804.59		
Invoice Description --> ACRD OFFICE - INSTALL SALVAGED REPAIRED AND NEW CARPET - CAPITAL						
Total :				804.59	0.00	804.59
Supplier Total :				804.59	0.00	804.59

2067 FORTISBC						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
34667	07-Oct-2013	Issued	223	C	50.67	
SEPT24/13	01-4-2500-000	PAYABLES - TRADE		50.67		
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL						
Total :				50.67	0.00	50.67
Supplier Total :				50.67	0.00	50.67

2098 FRONTLINE - FIRE DEPARTMENT TRAINING INC.						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
34715	16-Oct-2013	Issued	231	C	1810.32	
F31006	01-4-2500-000	PAYABLES - TRADE		603.44		
Invoice Description --> BCVFD - 2 MVB AIR BRAKE COURSE c/w PRACTICAL EXAM - w/INSTRUCTOR TRAVEL						
F31007	01-4-2500-000	PAYABLES - TRADE		1206.88		
Invoice Description --> SLVFD - 4 MVB AIR BRAKE COURSE c/w PRACTICAL EXAM - w/INSTRUCTOR TRAVEL						
Total :				1810.32	0.00	1810.32
Supplier Total :				1810.32	0.00	1810.32

2127 GLACIER MEDIA GROUP					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
34716	16-Oct-2013	Issued	231	C	175.64

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
GCCL00004272	01-4-2500-000	PAYABLES - TRADE		175.64		
Invoice Description --> AV EMERG PLANNING - ADVERTISING FOR PLAN UPDATE						
Total :				175.64	0.00	175.64
Supplier Total :				175.64	0.00	175.64

2300 GRAND & TOY						
34668	07-Oct-2013	Issued	223	C		368.85
F229618	01-4-2500-000	PAYABLES - TRADE		-47.94		
Invoice Description --> ACRD OFFICE SUPPLIES - CREDIT MEMO						
F217222	01-4-2500-000	PAYABLES - TRADE		416.79		
Invoice Description --> ACRD OFFICE SUPPLIES \$195.13, PAPER \$177						
Total :				368.85	0.00	368.85
Supplier Total :						
34717	16-Oct-2013	Issued	231	C		284.61
F283458	01-4-2500-000	PAYABLES - TRADE		80.47		
Invoice Description --> ACRD OFFICE SUPPLIES - BOARD STRATEGIC PLANNING SESSION						
F261373	01-4-2500-000	PAYABLES - TRADE		204.14		
Invoice Description --> ACRD OFFICE SUPPLIES						
Total :				284.61	0.00	284.61
Supplier Total :						
34758	24-Oct-2013	Issued	236	C		211.04
F309634	01-4-2500-000	PAYABLES - TRADE		18.43		
Invoice Description --> ACRD OFFICE SUPPLIES						
F308677	01-4-2500-000	PAYABLES - TRADE		192.61		
Invoice Description --> ACRD OFFICE SUPPLIES & ANNUAL PLANNERS						
Total :				211.04	0.00	211.04
Supplier Total :						

2600 HFN MARKET LP						
34670	07-Oct-2013	Issued	223	C		505.89
001	01-4-2500-000	PAYABLES - TRADE		505.89		
Invoice Description --> BCEP - CATERING FOR MID ISLAND EMERG PLAN COMM & TRANSPORT						
Total :				505.89	0.00	505.89
Supplier Total :						

2485 HOLDER, DAN						
34719	16-Oct-2013	Issued	231	C		3182.00
OCT7/13	01-4-2500-000	PAYABLES - TRADE		3182.00		
Invoice Description --> FIRE SERVICE COORDINATOR CONTRACTOR - SEPTEMBER 2013 & EXPENSES						
Total :				3182.00	0.00	3182.00
Supplier Total :						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
2491	HOLLAND KATHLEEN (PETTY CASH)					
00027-0008	18-Oct-2013	Issued	230	T		225.94
SEPT30/13	01-4-2500-000	PAYABLES - TRADE		225.94		
Invoice Description --> SALMON BEACH - SEWAGE - DIESEL FUEL FOR PUMPER TRUCK						
Total :				225.94	0.00	225.94
Supplier Total :				225.94	0.00	225.94

2499	HOMETOWN AUTOMOTIVE LTD.					
34720	16-Oct-2013	Issued	231	C		234.61
3628	01-4-2500-000	PAYABLES - TRADE		234.61		
Invoice Description --> BCWS - 1994 DODGE DAKOTA SPORT - OIL LUBE & FILTER, CHECK FOR STALLING ISSUES						
Total :				234.61	0.00	234.61
Supplier Total :				234.61	0.00	234.61

2650	INGENIOUS SOFTWARE (530640 ONTARIO LTD.)					
34671	07-Oct-2013	Issued	223	C		656.99
4592	01-4-2500-000	PAYABLES - TRADE		656.99		
Invoice Description --> SLVFD - SERVICE CONTRACT FOR TRAINING SOFTWARE OCT 21, 2013 TO OCT 20, 2014						
Total :				656.99	0.00	656.99
Supplier Total :				656.99	0.00	656.99

2783	ITRON CANADA INC.					
34760	24-Oct-2013	Issued	236	C		2123.72
25994	01-4-2500-000	PAYABLES - TRADE		2123.72		
Invoice Description --> BCWS - METER READING SOFTWARE AND HARDWARE SERVICE AGREEMENT						
Total :				2123.72	0.00	2123.72
Supplier Total :				2123.72	0.00	2123.72

2845	J. ROBBINS CONSTRUCTION					
34761	24-Oct-2013	Issued	236	C		14881.01
PC#3 - 2752	01-4-2500-000	PAYABLES - TRADE		14881.01		
Invoice Description --> BCVFD - FIREHALL SEISMIC UPGRADE - CAPITAL - PAYMENT CERTIFICATE #3						
Total :				14881.01	0.00	14881.01
Supplier Total :				14881.01	0.00	14881.01

2785	JACK'S EXCEL TIRE CENTRE					
34672	07-Oct-2013	Issued	223	C		1463.84
118078	01-4-2500-000	PAYABLES - TRADE		66.08		
Invoice Description --> JEEP LIBERTY - FLAT REPAIRS						
117522	01-4-2500-000	PAYABLES - TRADE		456.96		
Invoice Description --> BCWS - 2 NEW TIRE ON DODGE						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
117816	01-4-2500-000	PAYABLES - TRADE		940.80		
Invoice Description --> ACRD - DODGE DAKOTA - 4 WINTER TIRES						
Total :				1463.84	0.00	1463.84
Supplier Total :				1463.84	0.00	1463.84

2787 JACKSON, ROBERT		Status	Batch	Medium	Amount	
34721	16-Oct-2013	Issued	231	C	60.00	
CSPNOV1261021	01-4-2500-000	PAYABLES - TRADE		60.00		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE						
Total :				60.00	0.00	60.00
Supplier Total :				60.00	0.00	60.00

2840 JUSTICE INSTITUTE		Status	Batch	Medium	Amount	
34673	07-Oct-2013	Issued	223	C	31.50	
20035713	01-4-2500-000	PAYABLES - TRADE		31.50		
Invoice Description --> BCVFD TRAINING - FIRE FIGHTER I & II CERTIFICATES - MCCOMBIE						
Total :				31.50	0.00	31.50
Supplier Total :				31.50	0.00	31.50
34722 16-Oct-2013		Issued	231	C	382.50	
274134	01-4-2500-000	PAYABLES - TRADE		30.00		
Invoice Description --> BCVFD - APPLICATION FEES FOR BFF TO FF I & II						
274138	01-4-2500-000	PAYABLES - TRADE		30.00		
Invoice Description --> BCVFD - APPLICATION FEES FOR BFF TO FF I & II						
20035889	01-4-2500-000	PAYABLES - TRADE		322.50		
Invoice Description --> BCVFD TRAINING - FFII EXAMS - 41 EXAMS FROM JUNE TO OCTOBER 2013						
Total :				382.50	0.00	382.50
Supplier Total :				414.00	0.00	414.00

2893 KLEHKOOT MARINA		Status	Batch	Medium	Amount	
34674	07-Oct-2013	Issued	223	C	511.08	
36	01-4-2500-000	PAYABLES - TRADE		511.08		
Invoice Description --> SLMP - FUEL FOR AUGUST 2013						
Total :				511.08	0.00	511.08
Supplier Total :				511.08	0.00	511.08

2877 KOERS & ASSOCIATES ENGINEERING LTD.		Status	Batch	Medium	Amount
00025-0003	01-Oct-2013	Cleared	208	T	16169.02
1245-008	01-4-2500-000	PAYABLES - TRADE		262.50	
Invoice Description --> BCWS - WILLOW ROAD SUBDIVISION					
1245-009	01-4-2500-000	PAYABLES - TRADE		262.51	
Invoice Description --> BCWS - BAMFIELD WATER - GENERAL WATER ADVICE					
0933-020	01-4-2500-000	PAYABLES - TRADE		1775.03	

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
Invoice Description --> BCWS - NORTH RESERVOIR WATERMAIN REPLACEMENT & BOOSTER PUMP UPGRADE							
1232-009	01-4-2500-000	PAYABLES - TRADE	13868.98				
Invoice Description --> BCWS - STRICT ROAD PUMP STATION - GAS TAX INITIATIVE							
Total :			16169.02	0.00	16169.02		
00028-0003	30-Oct-2013		Issued	240	T	10400.55	
1245-010	01-4-2500-000	PAYABLES - TRADE	262.50				
Invoice Description --> BCWS - GAIGA SUBDIVISION - MERSEY ROAD							
1245-011	01-4-2500-000	PAYABLES - TRADE	262.50				
Invoice Description --> BCWS - GEORGIA STREET SUBDIVISION							
0933-021	01-4-2500-000	PAYABLES - TRADE	350.05				
Invoice Description --> BCWS - NORTH RESERVOIR WATERMAIN REPLACEMENT & BOOSTER PUMP UPGRADE							
1232-010	01-4-2500-000	PAYABLES - TRADE	9525.50				
Invoice Description --> BCWS - STRICT ROAD PUMP STATION & WATERMAIN - GAS TAX INITIATIVE							
Total :			10400.55	0.00	10400.55		
Supplier Total :			26569.57	0.00	26569.57		

2892 L.A. MARINE LTD.							
34723	16-Oct-2013		Issued	231	C	104.16	
14798	01-4-2500-000	PAYABLES - TRADE				104.16	
Invoice Description --> SLMP - BOAT WINTERIZE & CHECK AUTOMATIC BILGE PUMP							
Total :			104.16	0.00	104.16		
Supplier Total :			104.16	0.00	104.16		

2890 L.B. WOODCHOPPERS LTD.							
00025-0004	01-Oct-2013		Cleared	208	T	249.76	
177345	01-4-2500-000	PAYABLES - TRADE				87.36	
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES							
177036	01-4-2500-000	PAYABLES - TRADE				162.40	
Invoice Description --> BCWS - WATER BREAK REPAIR 6080 DRINKWATER ROAD							
Total :			249.76	0.00	249.76		
Supplier Total :			249.76	0.00	249.76		

3025 LADY ROSE MARINE SERVICES							
34724	16-Oct-2013		Issued	231	C	2448.08	
2010-12881	01-4-2500-000	PAYABLES - TRADE				12.08	
Invoice Description --> BWS - SHIPPING COSTS							
2010-12758	01-4-2500-000	PAYABLES - TRADE				304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-12787	01-4-2500-000	PAYABLES - TRADE				304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-12811	01-4-2500-000	PAYABLES - TRADE				304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-12836	01-4-2500-000	PAYABLES - TRADE				304.50	

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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-12878	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-12902	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-12935	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-12979	01-4-2500-000	PAYABLES - TRADE			304.50		
Invoice Description -->	AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
Total :					2448.08	0.00	2448.08
Supplier Total :					2448.08	0.00	2448.08
3024	LITTLE VALLEY DELI						
34762	24-Oct-2013		Issued	236	C	288.89	
511290	01-4-2500-000	PAYABLES - TRADE			288.89		
Invoice Description -->	REGIONAL PARKS - LUNCHES FOR PARKS PLAN MEETING						
Total :					288.89	0.00	288.89
Supplier Total :					288.89	0.00	288.89
3051	LOCAL GOVERNMENT MANAGEMENT ASSOC. OF B.C.						
34763	24-Oct-2013		Issued	236	C	446.25	
13364	01-4-2500-000	PAYABLES - TRADE			446.25		
Invoice Description -->	PLANNING - ADVERTISING FOR JR PLANNER/BYLAW OFFICER						
Total :					446.25	0.00	446.25
Supplier Total :					446.25	0.00	446.25
3213	MARJEN HOLDINGS LTD.						
34764	24-Oct-2013		Issued	236	C	448.00	
26	01-4-2500-000	PAYABLES - TRADE			448.00		
Invoice Description -->	BCWS - WATER MAIN REPAIR SOUTH OF BEAVER CREEK HALL						
Total :					448.00	0.00	448.00
Supplier Total :					448.00	0.00	448.00
3266	MCCALLUM, KEN						
34765	24-Oct-2013		Issued	236	C	500.00	
12	01-4-2500-000	PAYABLES - TRADE			500.00		
Invoice Description -->	SLVFD - MAINTENANCE/CUTTING PALLETS FOR TRAINING SITE						
Total :					500.00	0.00	500.00
Supplier Total :					500.00	0.00	500.00

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00025-0005	01-Oct-2013	Cleared	208	T		2004.04
574172	01-4-2500-000	PAYABLES - TRADE		938.66		
Invoice Description --> AUGUST 2013 LONG BEACH AIRPORT WATER CONTRACTOR						
574171	01-4-2500-000	PAYABLES - TRADE		1065.38		
Invoice Description --> AUGUST 2013 MILLSTREAM WATER CONTRACTOR						
Total :				2004.04	0.00	2004.04
00027-0009	18-Oct-2013	Issued	230	T		1714.86
574176	01-4-2500-000	PAYABLES - TRADE		850.50		
Invoice Description --> SEPTEMBER 2013 LONG BEACH AIRPORT WATER CONTRACTOR						
574175	01-4-2500-000	PAYABLES - TRADE		864.36		
Invoice Description --> SEPTEMBER 2013 MILLSTREAM WATER CONTRACTOR						
Total :				1714.86	0.00	1714.86
Supplier Total :				3718.90	0.00	3718.90

3270	MCCOY LAKE EXCAVATING LTD					
34676	07-Oct-2013	Issued	223	C		1631.48
2964	01-4-2500-000	PAYABLES - TRADE		1631.48		
Invoice Description --> BCWS - DRINKWATER ROAD SERVICE UPGRADE						
Total :				1631.48	0.00	1631.48
Supplier Total :				1631.48	0.00	1631.48

3269	MCCOY LAKE FARM					
34675	07-Oct-2013	Issued	223	C		1288.00
519724	01-4-2500-000	PAYABLES - TRADE		1288.00		
Invoice Description --> AVRA - GROUNDS MAINTENANCE						
Total :				1288.00	0.00	1288.00
Supplier Total :				1288.00	0.00	1288.00

3273	MCDUGALL'S LANDSCAPING					
34726	16-Oct-2013	Issued	231	C		630.00
2970	01-4-2500-000	PAYABLES - TRADE		630.00		
Invoice Description --> ACRD OFFICE - JULY TO SEPTEMBER 2013 LANDSCAPING						
Total :				630.00	0.00	630.00
Supplier Total :				630.00	0.00	630.00

3274	MCEVAY CONSULTING					
34727	16-Oct-2013	Issued	231	C		1500.00
26	01-4-2500-000	PAYABLES - TRADE		1500.00		
Invoice Description --> ACRD - PLANNING, PREP & FACILITATION FOR STRATEGIC PLANNING OCTOBER 11						
Total :				1500.00	0.00	1500.00

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				1500.00	0.00	1500.00

3280	MCGILL & ASSOCIATES ENGINEERING					
00025-0006	01-Oct-2013		Cleared	208	T	13084.15
14404	01-4-2500-000	PAYABLES - TRADE				165.38
	Invoice Description --> WCLF ANNUAL REPORTING					
14401	01-4-2500-000	PAYABLES - TRADE				192.94
	Invoice Description --> LONG BEACH AIRPORT - GENERAL CONSULTING					
14403	01-4-2500-000	PAYABLES - TRADE				1085.96
	Invoice Description --> AVLF ANNUAL REPORTING					
14405	01-4-2500-000	PAYABLES - TRADE				1149.75
	Invoice Description --> LBA WATER SYSTEM EVALUATION					
14406	01-4-2500-000	PAYABLES - TRADE				1554.47
	Invoice Description --> AVLF NORTH EAST EXPANSION					
14400	01-4-2500-000	PAYABLES - TRADE				1593.95
	Invoice Description --> AVLF GENERAL CONSULTING COSTS					
14393	01-4-2500-000	PAYABLES - TRADE				1766.61
	Invoice Description --> BCVFD SEISMIC UPGRADE					
14402	01-4-2500-000	PAYABLES - TRADE				5575.09
	Invoice Description --> MILLSTREAM WATER - UCLUELET WATER CONNECTION - GAS TAX INITIATIVES					
Total :						13084.15
						0.00
						13084.15

00028-0004	30-Oct-2013		Issued	240	T	7021.98
14455	01-4-2500-000	PAYABLES - TRADE				185.06
	Invoice Description --> AVLF NORTH EAST EXPANSION					
14452	01-4-2500-000	PAYABLES - TRADE				228.38
	Invoice Description --> WCLF GENERAL CONSULTING COSTS					
14456	01-4-2500-000	PAYABLES - TRADE				307.13
	Invoice Description --> AVLF GAS MANAGEMENT PLAN - CAPITAL					
14436	01-4-2500-000	PAYABLES - TRADE				948.40
	Invoice Description --> BCVFD SEISMIC UPGRADE					
14454	01-4-2500-000	PAYABLES - TRADE				2053.91
	Invoice Description --> LBA WATER SYSTEM EVALUATION					
14453	01-4-2500-000	PAYABLES - TRADE				3299.10
	Invoice Description --> MILLSTREAM WATER - UCLUELET WATER CONNECTION - GAS TAX INITIATIVES					
Total :						7021.98
						0.00
						7021.98
Supplier Total :						20106.13
						0.00
						20106.13

3267	MCKAY, MATTHEW R					
34766	24-Oct-2013		Issued	236	C	475.02
MMOCT17/13	01-4-2500-000	PAYABLES - TRADE				475.02
	Invoice Description --> REFUND OF OVERPAYMENT					
Total :						475.02
						0.00
						475.02
Supplier Total :						475.02
						0.00
						475.02

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3505	MFA LEASING					
AUTO61019	28-Oct-2013	Issued	228	E		2553.97
BAMFIRE61019	01-4-2500-000	PAYABLES - TRADE		2553.97		
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						
Total :				2553.97	0.00	2553.97
AUTO61020	28-Oct-2013	Issued	228	E		1654.31
LBTRACT61020	01-4-2500-000	PAYABLES - TRADE		1654.31		
Invoice Description --> LBA TRACTOR LEASE						
Total :				1654.31	0.00	1654.31
Supplier Total :				4208.28	0.00	4208.28
3340	MINISTER OF FINANCE					
34677	07-Oct-2013	Issued	223	C		1799.50
MSPOCT13	01-4-2500-000	PAYABLES - TRADE		1799.50		
Invoice Description --> MSP PREMIUMS FOR SEPTEMBER 2013						
Total :				1799.50	0.00	1799.50
Supplier Total :				1799.50	0.00	1799.50
3375	MINISTER OF FINANCE					
34767	24-Oct-2013	Issued	236	C		40.00
9211NEWCASTLEFI	01-4-2500-000	PAYABLES - TRADE		40.00		
Invoice Description --> BYLAW ENFORCEMENT - 9211 NEWCASTLE						
Total :				40.00	0.00	40.00
Supplier Total :				40.00	0.00	40.00
3500	MUNICIPAL FINANCE AUTHORITY OF BC					
EFT-18	06-Oct-2013	Issued	245	E		18146.36
92-2/2013	01-4-2500-000	PAYABLES - TRADE		18146.36		
Invoice Description --> DEBENTURE DEBT						
Total :				18146.36	0.00	18146.36
EFT-19	12-Oct-2013	Issued	245	E		125262.18
117-2/2013	01-4-2500-000	PAYABLES - TRADE		125262.18		
Invoice Description --> DEBENTURE DEBT						
Total :				125262.18	0.00	125262.18
EFT-20	19-Oct-2013	Issued	245	E		117973.35
97-2/2013	01-4-2500-000	PAYABLES - TRADE		117973.35		
Invoice Description --> DEBENTURE DEBT						
Total :				117973.35	0.00	117973.35

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				261381.89	0.00	261381.89

3490 MUNICIPAL PENSION PLAN						
EFT-21	11-Oct-2013	Issued	226	E	7910.88	
SEPT29/13 - SUPER	01-4-2500-000	PAYABLES - TRADE		7910.88		
Invoice Description --> PP ENDING SEPTEMBER 29 - SUPERANNUATION						
Total :				7910.88	0.00	7910.88
EFT-22	28-Oct-2013	Issued	248	E	8097.63	
OCT13/13 - SUPER	01-4-2500-000	PAYABLES - TRADE		8097.63		
Invoice Description --> PP ENDING OCTOBER 13 - SUPERANNUATION						
Total :				8097.63	0.00	8097.63
EFT-23	31-Oct-2013	Issued	248	E	7958.05	
OCT29/13 - SUPER	01-4-2500-000	PAYABLES - TRADE		7958.05		
Invoice Description --> PP ENDING OCTOBER 29 - SUPERANNUATION						
Total :				7958.05	0.00	7958.05
Supplier Total :				23966.56	0.00	23966.56

3551 MYRES, LINDA						
00026-0006	10-Oct-2013	Issued	222	T	239.00	
LMSEPT25/13	01-4-2500-000	PAYABLES - TRADE		239.00		
Invoice Description --> BCEP - SHAKE OUT BC T-SHIRTS						
Total :				239.00	0.00	239.00
Supplier Total :				239.00	0.00	239.00

3651 NORTH ISLAND LABORATORIES						
34678	07-Oct-2013	Issued	223	C	42.00	
88053	01-4-2500-000	PAYABLES - TRADE		42.00		
Invoice Description --> SL PARKS - COUGAR SMITH PARK WATER TESTING						
Total :				42.00	0.00	42.00
34728	16-Oct-2013	Issued	231	C	105.00	
88153	01-4-2500-000	PAYABLES - TRADE		105.00		
Invoice Description --> SALMON BEACH - WATER TESTING						
Total :				105.00	0.00	105.00
Supplier Total :				147.00	0.00	147.00

2010 OUGHTRED COFFEE & TEA LTD.					
34756	24-Oct-2013	Issued	236	C	100.27
INV101474	01-4-2500-000	PAYABLES - TRADE		100.27	
Invoice Description --> OFFICE SUPPLIES					

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Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				100.27	0.00	100.27
Supplier Total :				100.27	0.00	100.27

3792	PACIFIC BLUE CROSS					
34769	24-Oct-2013	Issued	236	C		4428.37
PBCNOV13	01-4-2500-000	PAYABLES - TRADE		4428.37		
Invoice Description --> NOVEMBER 2013 PREMIUMS						
Total :				4428.37	0.00	4428.37
Supplier Total :				4428.37	0.00	4428.37

3782	PARKS CANADA - CDO 0945					
34768	24-Oct-2013	Issued	236	C		1155.00
1800038353	01-4-2500-000	PAYABLES - TRADE		1155.00		
Invoice Description --> WCLF - RIGHT OF WAY 2003 -2013						
Total :				1155.00	0.00	1155.00
Supplier Total :				1155.00	0.00	1155.00

3856	PEMBERTON, CLIVE					
34743	21-Oct-2013	Issued	233	C		296.00
CPMAY8/13	01-4-2500-000	PAYABLES - TRADE		296.00		
Invoice Description --> ACRD DIRETORS - MAY 8TH BOARD MEETING ALTERNATE						
Total :				296.00	0.00	296.00
Supplier Total :				296.00	0.00	296.00

4010	PETRO CANADA					
34729	16-Oct-2013	Issued	231	C		83.00
PCSEPT29/13	01-4-2500-000	PAYABLES - TRADE		83.00		
Invoice Description --> ACRD - SEPTEMBER 2013 VEHICLE FUEL						
Total :				83.00	0.00	83.00
Supplier Total :				83.00	0.00	83.00

4115	PRICE'S ALARM SYSTEM LTD					
34679	07-Oct-2013	Issued	223	C		231.00
233129	01-4-2500-000	PAYABLES - TRADE		105.00		
Invoice Description --> ACRD OFFICE - ALARM TROUBLE SHOOTING						
1789495	01-4-2500-000	PAYABLES - TRADE		126.00		
Invoice Description --> BCFVD - HALL ALARM MONITORING OCTOBER TO DECEMBER 2013						
Total :				231.00	0.00	231.00

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M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier : 0006 To T9193
Trans. Date : 01-Oct-2013 To 31-Oct-2013
Cheque Date : 01-Oct-2013 To 31-Oct-2013
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				231.00	0.00	231.00

4180	PUROLATOR COURIER SERVICE					
34730	16-Oct-2013		Issued	231	C	25.38
421714098	01-4-2500-000	PAYABLES - TRADE			25.38	
Invoice Description -->		BVFD - POSTAGE FOR FIRE BOAT DOCUMENTS				
Total :				25.38	0.00	25.38
Supplier Total :				25.38	0.00	25.38

4187	QUALITY FOODS-PORT ALBERNI					
34680	07-Oct-2013		Issued	223	C	55.16
62 303443	01-4-2500-000	PAYABLES - TRADE			55.16	
Invoice Description -->		ACRD OFFICE SUPPLIES				
Total :				55.16	0.00	55.16
Supplier Total :				55.16	0.00	55.16

4220	RAYNER & BRACHT LTD					
34731	16-Oct-2013		Issued	231	C	3483.20
2013195	01-4-2500-000	PAYABLES - TRADE			3483.20	
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES				
Total :				3483.20	0.00	3483.20
Supplier Total :				3483.20	0.00	3483.20

4510	RBC ROYAL BANK VISA					
34733	16-Oct-2013		Issued	231	C	134.35
SEPT25/13	01-4-2500-000	PAYABLES - TRADE			134.35	
Invoice Description -->		BCVFD - OFFICE \$27.36, EQUIPMENT \$28.80, \$68.52				
Total :				134.35	0.00	134.35
Supplier Total :				134.35	0.00	134.35

4280	RECEIVER GENERAL FOR CANADA					
34681	07-Oct-2013		Issued	223	C	12672.95
PD7A - SEPT 29/13	01-4-2500-000	PAYABLES - TRADE			12672.95	
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING SEPTEMBER 29, 2013 - DIRECTORS				
Total :				12672.95	0.00	12672.95
Supplier Total :				12672.95	0.00	12672.95

4281	RECEIVER GENERAL FOR CANADA					
34682	07-Oct-2013		Issued	223	C	1859.28
RA-PP16-19	01-4-2500-000	PAYABLES - TRADE			1859.28	

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> THIRD PARTY REMITTANCE PP# 16-19						
Total :				1859.28	0.00	1859.28
Supplier Total :				1859.28	0.00	1859.28

4280	RECEIVER GENERAL FOR CANADA					
34732	16-Oct-2013	Issued	231	C	13815.39	
PD7A - OCT13/13 DI	01-4-2500-000	PAYABLES - TRADE		580.57		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING OCTOBER 13, 2013 - DIRECTORS						
PD7A - OCT13/13	01-4-2500-000	PAYABLES - TRADE		13234.82		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING OCTOBER 13, 2013						
Total :				13815.39	0.00	13815.39
Supplier Total :				13815.39	0.00	13815.39

4491	ROMPRE, SUZANNE					
00027-0010	18-Oct-2013	Issued	230	T	750.00	
BCEPSEPT22/13	01-4-2500-000	PAYABLES - TRADE		50.00		
Invoice Description --> BCEP - TAXI SERVICES FOR 6 PEOPLE						
SEPT1-30/13	01-4-2500-000	PAYABLES - TRADE		700.00		
Invoice Description --> SEPTEMBER BAMFIELD TRANSFER STATION CONTRACTOR						
Total :				750.00	0.00	750.00
Supplier Total :				750.00	0.00	750.00

4602	SCHOOL DISTRICT #70					
34734	16-Oct-2013	Issued	231	C	100.00	
GILLSCHOOLDEPO	01-4-2500-000	PAYABLES - TRADE		100.00		
Invoice Description --> BCWS MEETING - DEPOSIT FOR SCHOOL USE NOVEMBER 4/13						
Total :				100.00	0.00	100.00
Supplier Total :				100.00	0.00	100.00

4622	SHARPEN, WILLIAM					
34735	16-Oct-2013	Issued	231	C	53.00	
REF50% BPSL13-16	01-4-2500-000	PAYABLES - TRADE		53.00		
Invoice Description --> 505 REFUND OF BP SL13-16						
Total :				53.00	0.00	53.00
Supplier Total :				53.00	0.00	53.00

4610	SIGNWORKS				
34770	24-Oct-2013	Issued	236	C	224.00
5067	01-4-2500-000	PAYABLES - TRADE		224.00	
Invoice Description --> SLVFD - MUTUAL AID ACCOUNTABILITY BOARDS					

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				224.00	0.00	224.00
Supplier Total :				224.00	0.00	224.00

4725 SOFTCHOICE CORPORATION

34683	07-Oct-2013		Issued	223	C	188.16
3478849	01-4-2500-000	PAYABLES - TRADE			188.16	
Invoice Description --> ACRD - COMPUTER - MS WINDOWS PROFESSIONAL LIC. UPGRADE						
Total :				188.16	0.00	188.16
Supplier Total :				188.16	0.00	188.16

4728 SONBIRD REFUSE & RECYCLING LTD.

00027-0011	18-Oct-2013		Issued	230	T	18917.30
17003	01-4-2500-000	PAYABLES - TRADE			18917.30	
Invoice Description --> SEPTEMBER WC GARBAGE & RECYCLING						
Total :				18917.30	0.00	18917.30
Supplier Total :				18917.30	0.00	18917.30

4845 STAPLES BUSINESS DEPOT #321

34772	24-Oct-2013		Issued	236	C	238.24
1708672	01-4-2500-000	PAYABLES - TRADE			36.65	
Invoice Description --> ALBERNI VALLEY EMERG. PLAN - ADHESIVE SPRAY						
1717082	01-4-2500-000	PAYABLES - TRADE			201.59	
Invoice Description --> PLANNING - CHAIR						
Total :				238.24	0.00	238.24
Supplier Total :				238.24	0.00	238.24

4785 STEWART MCDANNOLD STUART

34771	24-Oct-2013		Issued	236	C	3779.40
65404	01-4-2500-000	PAYABLES - TRADE			34.72	
Invoice Description --> LEGAL FEES						
65197	01-4-2500-000	PAYABLES - TRADE			46.20	
Invoice Description --> LEGAL FEES						
65198	01-4-2500-000	PAYABLES - TRADE			55.45	
Invoice Description --> LEGAL FEES						
65196	01-4-2500-000	PAYABLES - TRADE			349.44	
Invoice Description --> LEGAL FEES						
65200	01-4-2500-000	PAYABLES - TRADE			447.81	
Invoice Description --> LEGAL FEES						
65199	01-4-2500-000	PAYABLES - TRADE			2845.78	
Invoice Description --> LEGAL FEES						
Total :				3779.40	0.00	3779.40

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
4885 SUN COAST WASTE SERVICES						
00027-0012	18-Oct-2013	Issued	230	T		23414.91
107955	01-4-2500-000	PAYABLES - TRADE		23414.91		
Invoice Description --> SEPTEMBER AV RECYCLING CONTRACT						
Total :						
				3779.40	0.00	3779.40
<hr/>						
5410 TD VISA						
34775	24-Oct-2013	Issued	236	C		3344.33
OCT7/13	01-4-2500-000	PAYABLES - TRADE		3344.33		
Invoice Description --> UBCM 218, COMP 333.84, CWMA CONF 682.50, BCWWA CONF 446.25, LBA INT 61.59						
Total :						
				3344.33	0.00	3344.33
Supplier Total :						
				3344.33	0.00	3344.33
<hr/>						
4984 TELUS						
34736	16-Oct-2013	Issued	231	C		1418.76
2483135	01-4-2500-000	PAYABLES - TRADE		1418.76		
Invoice Description --> BCWS - STRICT ROAD PUMP STATION - GAS TAX INITIATIVE						
Total :						
				1418.76	0.00	1418.76
<hr/>						
34774 TELUS						
34774	24-Oct-2013	Issued	236	C		3166.84
OCT7/13	01-4-2500-000	PAYABLES - TRADE		3166.84		
Invoice Description --> ACRD CONSOLIDATED						
Total :						
				3166.84	0.00	3166.84
Supplier Total :						
				4585.60	0.00	4585.60
<hr/>						
4983 TELUS MOBILITY (BC)						
34773	24-Oct-2013	Issued	236	C		1022.53
020322435153	01-4-2500-000	PAYABLES - TRADE		1022.53		
Invoice Description --> ACRD CELLPHONES						
Total :						
				1022.53	0.00	1022.53
Supplier Total :						
				1022.53	0.00	1022.53
<hr/>						
2320 THE GRAPHICS FACTORY						
34718	16-Oct-2013	Issued	231	C		169.69
21289	01-4-2500-000	PAYABLES - TRADE		77.28		
Invoice Description --> BUSINESS CARDS - FORTUNE						
21280	01-4-2500-000	PAYABLES - TRADE		92.41		
Invoice Description --> BCEP - EMERGENCY PLANNING MAILOUT						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				169.69	0.00	169.69
34759	24-Oct-2013		Issued	236	C	77.28
21301	01-4-2500-000	PAYABLES - TRADE				77.28
Invoice Description -->		BUILDING INSPECTION - BUSINESS CARDS - SUTTON				
Total :				77.28	0.00	77.28
Supplier Total :				246.97	0.00	246.97

3057 THE LOCKSMITH MONSTER		Status	Batch	Medium	Amount	
34725	16-Oct-2013	Issued	231	C	1073.84	
CH2123	01-4-2500-000	PAYABLES - TRADE			57.75	
Invoice Description -->		BCWS - REKEYED LOCKS DARNLEY PUMP HOUSE				
CH2121	01-4-2500-000	PAYABLES - TRADE			141.75	
Invoice Description -->		BCWS - REKEYED LOCKS NORTH RESERVOIR				
CH2120	01-4-2500-000	PAYABLES - TRADE			162.75	
Invoice Description -->		BCWS - REKEYED LOCKS PUMPHOUSE				
CH2122	01-4-2500-000	PAYABLES - TRADE			183.75	
Invoice Description -->		BCWS - REKEYED LOCKS KITSUKSIS RESERVOIR				
CH2124	01-4-2500-000	PAYABLES - TRADE			236.46	
Invoice Description -->		BCWS - REKEYED LOCKS 6038-B BEAVER CREEK ROAD				
CH2125	01-4-2500-000	PAYABLES - TRADE			291.38	
Invoice Description -->		BCVFD - REKEYED LOCKS 6038-A BEAVER CREEK ROAD				
Total :				1073.84	0.00	1073.84
Supplier Total :				1073.84	0.00	1073.84

5000 THE PLAYGROUND GUYS		Status	Batch	Medium	Amount	
34737	16-Oct-2013	Issued	231	C	47.25	
2233	01-4-2500-000	PAYABLES - TRADE			47.25	
Invoice Description -->		SALMON BEACH - RECREATION - HARDWARE BAG AND WRENCHES				
Total :				47.25	0.00	47.25
Supplier Total :				47.25	0.00	47.25

5025 TOM HARRIS CELLULAR LTD		Status	Batch	Medium	Amount	
34684	07-Oct-2013	Issued	223	C	112.00	
PORTAIN80528	01-4-2500-000	PAYABLES - TRADE			112.00	
Invoice Description -->		SLMP - PREPAID CARDS FOR THE CELL PHONE TO HOLD PHONE NUMBERS				
Total :				112.00	0.00	112.00
34738	16-Oct-2013	Issued	231	C	127.68	
PORTAIN80602	01-4-2500-000	PAYABLES - TRADE			33.60	
Invoice Description -->		BCWS - PHONE POUCH - LOOKER				
PORTAIN80601	01-4-2500-000	PAYABLES - TRADE			94.08	
Invoice Description -->		BCWS - CELL PHONE SAMSUNG GALAXY - LOOKER				

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				127.68	0.00	127.68
Supplier Total :				239.68	0.00	239.68

5069 TOTAL DELIVERY SYSTEMS

00027-0013	18-Oct-2013		Issued	230	T	82.74	
157553	01-4-2500-000	PAYABLES - TRADE			82.74		
Invoice Description --> AVLF & WCLF SPLIT \$19.46, SB WATER \$41.18, BWS \$18.16							
Total :					82.74	0.00	82.74
00028-0005	30-Oct-2013		Issued	240	T	20.14	
158373	01-4-2500-000	PAYABLES - TRADE			20.14		
Invoice Description --> AVLF - WATER MONITORING SHIPPING							
Total :					20.14	0.00	20.14
Supplier Total :					102.88	0.00	102.88

0900 TRACY BOND (PETTY CASH)

34701	16-Oct-2013		Issued	231	C	153.27	
PCOCT10/13	01-4-2500-000	PAYABLES - TRADE			153.27		
Invoice Description --> ACRD - OFFICE \$140.67, POSTAGE \$9.16							
Total :					153.27	0.00	153.27
Supplier Total :					153.27	0.00	153.27

5114 TRINEX INTERNET SOLUTIONS INC

34739	16-Oct-2013		Issued	231	C	5670.00	
6375	01-4-2500-000	PAYABLES - TRADE			420.00		
Invoice Description --> OCTOBER 2013 WEBSITE MAINTENANCE							
6440	01-4-2500-000	PAYABLES - TRADE			5250.00		
Invoice Description --> ACRD WEBSITE RE-DEVELOPMENT							
Total :					5670.00	0.00	5670.00
Supplier Total :					5670.00	0.00	5670.00

5186 UCLUELET RENT-IT CENTER

34685	07-Oct-2013		Issued	223	C	724.50	
16709	01-4-2500-000	PAYABLES - TRADE			724.50		
Invoice Description --> SALMON BEACH - SEPTEMBER 2013 GARBAGE BIN RENTAL AND DELIVERY TO LANDFILL FOI							
Total :					724.50	0.00	724.50
Supplier Total :					724.50	0.00	724.50

5195 UNISERVE COMMUNICATIONS CORPORATION

34686	07-Oct-2013		Issued	223	C	
000502023-0928201	01-4-2500-000	PAYABLES - TRADE			39.09	

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> OCTOBER 2013 WCLF & BWS INTERNET SERVICE						
Total :				39.09	0.00	39.09
Supplier Total :				39.09	0.00	39.09

5278 VANCOUVER ISLAND PUBLISHING GROUP A/R						
00028-0006	30-Oct-2013		Issued	240	T	877.67
AD1843559	01-4-2500-000	PAYABLES - TRADE				63.00
Invoice Description --> SLVFD - FIRE PREVENTION AD						
WNDI00002071	01-4-2500-000	PAYABLES - TRADE				340.20
Invoice Description --> PLANNING - PUBLIC NOTICE ADVERTISING						
AVTD00006878	01-4-2500-000	PAYABLES - TRADE				474.47
Invoice Description --> PLANNING - PUBLIC NOTICE ADVERTISING						
Total :				877.67	0.00	877.67
Supplier Total :				877.67	0.00	877.67

5423 WALCO INDUSTRIES LTD.						
00027-0014	18-Oct-2013		Issued	230	T	134.40
22117	01-4-2500-000	PAYABLES - TRADE				134.40
Invoice Description --> BCVFD HALL SEISMIC UPGRADE - SEACAN STORAGE RENTAL						
Total :				134.40	0.00	134.40
Supplier Total :				134.40	0.00	134.40

5461 WATSON'S PAINT CENTRE 1996 LTD.						
34740	16-Oct-2013		Issued	231	C	354.90
6404	01-4-2500-000	PAYABLES - TRADE				354.90
Invoice Description --> ACRD OFFICE RENOVATIONS PAINT OF VARIOUS OFFICES						
Total :				354.90	0.00	354.90
Supplier Total :				354.90	0.00	354.90

5475 WEST COAST SMARTFX LTD.						
34741	16-Oct-2013		Issued	231	C	341.25
2158	01-4-2500-000	PAYABLES - TRADE				341.25
Invoice Description --> SALMON BEACH - SECURITY - GATE REPAIR						
Total :				341.25	0.00	341.25
Supplier Total :				341.25	0.00	341.25

5543 WL SOLUTIONS LTD						
00026-0007	10-Oct-2013		Issued	222	T	901.26
2023	01-4-2500-000	PAYABLES - TRADE				901.26
Invoice Description --> BWS - INSTALL GENERAL ALARM FAULT CONTROL						

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				901.26	0.00	901.26
00027-0015	18-Oct-2013	Issued	230	T		1320.49
2028	01-4-2500-000	PAYABLES - TRADE		1320.49		
Invoice Description --> BCWS - REPLACE AND REPROGRAM FAULTY HMI @ MCKENZIE RD PUMP STATION						
Total :				1320.49	0.00	1320.49
Supplier Total :				2221.75	0.00	2221.75

5620	WORKSAFE BC					
34742	16-Oct-2013	Issued	231	C		4225.70
3RDQTR2013	01-4-2500-000	PAYABLES - TRADE		4225.70		
Invoice Description --> 3rd QUARTER 2013 WCB PREMIUMS						
Total :				4225.70	0.00	4225.70
Supplier Total :				4225.70	0.00	4225.70

5550	WYNAN, CHRIS					
34687	07-Oct-2013	Issued	223	C		33.53
SEPT17/13	01-4-2500-000	PAYABLES - TRADE		33.53		
Invoice Description --> SLVFD - FALL FAIR DISPLAY - REIMBURSEMENT						
Total :				33.53	0.00	33.53
Supplier Total :				33.53	0.00	33.53

Total Computer Paid :	<u>436,493.66</u>	Total EFT PAP :	<u>289,556.73</u>	Total Paid :	<u>991,268.70</u>	
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>265,218.31</u>			



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: November 13, 2013

Subject: Gas Tax Funds Allocation

Recommendation:

THAT the Alberni-Clayoquot Regional District Board of Directors approve the re-allocation of \$340,000 of gas tax funds from the Beaver Creek and Cherry Creek possible water connection to the Cherry Creek Improvement District water mainline replacement and staff be instructed to work Improvement District staff on an agreement for use of the funds.

Background:

The Electoral Area Directors Committee met on November 6th to consider the referral by the Board of Directors with regards to re-allocating gas tax funds to the Cherry Creek Improvement District.

The Electoral Area Directors recommend going forward with the re-allocation of \$340,000 of gas tax funds to the Cherry Creek Improvement District for water mainline replacement with the stipulation that a proper agreement is in place for use of the funds.

The staff report provided to the committee is attached. Staff's recommendation is to follow through with the study to consider integration of the Cherry Creek and Beaver Creek water systems before contemplating reallocating the funds. The \$340,000 would be used for works that help achieve the integration. In the event that this is not practical monies would be reallocated at that time.

The Board's own water systems are in need of critical capital works with costs exceeding the capacity for users to pay. At present there is no other form of assistance for these capital works other than the regional districts gas tax funds. Most gas tax projects have been promoting integration while addressing the required works..

Staff were also instructed to draft a policy for consideration by the Electoral Area Directors Committee for the allocation of gas tax funds to other organizations. The Board will need to provide further guidance.

Time Requirements – Staff & Elected Officials:

Staff time is required to work on an agreement with the CCID and ensure that all aspects of the agreement are followed through the term of the project. Additional staff time will be required to

Request for Decision

develop a policy once the Board determines its intentions for future gas tax monies.

Financial:

The gas tax agreement now permits allocation of funds to other agencies. The regional District's five year financial plan will need to be amended to reflect the change.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Electoral Area Directors' Committee
From: Russell Dyson, Chief Administrative Officer
Meeting Date: November 6, 2013
Subject: Gas Tax Funds Allocation

Recommendation:

That the Electoral Area Directors' Committee recommends that the Alberni-Clayoquot Regional District Board of Directors not amend its allocation of gas tax monies at this time, and stick with the program as adopted by defeating the motion to re-allocate the \$340,000 gas tax funds from the Beaver Creek and Cherry Creek possible water connection to the Cherry Creek water mainline replacement.

Background:

The following motion was referred to the area directors meeting by the Board of Directors:

THAT the Board of Directors re-allocate the \$340,000 gas tax funds from the Beaver Creek and Cherry Creek possible water connection to the Cherry Creek water mainline replacement.

Staff recommends that the Regional District **not** amend its allocation of gas tax monies and stick with the program as adopted. Staff will oversee the completion of the analysis of the integration of the Cherry Creek and Beaver Creek systems as planned. This will be completed in cooperation with the improvement district. With the information in hand the rural directors can decide whether the project proceed or if a reallocation is warranted and for what service/purpose/organization.

Further, in advance of future gas tax monies becoming available the rural directors should consider the Regional Districts needs and the merits of allocating monies to other organizations. If monies are to be available to other organizations, the Directors should determine an appropriate policy that defines qualifying organizations, a process for application including the information needs and the means of informing the public. Staff can assist with this by canvassing the regional districts that have such policy.

The following information is provided as background for the Rural Directors reconsideration of the Regional Water Improvement Project at its meeting on Wednesday November 6, 2013. I will not be in attendance on account of a meeting with the Ministry of Aboriginal Relations and Reconciliation.

Per Capita allocation or not

Gas tax monies are based on rural populations, but it is not required that the money be spent on a per capita basis across each electoral area. Some regional districts have allocated monies based on electoral area populations while others have followed the ACRD's position, based on the merit of the project(s).

Request for Decision – Gas Tax Funds Allocation

Concept of a single project with a return

Originally it was a stated priority of the ACRD rural directors that gas tax monies be pooled for a coordinated approach preferably an investment with an economic return, such as a power generation project in partnership with another organization. In April 2011 a power generation project was ruled out in consideration of the deadline for expenditure of the funds, no known power projects in the immediate works and the modest share of any investment the available funds could buy (5%).

Decisions on gas tax allocation

To date the ACRD has developed recommendations through its rural area directors committee, with the Board making the decision. This is the process of the majority of regional districts. In some cases the recommendations come from a broader committee representing municipal members and in at least one case the recommendations come from staff.

Due consideration

Substantial consideration has been given by the Regional District to its gas tax priorities, before the 2013 Regional Water Improvement Project was adopted. This has included numerous reports with consideration and debate by the rural directors committee and the Regional Board. The rationale for the water improvements projects is based on engineering assessments of each of the water systems and information of the financial impact to users. Substantial political and technical consideration was given to the gas tax allocation for this project.

The ACRD's current allocation has broad benefits

Most of the works for the Regional Water Improvement Project support integration of water works and benefits to multiple jurisdictions, not just the electoral area. This is common for other regional districts. With respect to the ACRD's current program:

LBA improvements are otherwise funded with contributions from the Districts of Tofino and Ucluelet, Millstream improvements will lead to the interconnection with the District of Ucluelet, Strick Road watermain and pump house are necessary components for the AV regional water supply.

Current allocation includes benefits for Cherry Creek

The *Regional Water Improvement Project* includes \$340,000 for the possible integration of the Cherry Creek and Beaver Creek systems. This component was "important to continue with a regional approach to water, provide a form of benefit to the Cherry Creek water system and keep water supply options open for Beaver Creek". First an engineering analysis is to be completed to confirm the viability of the works (at no cost to the Improvement District). The assessment will be completed in early 2014, unless the Board decides to reallocate the funds.

Gas tax monies open to outside organizations

Amending the gas tax agreement to allow for allocations to outside organizations is not uncommon among the regional districts. However, most have established policy to confirm the qualifications, application processes and communication of the opportunity. The Board should consider the same based on its intention for future monies. Please note it is the view of staff that the demands of the regional districts own water systems exceed anticipated gas tax monies that may be available and should be the Boards first priority.

Request for Decision – Gas Tax Funds Allocation

Past motions relating the Cherry Creek

The following summarizes the resolutions pertaining to Cherry Creek:

- February 27, 2013 the rural director's final recommendation for gas tax allocation was presented to the regional board. At the meeting it was amended to reflect an allocation of \$45,000 directly to the Cherry Creek water district for work on their water intake. The proposal was presented by Director Banton without a request or background from the improvement district. The allocation was later revised to apply to watermain upgrades as the intake works were completed before an agreement was in place.
- September 25, 2013 a late item at the Alberni Valley Committee is a resolution to reallocate the \$340,000 funds for the Beaver Creek and Cherry Creek integration for mainline upgrades of the Cherry Creek system; this is tabled until the ACRD receives a request from the improvement district. That request was referred to the Board of Directors at their October 23 meeting.
- October 23, 2013, the motion that the Board of Directors re-allocates the \$340,000 gas tax funds from the Beaver Creek and Cherry Creek possible water connection to the Cherry Creek water mainline replacement was referred to the Electoral Area Directors meeting.

Recommendation

Staff recommends that the regional district **not** amend its allocation of gas tax monies at this time, and stick with the program as adopted. Staff will oversee the completion of the analysis of the integration of the Cherry Creek and Beaver Creek systems as planned. This will be completed in cooperation with the improvement district. With the information in hand the rural directors can decide whether the project proceed or if a reallocation is warranted and for what service/purpose/organization.

Further, in advance of future gas tax monies becoming available the Rural Directors should consider the Regional Districts needs and the merits of allocating monies to other organizations. The Directors should determine an appropriate policy that defines qualifying organizations, a process for application including the information needs and the means of informing the public. Staff can assist with this by canvassing the regional districts that have such policy.

Financial:

Please note that amending the allocation of gas tax monies will require an amendment to the Financial Plan.

Submitted by: _____

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Meeting Date: October 23, 2013
Subject: Cherry Creek Water Works District Gas Tax Funds Request

Recommendation:

That the Board of Directors of the ACRD respond to the request of the Cherry Creek Water Works District for a \$350,000 allocation of gas tax funds by indicating that 100% of the gas tax funds have been allocated already and as part of the allocation an assessment of potential integration between the Cherry Creek Water Works District and Beaver Creek Water System will be completed in 2014.

Background:

The Regional District has received a request from the Cherry Creek Waterworks District (letter attached) to allocate \$350,000 of Gas Tax Funds for use in the mainline replacement in the Cherry Creek Waterworks District.

The attached reports outline the consideration given by the Regional District to the allocation of gas tax funds for the 2013 regional water improvement project. The allocation focused on the Regional District's water systems in consideration of the costs of required capital works and the limited ability for users to pay.

The project is proceeding well and one component the potential integration of the cherry creek and beaver creek systems will be evaluated upon completion of the capital works currently underway. Since this allocation the Board has made one adjustment to benefit the cherry creek water district directly with \$45,000 for water main upgrades.

Policy/Legislation:

A resolution was adopted by the ACRD Board to allocate 100% of currently available funds.

Submitted by:

Russell Dyson, Chief Administrative Officer

CHERRY CREEK WATERWORKS DISTRICT

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Monday - Friday 9:30am - 1:30pm

Phone 250-723-2214

Fax 250-723-0225

October 15, 2013

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

Dear Directors,

At the regular meeting of the Board of Trustees of the Cherry Creek Water District dated October 9th, 2013 a discussion was held on potential infrastructure upgrades for the District. The Board would like to request an amount of \$350,000 of Gas Tax Funds for use in mainline replacement in the District. The Board believes these monies would meet all of the required criteria outlined in the Gas Tax Agreement.



Michelle Price
Administrator
Cherry Creek Water District

cc: Russell Dyson, CAO, Alberni Clayoquot Regional District
Lucas Banton, Cherry Creek Director, Alberni Clayoquot Regional District
Teri Fong, Manager of Finance, Alberni Clayoquot Regional District



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
cc: Senior Staff
Meeting Date: February 27, 2013
Subject: 2013 Regional Water Improvement Project - Revised

Recommendations:

The following three resolutions, recommended by the Electoral Area Director's committee are provided for the Board's consideration and endorsement:

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

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

Request for Decision - 2013 Regional Water Improvement Project

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

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

THAT Board of Directors of the Alberni Clayoquot Regional District forward a letter to the District of Tofino and District of Ucluelet outlining electoral area directors recommended use of gas tax funds at the Long Beach Airport for well development and effluent treatment and request the Districts' to consider budgeting funds in 2014 for the Long Beach Airport.

Background

At the February 13 Regular Board meeting the Directors referred the proposed 2013 Regional Water Improvement Project to the Electoral Area Directors Committee. The attached staff report was considered at the meeting held Tuesday February 19 and the recommendations of the committee are provided in this report for the Board's consideration and endorsement.

Submitted by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Russell Dyson, Chief Administrative Officer

cc: Senior Staff

Meeting Date: February 16, 2013

Subject: 2013 Regional Water Improvement Project - Revised

Recommendation:

That the Electoral Area Directors Committee recommends to the Board of Directors the amended allocation of \$2.25 million of gas tax funds for the Regional District's 2013 Regional Water Improvement Project with the endorsement of the three recommendations as outlined in this report.

Background:

The Board of Directors have referred the recommendation of the February 6, 2013 Electoral Area Directors Committee back to the Committee to seek alternatives whereby funding could be provided to the two electoral areas not having water systems – Sproat Lake and Beaufort.

Summary:

Presently the Regional District has \$2.25 million available for gas tax projects. This amount may change on account of interest earned in advance of expenditures and the possibility funding may be renewed by the federal government. The purpose of this report is to establish common ground among electoral area directors so that they may develop a recommendation for gas tax allocation to move forward with projects at the earliest opportunity.

Staff presented a proposal for the **2013 Regional Water Improvement Project**, whereby all available gas tax funds would be allocated to system upgrades for current water systems. The Water Systems are a priority in consideration of:

- The Board defining water systems as one of its priorities for gas tax projects;
- The systems exist now and are 100% the responsibility of the ACRD;
- There appears to be no alternatives for grant funding for water systems– The proposed Beaver Creek booster pump was declined for the third time;

Request for Decision - 2013 Regional Water Improvement Project

- The water system needs exceed the ability of residents to pay. Reports and studies have identified requirements in excess of \$8 million for these water systems, with regulation and standards increasing, the systems aging and the impact of inflation, these costs are bound to increase;
- Residents connected to these water systems will be paying for other improvements and will be realizing increased costs for taxes and tolls. Many of these communities are struggling economically;
- The investment for the Long Beach Airport is necessary to maintain greater autonomy over the water resource and the budget is near its maximum requisition and cannot assume these costs;
- The Regional District is required by VIHA to develop a plan for meeting 4-3-2-1 requirements for the Beaver Creek water system. The proposed works are one very important component for a plan;
- Water is essential; the integrity of water quality will be compromised if infrastructure needs are not addressed.

The following outlines changes to the project to make funding available for the Bell Road and Stuart Avenue water project - an interest to the Area Director for Sproat Lake:

Bamfield Water System

Approve the total expenditure of \$480,000; meet with BWC and Engineer to refine priorities, works likely to be completed in 2014.

Millstream Water System

Approve expenditures and projects for \$121,000; consult with District of Ucluelet for water agreement, projects to proceed following agreement with the District – possibly in 2013.

Beaver Creek Water System

Approve Strick Road watermain and booster pump as proposed with reduced gas tax contribution by \$100,000 (shortfall to be provided by short term borrowing) - gas tax contribution would be \$750,000. Staff would finalize the agreement with CPA for a regional water system and commence design as soon as possible with construction during the summer of 2013. Without authorization to proceed now, works may not be completed in 2013.

Long Beach Airport Water System

Focus priorities on development of wells and treatment of effluent water. Reduce total contribution to \$250,000. Gas tax funds are important to enable project to proceed in 2013 and to maintain ACRD autonomy over water supply for the benefit of future airport needs.

Request for Decision - 2013 Regional Water Improvement Project

Beaver Creek – Cherry Creek Systems

Reduce commitment to \$385,000, with engineers study to be complete within 2 months to confirm viability and actual cost of projects, otherwise these funds are available for other purposes. This project is important to continue with a regional approach to water, provide a form of benefit to the Cherry Creek water system and to keep water supply options open for Beaver Creek.

The preliminary cost for the proposed **Bell Road – Stuart Avenue water system** is \$1,050,000. This includes the construction cost along with engineering, with a 15% contingency of \$125,000. The estimate is based on connecting to the existing Tseshaht water system with a bulk water meter, and installing 6" water mains and fire hydrants along Stuart Avenue and Bell Road. It includes extending the main to the houses on Seaton Road to the west of Stuart Avenue (approximately 60 properties). It allows for the cost of a water storage reservoir (\$95,000) and a re-chlorination building (\$30,000). Included is an allowance for trench rock and directional drilling for road crossings. The completed report will consider whether water storage is necessary, and what the fire fighting requirements are. This would possibly mean that the cost could be reduced.

The above amendments to the gas tax proposal make available a minimum of \$264,000 (depending on interest earned). This could be reserved for the Bell Road – Stuart Avenue water system installations and would amount to at least 25% of the estimated costs. Proceeding with this project depends on various steps and approvals including a water use agreement with Tseshaht and the City of Port Alberni and creation of required service area (with resident approval). It is unlikely for the project to proceed in advance of 2015. Allocation of gas tax monies to this project could be made dependent upon service area establishment by 2015 and residents being responsible for a minimum of 50% of the costs.

The interest for the Area Director of Beaufort is **Beaver Creek Hall upgrades**. Attached is a proposal from the Community Hall Association. In order to utilize gas tax funding for the hall the UBCM agreement would need to be amended. The Board previously rejected an amendment when an interest was expressed by the Cherry Creek Improvement District. The Regional District could fund the \$20,000 of improvements to the hall through Alberni Valley Electoral area grant in aid. An interest to this approach was discussed at the Area Directors meeting.

Time Requirements – Staff & Elected Officials:

This project will require substantial time on the part of Environmental Services staff to coordinate engineering design, tendering and overseeing each project. It is essential that direction be provided in order that work can be completed in 2013.

Request for Decision - 2013 Regional Water Improvement Project

Policy or Legislation:

Agreement between the ACRD/UBCM and Federal Government stipulates conditions of the Gas Tax Program.

Recommendations:

There are three resolutions proposed in order to proceed with the 2013 Regional Water Improvement Project while accommodating interests of Sproat Lake and Beaufort.

That the Electoral Areas Committee recommend that the Alberni Valley electoral areas provide a grant in aid to the Beaver Creek hall in the amount of \$20,000 for heating and lighting improvements to provide for greater energy efficiency.

That the Electoral Areas Committee recommend allocating \$2.25 million in gas tax monies to a refined 2013 Regional Water Improvement project as follows:

- 1. Bamfield Water System – a total expenditure of \$480,000, to be completed by 2014, for projects prioritized with input from the BWC and Regional District engineer.*
- 2. Millstream Water System– a total expenditure of \$121,000, for the interconnection with the District of Ucluelet and associated watermain upgrades following consultation with District of Ucluelet for water agreement, works to be completed by 2014.*
- 3. Beaver Creek Water System – a total expenditure of \$750,000 for the Strick Road watermain and booster pump to be completed in 2013.*
- 4. Long Beach Airport – a contribution of \$250,000 for well development and water effluent treatment, to proceed in 2013, subject to security of required funds.*
- 5. Beaver Creek – Cherry Creek – a commitment of \$385,000 for integration of the Beaver Creek and Cherry Creek systems subject to confirming viability through an engineer's report and agreement with the Cherry Creek Improvement District, with works commencing in 2014.*
- 6. Bell Road / Stuart Avenue – a commitment of \$264,000 (to a maximum of 50% total construction costs), subject to all required approvals and work proceeding in 2015.*

Request for Decision - 2013 Regional Water Improvement Project

That the electoral areas committee recommend to the Board of Directors that staff proceed immediately to prepare the required engineered drawings for the completion of the Strick Road watermain 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.

Submitted by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: November 13, 2013

Subject: Airport Navigation Aids

Recommendation:

That the Alberni-Clayoquot Board of Directors receive the report and direct the Airport Supervisor to further evaluate alternative technologies for navigational aids with the objective of establishing a system at a cost reduced from the original commitment of the ACRD.

Background:

In September of 2010 the ACRD submitted an application to Island Coast Economic Trust (ICET) for funding to help purchase navigational aids to the Long Beach Airport. This funding application was accepted by ICET, with ICET offering to contribute \$169,000 towards the project with an estimated total cost of \$507,000.00. The contribution was subject to the ACRD forming a single purpose airport governance and management structure (an Airport Authority).

The Board received a legal opinion on the possible implications of handing over the control of the airport to an Airport Authority. With this concern and the lack of funding in the budget, the Board settled for an Advisory Committee and did not follow through with the Airport Authority. An extension was provided by ICET, which ended in September.

The Airport Advisory was established in February 2013 the ACRD with the purpose to review, report and advise the Board of Directors on matters concerning the long term development of the Long Beach Airport, rather than take over the management of the airport. In June of 2013 an Airport Supervisor was hired to assist with airport operations.

Summary:

The Airport Supervisor carried out a review of the proposed navigational aids at the Long Beach Airport. His findings are as follows:

- Advancements in solar powered LED runway lighting technology promises to drastically alter the capital cost of installation and maintenance of small scale airport lighting systems.
- Carmanah Technologies currently promote a solar powered runway edge light system that is being evaluated for Transport Canada certification (pending Nov 2013).

- The estimated cost of solar powered LED runway lighting system are approximately 1/3 the cost of traditional hardwired runway lighting systems.
- It is prudent to review this advancement in technology as the overall cost / scale of the project could be drastically reduced, thereby easing the burden on the tax payer.
- We will be entering a product trial with Carmanah technologies at the Long Beach Airport to assess the functionality of the solar powered light system over the upcoming winter months. The information obtained in the trial can be utilized at both the Long Beach and AV airports.

Without having an Airport Authority formed at this time, we have not met ICET's conditions and the ICET funding has been withdrawn. No further extension is possible. However, with the opportunity of pursuing alternative technologies, a better solution is available. Once a new budget is confirmed, we do have the opportunity to apply for ICET funding again, but will most likely have to meet the condition of forming the Airport Authority.

Time Requirements – Staff & Elected Officials:

Staff time to evaluate available navigational aids.

Financial:

Staff will bring forward options for navigational aids during the 2014 budgeting process.

Submitted by: 

 Andy Daniel, Manager of Environmental Services

Approved by: 

 Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Russell Dyson, Chief Administrative Officer

Meeting Date: November 13, 2013

Subject: Directors Strategic Planning Session

Recommendation:

That the Board of Directors approve the action items attached in the notes developed from the Strategic Planning Session held October 11, 2013.

Background:

On October 11, 2013 the Board of Directors and Staff of the ACRD attended a strategic planning session to discuss the following topics: First Nations Cooperation and Reconciliation; Waste Management, Rural Water Systems and Regional Water for the Alberni Valley; Planning and Building Inspection; Health Network; Airports and Economic Development. From these topics ten action items were developed for Directors and staff to pursue.

Financial

Modest impact, most of the Directors priorities are current actions. Financial implications will otherwise be identified in the Budget process.

Submitted by: _____
Russell Dyson, Chief Administrative Officer



- DIRECTORS PRESENT:** Cindy Solda, Chairperson, City of Port Alberni
Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)
Eric Geall, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
John Jack, Councillor, Huu-ay-aht First Nation
Jack McLeman, Councillor, City of Port Alberni
Josie Osborne, Mayor, District of Tofino
Bill Irving, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?atḥ Government
- OBSERVER:** Wilfred Cootes, Councillor, Uchucklesaht Tribe
- FACILITATOR:** Tom McEvay
- 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
Shelli Lyle, Administrative Assistant
Mark Fortune, Airport Superintendent (Noon)
Pat Deakin, City of Port Alberni Economic Development (Noon)

Topic #1 First Nations Cooperation and Reconciliation

R. Dyson explained that as a result of the Boards efforts reconciliation was a central issue at UBCM, including a motion from the floor to declare this the Year of Reconciliation. A tremendous effort has been made however there is so much more to do. The question is how do we move forward? As suggested previously we will be in contact with the Friendship Center and the NTC President Deb Foxcroft to look for ideas and discuss what is the avenue to explore this through. Is it the ACRD? We continually need better communications with the 10 First Nations and we have funding for a Community to Community (C2C) to come together to use the toolkit to discuss that topic further.

Question to Directors and staff -*What are further actions for reconciliation? How do we improve communications with FN and other local governments?*

- Adopt "We Are All One"
- Municipal and Regional representatives attend meetings

- Dialogue to move ahead properly engage
- Physical monument
- Appoint a Reconciliation committee
- Specific board members attend First Nation Meetings
- Recognize Traditional Territories at our events
- Attend community events/forums ie: NTC Games
- Gain a better understanding of First Nation language
- Better understanding of Reconciliation
- Board meetings at First Nations communities
- Need more time and resources

Topic #2 Waste Management

A. Daniel reviewed the status and challenges of the West Coast Landfill which is non-compliance and a costly operation. The Alberni Valley landfill is compliant with Ministry of Environment, tenure needs to be acquired and an action plan needs to be an initiative.

Question to Directors and staff -

Meeting regulatory requirements, reviewing solid waste and recycling plans in the Alberni Valley.

- TFN relations and tenure
- Affordability more away from taxpayer, new incentives
- Recycling organics
- Consult youth and VIU
- SWMP implementation
- Public education
- Methane gas use for water
- More active role in reducing waste at the store
- Share shed

Meeting regulatory requirements, reviewing solid waste and recycling plans on the West Coast

- Review SWMP regularly
- Education
- Improve communication with contractor and municipalities
- Alternate energy
- Re-examine hours at landfill
- Disposal bans
- New revenues
- Organic recycling
- Partner with non profits

Topic #3 Rural Water Systems and Regional Water for the Alberni Valley

T. Fong reported a review of the water systems was completed and identified infrastructure upgrades in excess of \$8 million dollars are needed, \$3 million was allocated from the gas tax funds. The Beaver Creek Improvement District was converted to a local service of the ACRD. The challenge is substantial capital works and investment are required for each of the RD

systems, how to satisfy Island Health regulations and funding issues and the need to find a cost effective way to provide healthy potable water to households.

Question to Directors and staff - *Completing current capital projects, future works and affordability, a regional supply for the AV, Westcoast or not?*

- Aging Infrastructure act now
- 4-3-2-1 lobby Island Health (IH)
- Continue AV Regional Water discussion provide business case
- Watershed protection
- New money, avoid downloading
- Education and communication
- Agreement with Catalyst own vs. lease
- Long term comprehensive strategy
- Stream habitat re-development
- Water for agriculture
- Affordability, different water rates
- Consolidate grant requests
- Pursue partnerships
- Use reduction
- Priority to water line replacement
- Enormous drain on ACRD resources
- Sproat Lake Marine Patrol

Topic #4 Planning and Building Inspection

M. Irg reported the regional parks plan open houses are scheduled for late October and November. Bylaw updates and rewrites, public information session for local builders on building code changes, permit and ACRD bylaw requirements. Working with Toquaht First Nation on OCP mapping and building inspection service.

Question to Directors and staff - *Customer service and review of the zoning bylaw. Update on the regional parks and trails plan and consideration of key priorities*

- Zoning bylaws updated
- Clarity on application process (on line)
- West Coast Airport zoning
- Coordination with other governments and First Nations
- Communication between local planning departments
- Regional Parks Plan
- Access to bylaws on website
- Burning bylaw – woodstove component
- Proactive “why not, why not”
- Standardized bylaws with local governments
- Keep bylaws up to date
- Reduce application requirements
- Better visibility for building permits

- Pursue more control over provincial responsibilities
- Review DCC's
- Bylaw enforcement follow up
- Late comer agreements
- Review roles of Advisory
- OCP's add healthy initiatives
- Input from Fire Departments
- Emphasis on trails and marine areas
- Resources for First Nations

Topic #5 Health Network

W. Thomson reported the Health Network is a community driven mechanism that helps build partnerships, they have conducted several strategy sessions and projects are underway to address the identified priorities. A new structure is being developed for the network to address governance.

Question to Directors and staff - *Report on the Alberni-Clayoquot Health Network, discussion about transportation and the future role of the ACRD.*

- How do we go from a sickness model to a wellness model
- Local representatives on Island Health
- Deal with being at the bottom of statistics
- What is the role of the ACRD beyond 2014, future funding
- Stretch the money longer
- Focus on long term deliverables
- Lobby for more funding
- Increase communication with First Nations and ACRD
- Partner with Air Quality Council
- Participate in I.H. strategic plan
- First Nation participation on capital
- Link Reconciliation with Health Network

Topic #6 Airports

M. Fortune reported the Long Beach Airport projects and challenges are revenue dollars, emergency services contracts with Tofino and Ucluelet, vegetation management , navigational aids. Alberni Valley airport projects and challenges are developing operations manual, runway lighting upgrade, weather station review and navigational aids.

Question to Directors and staff -

AV Airport - Balancing maintenance, safety requirements and upgrading services

- Partnerships
- Possible advisory committee
- Fees to generate monies
- Review capital investment
- Develop policies outside the operating manual

- Utilization
- Support existing business

LBA - Balancing maintenance, safety requirements and upgrading services, role of the LBA advisory.

- Pursue economic development of airports
- Navigational aids
- Fees (parking, landing)
- Zoning
- First Nations relations(zoning/water)
- Vegetation management (Parks Canada)
- Define airport advisory role
- Link/Integrate both airports (marketing)
- Reduce burden on tax payers
- Revenue generating
- Pursue private management

Topic #7 Economic Development

P. Deakin reported the issues the region is facing regarding economic development are transportation infrastructure, action plans, differing development philosophies and 30 years of recommendations some of which haven't been acted upon. West Coast Aquatic is working with all our communities on the marine sector of the economy. There are post secondary education opportunities with North Island College. The workforce is aging, 40% of the workforce are 55+ many of them could retire and create job openings. Locally owned companies are vested in the community. Marketing of the region and capitalize on our location and quality of life.

Question to Directors and staff -*Current state of economic development and the future role for the ACRD?*

- Action plan for ACRD priorities
- Focus on event marketing and what terrain we have
- Collective regional tourism marketing
- Internet on the West Coast
- Transportation infrastructure
- Work with Port Authority
- Improve Port Alberni entrance
- Treaty growth potential
- Growing our heritage
- Target snowbirds
- Agricultural tourism
- Incentives for local purchase
- Clarify objectives
- Lobby provincial government for capital
- Economic Development committee
- Small grass roots business
- Eco tourism (arts, outdoors)

- Market our lifestyle
- Rural area focus
- Regional think tank

Directors Statements

Councillor Wilfred Cootes Uchucklesaht Tribe

We are in the process of joining the ACRD, coming from a small government economic development is on the forefront of my mind along. Reconciliation, there is no clear answer of how to move forward, the people that survived the atrocities are still healing, its intergenerational so I am affected.

Mayor Josie Osborne Tofino

I am representing Tofino's interests in a collaborative atmosphere, priority is communication, staff, elected officials, flatten the virtual hill between ACRD and the west coast, things become Alberni centered. Need to discuss governance as we really didn't talk about today. We need more of an opportunity for this board to do a self assessment, look at the way the board is functioning.

Director John McLeman City of Port Alberni

This was a decent process, we need to work on revenue streams, the taxpayers are getting tapped out. Spend more time on improving the issues we have determined today.

Director Penny Cote Sproat Lake

Review the minutes and outcomes, look at our dreams and have staff identify the reality. Have staff identify the budget restraints and determine what we can really achieve

Director Lucas Banton Cherry Creek

I see my role as an advocate, identify more now with how change happens, remember the positive feel and synergy to the board room and come up with solutions and see other perspectives, find middle ground.

Director Eric Geall Bamfield

Priorities are economic development region wide, need a strategy. Produce deliverables to enhance the quality of life for our constituents, we are all in this together

Councillor John Jack Huu-ay-aht First Nation

Important aspect of reconciliation you are going to have to convince first nations leaders most popular and frequent first nation leader is the one, what kind of leader are they, find individual bi lateral strategies can't over rely on staff and NTC relations

Director Tony Bennett Long Beach

Fire protection for South Long Beach, recognize road access to Salmon Beach

Director John McNabb Beaver Creek

Our responsibility is to bring enthusiasm, decision making forward to our members. Understand all of the situations that exist out there and opportunities to address them, let's be excited about the future

Mayor Bill Irving Ucluelet

We need to think about succession planning, think of ourselves as leaving there are talented and enthusiastic people in my area looking for jobs. Convince higher levels of government to partner.

Director Mike Kokura Beaufort

Look at small Economic Development projects not large

Member of Legislature Al McCarthy Yuułu?if?ath Government

Unavailable

Chairperson Cindy Solda ACRD

It's been a great day, thank you Directors for participating, staff for organizing and Tom for his facilitation.

Summary Table of Action Items

TOPIC	PRIORITY	WHO	ACTION ITEM	TIME FRAME
Reconciliation	1. Adopt "We Are All One"	Committee	<ul style="list-style-type: none"> Form a Reconciliation Committee Define what this means and the specific actions that it implies 	Refer to C2C forum with ideas late Nov 2013
	2. Regional and Municipal representatives attend First Nations meetings	Wendy Thomson	<ul style="list-style-type: none"> secure schedule of regular meetings, consult with FN regarding attendance and draft a schedule for directors to attend and report 	December 2013
Rural Water Systems & Alberni Valley Regional Water	3. Aging infrastructure	Russell Dyson Andy Daniel	<ul style="list-style-type: none"> Evaluate tax/tolls thru budget process to increase additional revenue Set priorities for gas tax monies and future grants Tour directors thru water systems Lobby Island Health 	Budget 2014 - March
	4. Island Health 4-3-2-1			
Planning	5. Zoning Bylaws	Mike Irg	<ul style="list-style-type: none"> Proceed with update 	2014
Health Network	6. How do we go from a sickness model to wellness model	Wilfred Cootes	<ul style="list-style-type: none"> Provide more information on Uchucklesaht model 	December 2013
	7. Local representation on Island Health	Shelli Lyle	<ul style="list-style-type: none"> Secure criteria and process for appointments Letter to Island Health Directors 	December 2013
Economic Development	8. Transportation Infrastructure (AV and LB airports, roads, port authority)	Russell Dyson Pat Deakin	<ul style="list-style-type: none"> Study with the Sociable Scientists, through ACHN Transportation Committees (AV&HN) continue to lobby and work with government Develop specific deliverables for ED in 2014 	May 31, 2014 Budget 2014
Airports	9. Navigational Aids	Mark Fortune	<ul style="list-style-type: none"> Investigate supplier, costs prepare RFP and update financial plan for the AVRA 	February 2014

			through 2014 budget process	
Planning	10.Application process clarity	Mike Irg Andy Daniel	<ul style="list-style-type: none"> • Step by step user friendly procedure, eventually to be placed on website • Clarify roles of staff with a business friendly approach • Consult with developers and other interests. 	



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: November 12, 2013

Subject: Beaver Creek Water Service VIHA 4-3-2-1 Implementation Strategy

Recommendation:

That the Board of Directors of the Alberni Clayoquot Regional District (ACRD) adopt and submit the Beaver Creek Water Service Vancouver Island Health Authority 4-3-2-1 Implementation Strategy .

Desired Outcome:

To adopt and submit an Implementation Strategy for the Beaver Creek Water system (BCWS) to be approved by the Vancouver Island Health Authority (VIHA) Drinking Water Officer for progression towards compliance with the Drinking Water Treatment Objectives 4-3-2-1 (Microbiological) for Surface Water Supplies in British Columbia.

Summary:

A public meeting was held on November 4th 2013 at Gill School where the Beaver Creek Water Service VIHA 4-3-2-1 Implementation Strategy was presented to the residents for input. The meeting was chaired by John McNabb, Beaver Creek Director, and a presentation was delivered by Russell Dyson, Chief Administrative Officer, followed by a question and answer session. The meeting notes are attached.

This strategy is staff's recommendation and is based on plans and studies commissioned by the Beaver Creek Improvement District (BCID) and the ACRD with the objective of meeting VIHA's requirements. The reports conclusively determine that the creation of a regional water system is the most cost effective and timely method to achieve compliance, and the Board of Directors have stated this is their preferred strategy.

The following is the ACRD's proposed Implementation Strategy:

1. To secure the City of Port Alberni (CPA) water source for the BCWS with the completion of the Strick Road pump station. The ACRD is in the process of securing an interim agreement and continues to pursue regional water supply options for the Alberni Valley.

The CPA is currently designing a UV disinfection system which includes provisions to add future filtration if required for the CPA water system, this work is expected to commence in 2014.

2. The ACRD will investigate securing a water supply from Sproat Lake including the required licenses and agreements for treatment and pumping infrastructure. This option would only be pursued if a filtration waiver is received from VIHA. If the Sproat Lake source is unattainable, a filtration system will be added to the CPA system. A decision on these options will be made by 2018, with the design starting the same year.

Background:

Prior to conversion, VIHA had placed BCID on notice to develop a plan to meet the 4-3-2-1 requirements and in May 2010 the Trustees provided VIHA with a Proposal to Comply by Connection to the City of Port Alberni. This plan was supported informally by CPA engineering staff as part of a regional water system.

The ACRD has completed various reports and studies in consideration of a regional water supply for the Alberni Valley. This would enable participating jurisdictions to collaborate on 4-3-2-1 compliance. Participants would benefit from efficiencies and a focused approach to grant applications. A regional approach has been determined to be the best approach for the Beaver Creek water system and has been pursued by the Board of Directors in the interests of all potential participants.

The City has agreed to pursue a regional approach on the Sproat Lake component of water supply, but is not interested in regionalizing their existing infrastructure or source. If the current source is used the City is only interested in selling bulk water unless regional services such as recreation, fire and heritage are also discussed.

It is recommended that the ACRD maintain the Stamp River water license during the interim, to maintain options, if a regional water supply is not realized.

Time Requirements – Staff & Elected Officials:

Substantial staff time will be required for consultation and discussions with the Alberni Valley water purveyors, BCWS residents, continued negotiations with the city and communications with the relevant regulatory agencies.

Financial:

As outlined in past reports, Beaver Creek water users will face a substantial rise in costs to meet VIHA's requirements and upgrade their aging distribution infrastructure. To alleviate this, the ACRD Board has allocated \$1.55 million in Gas Tax funding to this system since conversion. Also, by creating a shared regional water supply, grants are more likely obtained than for smaller, stand-alone systems.

Staff will be preparing options for new tolls and taxes for the upcoming budget in order to meet the financial commitments of future capital works. Preliminary costing indicates approximately a \$200 increase in overall taxes and tolls.

Policy or Legislation:

The VIHA 4-3-2-1 standards are a condition of the operating permit and a requirement for surface water supplies. A realistic plan must be put in place. The ACRD has been exploring regional water supply options in the interests of all potential partners. This provides for greater efficiencies and participation of all users in its governance, as opposed to relying on contract law and its pitfalls for the supply of an essential service.

Options Considered:

The 2013 McElhanney assessment of Beaver Creek Water Source Options, (based on a review of all relevant reports) ranks a regional partnership as not only the best economic alternative but as the best environmental and social alternative as well. While cost uncertainties do exist, including Catalyst negotiations and future funding requirements to maintain and upgrade shared CPA infrastructure, they are relatively minor uncertainties in relation to the other options.

Submitted by: 

Andy Daniel, Manager of Environmental Services

Approved by: 

Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

NOTES OF THE OPEN HOUSE BEAVER CREEK WATER SOURCE OPTIONS HELD ON NOVEMBER 4, 2013 at 7:00PM

Gill Elementary School – 5520 Beaver Creek Rd. Port Alberni BC

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Teri Fong, Manager of Finance
Brenda Sauve, Administrative Assistant
Bruce Forsyth, Maintenance Technician Leadhand
Keith Looker, Maintenance Technician

Members of the Public: 51

John McNabb opened the meeting at 7:00pm with an introduction of himself as the Electoral Area Director for Beaver Creek. The public was informed that the purpose of the open house was to inform the tax payers of Beaver Creek about water source options and the plan to meet the requirements of the Island Health Authority.

Russell Dyson, CAO pointed out the emergency exits and restrooms. He introduced the Beaver Creek Water Advisory Committee and the Alberni-Clayoquot Regional District staff members present.

The proposed water supply and treatment plan was presented by R. Dyson with cost implications and a summary of the assessment provided by McElhanney and Associates.

The slides are attached to this report. It includes an outline of the values of the Regional District Board of Directors, which are to provide quality services at an affordable rate for the tax payers. Their priority is to come up with all options that are available and to inform the public with this information before making a decision. The Board of Directors will be required to make a decision on water supply this fall followed by the decision on taxes and tolls in the new year.

The members of the public were informed that the Board prioritized water systems for the Gas Tax funds received in 2013. Of this the Beaver Creek water system received \$1.55 million for a new Reservoir, water main upgrade on Strick Rd. and the construction of the Strick Rd. pumphouse. None of which were funded by the tax payers of Beaver Creek.

John McNabb opened up the question period.

- 1) The City of Port Alberni is not interested in using its existing water source for the Regional Water option. What does that mean?

-
- City is not prepared to hand over existing supply, unless there is participation in other services, such as recreation and heritage. However they will look into Sproat Lake as a regional option.
- 2) Prices for bulk water – how did the rates get figured out over 25 years?
- The rates are based on the McElhanney study, which is posted on the ACRD website. The bulk water option is at an overall cost of \$0.66/m³. The rates are based on the City's five year plan and estimates over a 25 year period.
- 3) Why are we looking at getting water from the City all year round, why not just during times of high turbidity?
- Staying with the existing water source and pumpstation, would require both upgrades to the Stamp River infiltration gallery system and water treatment facilities. There is also the issue with the current right away and the owners wishing to terminate it. This would result in a cost of approximately \$1.5 million which would have to be borrowed and paid back over 5 years, costing approximately an extra \$300/per household per year.
- 4) Is VIHA still supporting Regional water?
- VIHA is not interested in governance but how the requirements for 4-3-2-1 are met.
- 5) The pumphouse is in the 200 year floodplain?
- Yes the existing pumphouse is in the 200 year floodplain, however the Strick Rd. pumphouse is not.
- 6) Is the new pumphouse on Strick Rd. built with earthquake specifications.
- Yes it is.
- 7) A filtration system for \$300 to \$500 thousand was suggested by Wayne Hasler for the Stamp River supply. If we had land we could put in our own filtration and uv light, the cost seems more reasonable, especially with the cost of land decreasing drastically. We may be able to sell bulk water. This might be an option?
- The ACRD will keep options available, including new technological advances. At this time, McElhanney investigated all the options that were being considered by the Beaver Creek Improvement District. An independent supply on the Stamp River is the most expensive.
- 8) What about investigating a 4th option, where filtration systems are put in the individual residents homes. This is allowable with 500 services per service area. We could divide

the service area into two, this would meet legislation regulations. This could possibly be a more affordable option?

- We will make note of this and bring it forward to the Board.

9) What are the monthly water toll rates going up to? Can't read the turbidity levels on the computer. Why not spend money on our own system instead of looking at bulk water? Someone should work hard at settling the legal matter concerning the Stamp River and pumpstation.

- The water tolls will go up to approximately \$55/month. The Computer technician is working on adding more security to the computer system, which was subject to hacking on account of the access to turbidity readings. There are many costly issues as indicated in the McElhanney study with maintaining the existing supply. The lawyers are working on the legal matter and the ACRD is open to dialogue with the land owner regarding the right of way.

10) Do we really want to tie our water into one water source in the valley?

- We are not giving up our Water License on Stamp River. The goal of the Board is to offer quality service at an affordable price. They have to come up with a plan in order to meet the VIHA 4-3-2-1 requirements and they are looking at all of the options presented to them.

11) How much money has the Beaver Creek Fire Hall upgrades cost and where did the money come from?

- The project cost is approximately \$240, 000 and it was paid by the taxpayers of Beaver Creek. These funds were put away in a reserve over the last few years. Therefore it's already been paid for and not coming from any future taxes from Beaver Creek.

12) Who decided that Sproat Lake would be a good water source?

- This is based on the studies conducted and more research will be completed before a commitment is made.

13) How much will it cost for all of these other studies for the Regional Water option.

- The cost will be shared with the City, we will utilize our own resources and provincial grant as much as possible.

14) Before going to the Regional District the Maintenance workers would take samples from the watershed, is that being done?

- No this is not being done. The resources were put in to eliminating boil water advisories. The ACRD relies on the private forest companies to manage their lands within the regulating requirements and dialogue with the companies which is ongoing.

15) Can you explain how the boil water advisories were reduced?

- The commitment of the Maintenance technicians, a Fire truck was purchased to pump water from the City during times of high turbidity and having an additional reservoir capacity at Kitsuksis. Boil water advisories were avoided on 4 events.

16) An agreement for water from Catalyst would privatize the water system!

- The Regional District would secure their own water license and attempt to secure transfer of the water to a regional treatment facility, which would minimize the role of catalyst.

17) What insurances are there that we won't run out of water, as the population increases in the area and on Vancouver Island?

- We are looking at conservation by increasing water tolls, therefore the higher users will pay more.

18) Are you looking at the tolls and consumption?

- Taxes may remain but the cost for consumption will increase. The consumption base line will be less. Bamfield water tolls and consumption was used as an example to explain.

19) Do vacant lots pay parcel tax?

- Yes.

20) What is the consumption permitted for a resident in Beaver Creek a month, 12,000 gallons?

- Yes it's 12,000 gallons a month, or 36,000 gallons every quarter. After that every extra 1,000 gallons is an additional \$5.00.

21) Comment: Consider for the next meeting getting a sound system, having a hard time hearing everyone.

22) Kitsuksis reservoir, there was a big upset about the leak and it's still happening, I would hope it would be taken offline?

- It is required until the connection to the City at Strick Rd. is complete.
- Having a water supply that's turbid free will allow us to just use the new reservoir.

23) Will the summary from this meeting be available on the website?

- Notes are being taken that will be summarized in about a week and posted on the ACRD website.

24) If or when it comes to the point of making the ultimate decision to turn on City water, will there be a vote?

- No it will be up to the Regional Board to decide. Meetings are held to receive input and help the Board to make the right decision.

25) Comment: There has been foul water in our homes because water lines are not getting flushed every six months.

26) Compton Rd. is split half in the City and half in the country by changing the boundary, can the City freely incorporate the rural area?

- The Province sets the rules around boundary extensions by municipalities they can't change boundaries without the property owners consent.

The meeting was adjourned at 8:45pm.

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer

Beaver Creek Water System Public Meeting November 4, 2013

A strategy to meet the Drinking Water Treatment Objectives for the Beaver Creek Service Area.

- Often referred to as “4-3-2-1”
- A condition of the operating permit
- Required by Vancouver Island Health Authority (VIHA)
- Must be completed this fall!!

Tonight’s Presentation

- Review of water supply alternatives
- The proposed “4-3-2-1” strategy
- Implications and known costs of the strategy
- Water System update and other financial issues
- Questions / comments

ACRD Values

- Quality services at an affordable price;
- Communication and advice – water advisory committee / notices;
- Maintain autonomy and control as much as possible;
- Commence with system upgrades;
- Seek grants and other funding sources;
- Cooperate with other jurisdictions;
- Safety and water quality!

So what are the VIHA Objectives.....?

*“Treatment is to protect against: enteric viruses, pathogenic bacteria, Giardia cysts and Cryptosporidium oocysts.
The general objectives are:*

- 4-log reduction or inactivation of viruses
CHLORINATION.
- 3-log reduction or inactivation of Giardia and Cryptosporidium.
ULTRA VIOLET PROTECTION
- 2- treatment processes for surface water (*CHLORINATION & UV PROTECTION*)
- Less than or equal to (\leq) one nephelometric turbidity unit (NTU) of turbidity.
FILTRATION OR A DEFERRAL
- No detectable E. Coli, fecal coliform and total coliform.

Choosing an appropriate water source, protecting that source and reducing distribution system risks can be essential complementary steps to providing treatment when dealing with microbiological risks.”

McElhanney Consulting Services reviews water supply options

1. **Independent supply** and treatment maintained on the stamp river – 2 different types of treatment evaluated
2. **Bulk water** purchase from the City of Port Alberni
3. **Regional supply** established between City and Beaver Creek, share governance and costs for supply
 - Assessed capital, operation and maintenance costs, ranked options based on environmental, social and economic values.

McElhanney Ranking of the Options

Rank	Environmental	Social	Economic
First	Regional	Regional	Regional \$0.49/m ³
Second	Bulk	Independent	Bulk \$0.70/m ³
Third	Independent	Bulk	Independent \$0.95/m ³

Water Supply Strategy for Beaver Creek.....

1. Connect to City with Strick Road pump station.
2. City Implements Ultra Violet treatment in 2014.
3. Investigate Sproat Lake for a filtration deferral, including negotiating the required licenses and agreements for treatment and pumping infrastructure.

- The City is interested in a regional approach to Sproat Lake not existing supply.
- All works for the BCWS support a regional option or bulk supply – the two best alternatives as determined by McElhanney.
- The ACRD will continue to keep options open including the Stamp and possibly integration with Cherry Creek.

What will the City Connection Cost?

- The cost for City water for a full year in 2014 would be \$160,000 based on 500,000 m³;
- \$90,000 in reduced expenditures targeted from 2013 budget
- Reduction in overall consumption to reduce expenditures by additional \$20,000:
 - Reduced leaks, lower consumption for system maintenance, reduced consumer demand
- Therefore we estimate \$50/year for each connection for...
 - Reduced turbidity;
 - UV protection in 2014;
 - Reallocation of staff resources;
 - 4-3-2-1 strategy in progress!

Cost Comparison

	2013 Actual	2014 Proposed
Operating costs	\$657,000	\$707,000
Capital costs	From reserves & Gas Tax Funds	\$240,000
Total costs	\$657,000	\$947,000
Estimated total cost per household for water tolls and parcel tax	\$658	\$858 Includes water supply and capital contribution

Comparison of Bulk Water Rates:

Bulk Water Rates (2013)	\$ per cubic meter (lit)	500,000 m ³
Capital RD	\$0.56	\$280,000
City of Nanaimo	\$0.44	\$220,000
City of Parksville	\$0.42	\$210,000
Cornox Valley RD	\$0.64	\$320,000
Arrowsmith Water Service	Percent of use	N/A
Metro Vancouver	\$0.688	\$344,000
Abbotsford Mission Water Commission	\$0.38	\$190,000
Fraser Valley RD	\$0.30	\$150,000
City of Port Alberni	\$0.32	\$160,000
Average	\$0.47	\$235,000

Financial Decisions to be made.....

- Water system costs need to be allocated to taxes and tolls on principle that tolls pay for maintenance and tax for pays for capital costs!
- Water rates to be revised to encourage conservation and reflect allocation of costs – to be adopted in advance of the second quarter of 2014.
- Budget to be determined by March – confirms annual expenditures and allocation to taxes.

The need for an annual capital contribution.....

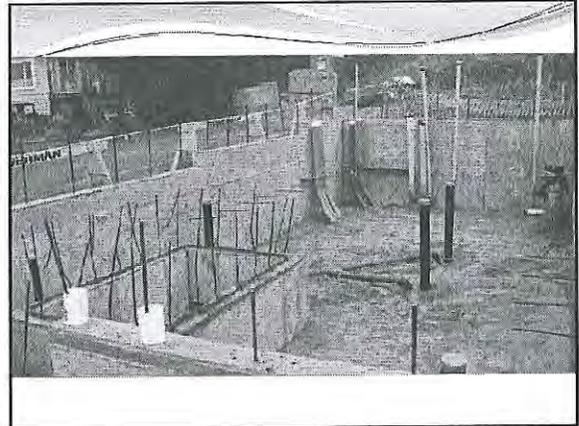
- Majority of the system was developed in 1960's
- Includes Asbestos Cement (AC) watermains >65%
- Regular breaks and failures / water leaks
- Need to loop dead ends
- Koers report from 2011 identifies strategy
- \$240,000 proposed



2014 accomplishments.....

- ✓ \$1,550,000 in gas tax invested in BCWS (\$1,500 per household);
- ✓ Kitsuksis reservoir completed and on line;
- ✓ 1st phase of Beaver Creek north watermain replaced;
- ✓ Strick Road watermain replaced;
- ✓ Strick Road pump station under construction;
- ✓ Mapping upgrades;
- ✓ No boil water advisories;
- ✓ Continuation of water meter replacement





Projects and issues for 2014

- Confirm with VIHA the strategy!
- Complete Strick Road pump station and manage integration within the works;
- City to provide UV protection for water supply – 3 of the four water supply barriers met!
- Revise taxes and tolls;
- Continue with necessary water system upgrades as identified in the 2011 Koers report;
- Explore Sproat Lake supply as possible component of a regional water service.

.....thank you





REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, CAO
Meeting Date: November 13, 2013
Subject: Staff Training Day

Recommendation:

That the Board of Directors of the Alberni Clayoquot Regional District (ACRD) agree to an office closure Monday January 6, 2014 to accommodate a mandatory training day for all ACRD staff.

Desired Outcome:

To ensure that all staff are familiar with Board policy and procedures, specifically those policies pertaining to occupational health and safety.

Summary:

Changes to Worksafe regulations, updates to the Regional Districts policies and changes in staff require a comprehensive review of policies and procedures to ensure all staff are familiar and subsequently adhere to the standards. The proposal is supported by the Joint Occupational Health and Safety Committee.

Completing this in one day will ensure consistency in messaging and save on the time requirements of management to deliver the training. Staff will ensure that phone calls are responded to and there will be a response to any emergencies or pending issues that develop during the day.

Time Requirements – Staff & Elected Officials:

Time will be required for preparation by Managers, some programs will be delivered by Worksafe personnel. All staff will dedicate the day.

Policy or Legislation:

Employers are required to provide adequate orientation and training, it is required by Worksafe BC.

Submitted by: _____

Russell Dyson, CAO



MEMORANDUM

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Date: November 7, 2013
Subject: Staff Report

The following is an update on projects that Regional District Administration Staff are currently working on in addition to daily duties:

- Continue working with the Coordinator on development of the Alberni-Clayoquot Health Network and Planning Committee. Several priorities including a regional transit study and food security initiatives;
- Working with the West Coast Multiplex Society to coordinate fund raising for the required capital costs in order to construct the Multiplex facility on the West Coast;
- Regional Water Improvement Program – Beaver Creek Water Supply options and public meeting;
- Updating various ACRD lease agreements including: Long Beach Airport Water Landing Strip and Golf Club Lease;
- Updating/renewing various agreements;
- Strategic Planning follow-up and Project Management;
- Occupational Health and Safety initiatives and policy coordination;
- Response to new WorkSafe BC Policy;
- Updating various ACRD Bylaws;
- Gas Tax Regional Water Improvement Project; Reconsideration and report for Electoral Area Directors Committee
- ACRD Website Re-Development;
- Reconciliation Gathering and follow up;
- Arranging C2C Forum for November 2013;
- Follow-up from the Board Strategy Session – October 11th;
- 2014 Budget Preparations
- Attendance at Ministry of Aboriginal Relations and Reconciliation re: Toolkit
- Bamfield Water System Review and preparations for Committee Meeting.

Submitted by: 

Russell Dyson, Chief Administrative Officer



MEMORANDUM

TO: Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: November 4, 2013

RE: **Monthly Activity Report – Planning and Development**

2012 Total	2013 Total	APPLICATION
7	20	Rezoning
10	11	Development Permit and Development Variance Permit
7	11	Subdivisions
0	1	Agricultural Land Reserve
3	1	Board of Variance
12	8	Crown Leases
20	20	Bylaw Enforcement
15	8	Miscellaneous
74	80	TOTAL APPLICATION RECEIVED

Other Planning Projects

Regional Parks Plan – Open houses scheduled in Port Alberni on November 20th and Tofino November 27th. A date for Ucluelet has not been finalized.

Staff continues to work with West Coast Aquatic and the Province on a Float Cabin Strategy.

Public hearing for Sproat Lake OCP scheduled for November 25th.

Staff working on a draft animal control bylaw for Cherry Creek.

There are several public hearing scheduled for November.

Staff assisting with the Toquaht Nation’s OCP mapping.

Staff is implementing the building inspection agreement with Toquaht Nation.

A building code update and information session for contractors and builders is tentatively scheduled for November 28th at the ACRD office.

Mike Irg, Manager of Planning and Development



MEMORANDUM

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

From: Mike Irg, Manager of Planning and Development

Date: November 05, 2013

Subject: Regional Parks Plan – Bamfield Anacla Trail Update

Staff continues to look for grants to cover construction costs. Unfortunately there are not a lot of available grants at this time. This trail connection is also being considered in the Regional Parks Plan review.

At the recent Open House in Bamfield to introduce the Regional Parks and Trails Master Plan process there was much discussion about the need for an OFF ROAD trail between Anacla and Bamfield. There have been two fatalities already on the road and now that it has been recently repaved the speed of the traffic has increased. This issue was brought up more than any other issue discussed at the Open House.



MEMORANDUM

To: Board of Directors
From: Teri Fong, CGA, Manager of Finance
Date: November 5, 2013
Subject: Finance Department Staff Report

In addition to day-to-day activities, the finance department has been working on the following in September and October 2013:

- Assisted the CAO in preparing for the Beaver Creek Water Public Meeting that was held on November 4, 2013. This included looking at the financial impact of the upgrades that will be required to meet the VIHA regulations.
- Worked with staff to implement the new Purchasing Policy.
- Assisted in the purchasing of the Recycling Depot on 3rd Avenue.
- A GFOA payroll course was attended by the Assistant Accountant in Nanaimo to discuss items such as taxable benefits, volunteer fire fighters, and Municipal Pension Plan calculations.
- Began preparing for the 2013 year end as the Financial Statements are going to be created in house for the first time this year.
- Worked with the auditor to complete some interim auditing procedures.
- Created the Permissive Tax Exemption bylaws for the Alberni Golf Club and the Long Beach Recreation Cooperative and informed BC Assessment of the tax exemption status in 2014.
- Organized the printing and mailing of the garbage and recycling reminder notices.
- Audited the parcels of the Beaver Creek Water system to ensure that no parcels are missed. A number were found and a parcel tax review panel will be created in the New Year to authenticate a new parcel tax roll.
- Attended the Board of Directors Strategic Planning Session on October 11, 2013.
- Began discussing with the CAO and the Manager of Administrative Services the process for Uchucklesaht joining the Board.
- Began working with the Ministry of Community Sport and Cultural Development on determining the process to create a Regional Water Service and the requirements for referendum if borrowing is needed to meet the VIHA regulations.

Submitted by: _____

Teri Fong, CGA, Manager of Finance

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of November 7, 2013

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	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	Letter sent – will follow-up in November
2.	Feb. 27 th Board	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	Beaver Creek Public Meeting – November 4 th
3.	July 10 th Board	Contact and work with the Nuu-chah-nulth Tribal Council, the Port Alberni Friendship Centre and Reconciliation Canada to develop short term response for Reconciliation Canada events scheduled for Vancouver September 18-22, 2013 at the same time as the UBCM Conference and to develop a long term plan	Russell	Board direction required following Oct. 11 th Planning Session
4.	Sept. 25 th AV Comm.	The AV Committee recommend that the Alberni-Clayoquot Regional District Board of Directors take the Sproat Lake Marine Patrol Program to referendum during the 2014 general election and reduce the requisition for the proposed service to \$30,000 – Prepare a report to the Board	Wendy	November 13 th Board Agenda
5.	Sept. 25 th AV Comm	Prepare a report to the Board with recommendations from the AV Committee – Committee agreed to terms for interim water supply for Beaver Creek from the City of Port Alberni and proceeding with a Regional water supply for the Alberni Valley	Russell	November
6.	Oct. 9 th Board	The Request for Decision regarding Tsunami Warning System was referred to the Alberni Valley Committee for discussion and consideration	Wendy	Referred to next AV Committee Meeting Nov. 12 th
7.	Oct. 23 rd Board	The Board authorized the Chairperson or designate to attend the Port Alberni & District Labour Council Year End Social-November 13, 2013 – Advise Director Cote will attend	Wendy/ Tracy	Done
8.	Oct. 23 rd Board	The Board appoint Director Banton to the Unity Celebrity Game Funds Disbursement Committee – Advise the group and provide Director Banton's contact information	Wend/ Tracy	Done
9.	Oct. 23 rd Board	The Board of Directors passed a resolution to approve all existing City water connections to the Franklin River Road area as well as the new connection request – Advise the City	Wendy	Done

#	Date	Action Item	Assigned to	Target Date/Update
10.	Oct. 23 rd Board	The Board passed a resolution supporting the two resolutions from the Canadian Union of Postal Workers and forward to the Minister Responsible for Canada Post: a. To use the upcoming review of the Canadian Postal Service Charter to focus on revenue-generating services, not cuts, including financial services such as bill payments, insurance and banking, and; b. To improve the Canadian Postal Service Charter and make the upcoming review of the Charter open to the public Forward letter to the Minister	Wendy	Done
11.	Oct. 23 rd Board	The Board passed a resolution instructing staff to send letter to the Honourable James Moore, Minister of Industry outlining connectivity requirements and issues in the Alberni-Clayoquot region and copy agencies noted in the correspondence from Industry Canada	Wendy	Drafting
12.	Oct. 23 rd Board	The Board referred a resolution to re-allocate the \$340,000 gas tax funds from the Beaver Creek and Cherry Creek possible water connection to the Cherry Creek water mainline replacement to an Electoral Area Directors meeting – Arrange and EA Directors meeting asap	Russell	Considered by the EA Dir. Committee recommendation to Board Nov. 13 th Agenda
13.	Oct. 23 rd Board	The Board adopted Bylaw E1052-1, Beaver Creek Fire Protection Service Area Amendment, 2013 with the amendment taking out Inspector Approval – Prepare for signatures – Send to BC Assessment and notify the Beaver Creek Fire Department and the property owner	Wendy	Done
Finance Department				
14.	Oct. 23 rd Board	Bylaw F1105, 2014 Alberni Golf Club Tax Exemption Bylaw & Bylaw , 2014 Long Beach Recreation Cooperative Tax Exemption were adopted – Prepare bylaws for signatures and advise BC Assessment and the Golf Clubs	Teri	Done
Environmental Services Department				
15.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
16.	Sept. 8/10 WC	Investigate with Tla-o-qui-aht First Nation joint development of a well for water to their reserve	Russell	Discussed with TFN – Oct. 16 th Meeting - Done
17.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
18.	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 – for discussion next Log Train Trail Adv. Mtg
19.	Oct. 10/12 Board	Work with the Air Quality council to develop 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
20.	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
21.	August 14 AV Comm	Organize a meeting with Tseshaht First Nation to discuss and tour the AV Landfill	Russell	Meeting Oct. 23 rd
22.	August 14 AV Comm	Prepare Berry and Vale 1 year Contract Extension	Andy	Completed
23.	August 14 AV Comm	Prepare the information and background intended for an AV Landfill RFP process with a minimum of a 5 year operating agreement	Andy	In Progress
24.	Sept. 11 th Board	The Alberni-Clayoquot Regional District Board of Directors awarded the Beaver Creek Road Water main tender to IWC Excavating Ltd. in the amount of \$64,229.96 including GST - Award contract	Andy	Work in progress
25.	Sept. 11 th Board	The ACRD Board passed a resolution to accept the financial incentives offered by Multi Material British Columbia (MMBC) for curbside collection, recycling depot service, resident education and service administration for the Alberni Valley, Bamfield, Beaver Creek and West Coast for a five (5) year period commencing May 19 th , 2014 – Proceed to next steps in the program	Andy	Application completed
26.	Sept. 25 th Board	The Board of Directors directed staff to apply for a 30 year Crown Land Tenure for a portion of the Bamfield Inlet near Burlo Island in order to install a water line to provide water service to West Bamfield – Submit application	Andy	Application submitted
27.	Sept. 25 th Board	The GPS/WASS system for the Alberni Valley Regional Airport be referred to 2014 budget discussions and staff be instructed to investigate partnerships and report back to the Alberni Valley Committee	Andy	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
28.	Oct. 9 th Board	The Board of Directors passed a resolution directing Staff to present the Beaver Creek Water Service Vancouver Island Health Authority 4-3-2-1 Implementation Strategy to the residents of Beaver Creek for input in advance of its adoption and submission to VIHA	Russell	Done – Report to Nov. 13 Board
29.	Oct. 9 th Board	The Board of Directors of the Alberni-Clayoquot Regional District (ACRD) authorize the continued use of the leaking concrete Kitsuksis Reservoir to alleviate potential boil water advisories until the new Strick Road Pump Station is completed as scheduled in January 2014	Andy	Authorized
30.	Oct. 9 th Board	The Board of Directors approved the Millstream/Ucluelet Emergency Connection and Water Main Upgrade Project – Proceed with the project	Andy	Scheduled for Spring 2014
31.	Oct. 16 th WC Comm	Implement water charges for the Long Beach Recreation Cooperative for the Long Beach Golf Club property in 2013 and provide a lease agreement to be implemented by Jan. 1, 2014	Andy	In Progress
PLANNING DEPARTMENT				
32.	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
33.	June 1/09	Bamfield OCP Review	Mike	Nov. APC Meeting
34.	n/a	Airport Zone Bylaw – Long Beach Airport	Mike	Ongoing
35.	n/a	Sproat Lake OCP Review	Mike	Sent to Referral Agencies, Public Hearing in Nov.
36.	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
37.	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
38.	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

#	Date	Action Item	Assigned to	Target Date/Update
39.	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
40.	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
41.	March 13 th Board	Arrange a meeting with the Ministry of Environment, Ministry of Transportation, District of Ucluelet and Yuułu?it?atł First Nation to discuss access, safety and broader land use policies applying to the junction property	Mike	Arranging Meeting
42.	May 15 th AV Comm	Refer the agricultural priorities raised by the City Economic Development Manager to the Agricultural Development Comm. to identify recommendations for the Alberni Valley	Mike	Next ADC Meeting
43.	June 26 th Board	Forward letter to the City of North Vancouver supporting their resolution submission to UBCM regarding Genetically Engineered Free Zone and refer to the Ag. Development Comm. for input	Mike	Working with ADC
44.	July 24 th Board	The Board of Directors instructed staff to work with the Central West Coast Forest Society to investigate funding for the assessment and restoration of the Willowbrae Creek system	Mike	Ongoing
45.	August 28 Board	Enquire with the province about consolidating small parcels on Crown Lands	Mike	Investigating
46.	Sept. 11 th Board	Prepare a letter to the Minister of Transportation and Infrastructure, requesting the Ministry implements a permit system for Billboards within 300 meters of a Controlled Access Highway	Mike	Drafting
47.	Oct. 9 th Board	The Board of Directors passed a resolution directing staff to proceed with preparing an amendment to the Regional District of Alberni-Clayoquot Zoning By-law No. 15 as follows: a) Add the following text to Section 3 Definitions: "Medical Marihuana Facility means a building or structure, approved and licensed by Health Canada, for the production, growing and incidental processing of medical marihuana, but specifically excluding storefront or retail	Mike	Drafting bylaw amendments

#	Date	Action Item	Assigned to	Target Date/Update
		outlet distribution of medical marihuana." b) Include Medical Marihuana Facilities as a permitted use in the Small Holdings (A1) District, Rural (A2) District, Forest Rural (A3) District, Forest Reserve (A4) District and Industrial Park (M1) District		
48.	Oct. 23 rd Board	The Board passed a resolution to enter into a two (2) year agreement with Toquaht Nation to provide building inspection services and direct the CAO and Chairperson to sign the Building Inspection Resource Sharing Agreement – Prepare agreement for signatures	Mike	Arranging for signature

Issued: November 6/13



VANCOUVER ISLAND
ECONOMIC ALLIANCE

INVESTING IN THE FUTURE OF VANCOUVER ISLAND

VIEA membership pays regional dividends

Your investment as a member of the Vancouver Island Economic Alliance is an investment in the future of Vancouver Island. VIEA provides positive dividends to members by contributing to our region's on-going economic growth.

Our Regional Economic Analysis, labour market research and annual State of the Island Summit are just a few examples of how VIEA is creating tangible outcomes for the Island's business leadership.

Today, more than ever, VIEA's focus on collaboration between business, community, First Nations and local government leaders remain the cornerstone of success. Join us as we work together to build a stronger Vancouver Island economy.

To become a VIEA member visit:
www.viea.ca

VIEA Projects and Initiatives

Regional Economic Analysis,
completed February 2009

Welcoming Communities, Partnership Development,
completed March 2009

Gray Skills,
launched May 2009

Vancouver Island Collaborative Workforce Strategy,
completed September 2009

**Investment and workforce attraction video in
partnership with Tourism Vancouver Island,**
launched November 2009

Moving to Vancouver Island- An Island for All
completed May 2010

**Water Sustainability Partnership initiated with
Convening for Action on Vancouver Island**
September 2011

The Link Project,
completed October 2010

Annual State of the Island Economic Summit
since 2007

Annual Linking Island Business,
since 2011

VIEA Membership Fee Schedule

For large Corporations (500 plus employees) and large
communities with populations over 10,000
Membership fee \$1,000 annually

For medium sized businesses (employees 50-499 employees),
small communities (under 10,000 pop)
Membership fee \$500 annually

For small sized businesses (employees 2-50 employees)
Membership fee \$250.00 annually

For Micro sized business/home based business
Membership fee \$150.00 annually



VANCOUVER ISLAND ECONOMIC ALLIANCE



BUILDING ALLIANCES
ON VANCOUVER ISLAND
for economic vitality and sustainability





"Key components of this regional collaboration such as coordination, communication, cooperation and information are all facilitated by a membership in the Vancouver Island Economic Alliance. Together we can make Vancouver Island better."

Rick Roberts, Rick Roberts Consulting



"VIEA is filling a key role in providing leadership and facilitation to bring together people and resources for our Island's success. I encourage Island businesses, organizations and governments to join the VIEA team so it is stronger than ever for the benefit of all Islanders."

Joe Cristiano, Coastal Community Credit Union



"We have been supporting VIEA since its inception and continue to see great value in the collaborative efforts this organization brings to Vancouver Island and it's communities."

Bill Benoit, Vancouver Island Real Estate Board



"The view from a mountain summit provides a clear view look over all that surrounds that peak. The VIEA Economic Summit is the same, offering a clear view of our Island economy, and a chance to interact with others who share our climb to prosperity and sustainable business practices. As with all of Vancouver Island, the view is spectacular."

Bruce Williams, CTV Vancouver Island



"We believe that membership in VIEA is essential. We share the common objective of a healthy business community. Our collaboration with VIEA provides our members with additional contacts and opportunities they could only get from a strong Island wide business organization like VIEA."

Kim Burden, Parksville & District Chamber of Commerce



"As a small business owner on Vancouver Island we see tremendous value in supporting VIEA as it has helped our business grow"

Wendy Sears, Lewis & Sears Marketing & Event Management

Vancouver Island Economic Alliance includes all Island Communities from Victoria to Port Hardy as well as the Northern and Southern Islands

VIEA Purpose

- To promote a sustainable and diversified economy for all residents of Vancouver Island economic region
- To promote strong communities and First Nations and careful stewardship of our natural resources
- To provide regional leadership for regional business attraction, retention and expansion
- To promote regional initiatives that strengthen economic capacity

Our Mission

- VIEA provides leadership to promote sustainable economic development on Vancouver Island

Our Vision

- Vancouver Island is the region of choice to live, work and invest. We are a dynamic prosperous economic region founded on collaboration and innovation across communities and business.

"VIEA is a tool to attract investment Island wide so that we can continue to diversify our economy for long term sustainable prosperity."

Russ Burke, Canadian Western Bank

"VIEA has the unique role of bringing large and small business, professionals as well as educators together. No other organization I know of enables such a diverse group of men and women to work collaboratively, to the success of all on Vancouver Island."

Sandy Herle, Close to You Fashions

"VIEA provides an important forum for our leaders in business, government and education to work together to position Vancouver Island as a player in the global marketplace. Sustaining and growing our economy requires an investment from all of us, and we are much stronger as a region than as individual communities."

Garth Busch, Meyers Norris Penny

"As a small business owner, VIEA offered the perfect combination of networking events, education and collaboration. Working together through this organization we can help build the economic viability of the entire region."

Peter Morrison, Wallpepper Designs

"Attending my first VIEA Summit a few years ago, I was immediately struck by the diversity of the crowd. Where else will you find Business, Government, First Nations, Technology and Education "minds" all in the same room discussing issues that directly affect Vancouver Island? It was exciting and I wanted to be part of it!"

Po Wan, Blackberry Creative

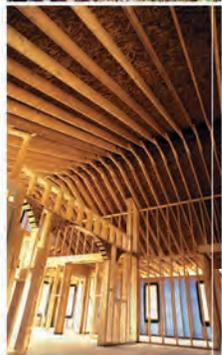
"Being a member of VIEA helps to support the leadership initiatives to foster economic growth and a cohesive Island-wide voice. The annual economic summit provides a platform to share ideas, opportunities, and challenges to help develop a broader vision for our island."

Lise Gyorkos, Douglas Magazine/Page One Publishing Inc.

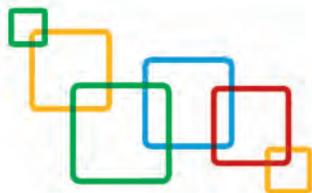
"I am a VIEA member because I feel it is a great venue for likeminded Islanders and Island businesses to gather under one roof. For me, VIEA is about understanding regional opportunities and untapping regional potential in a networking type atmosphere."

Michael Southwell, Britco Building Innovation





2011-2012 MEMBERSHIP APPLICATION



VIEA

VANCOUVER ISLAND
ECONOMIC ALLIANCE

Name _____

Position _____

Organization _____

Business Address _____

City _____ Province _____ Postal Code _____

Telephone No. _____ Fax No. _____

E-Mail _____

PAYMENT OF FEES:

- For large Corporations (500 plus employees) and large communities with populations over 10,000 – *Membership fee \$1,000 annually*
- For medium sized businesses (employees 50-499 employees), small communities (under 10,000 pop) – *Membership fee \$500 annually.*
- For small sized businesses (employees 2-50 employees)- *Membership fee \$250.00*
- For Micro sized business/home based business - *Membership fee \$150.00*

PAYMENT OPTIONS

- A cheque is enclosed *(Please make all cheques payable to the Vancouver Island Economic Alliance)*
Address: P.O. Box 76, Station 'A', Nanaimo, BC, V9R 5K4

OR

- Please invoice _____ for the amount indicated above

Signature _____ Date _____

From: Cindy Solda [<mailto:cindysolda@me.com>]
Sent: Sunday, November 03, 2013 5:35 AM
To: Russell Dyson
Cc: Wendy Thomson
Subject: Fwd: Confirmed Meeting with Jordan Sturdy

Cindy Solda
City Councillor
Port Alberni, BC
cindysolda@me.com
250 731-6715

Begin forwarded message:

From: Cindy Solda <cindysolda@me.com>
Subject: Re: Confirmed Meeting with Jordan Sturdy
Date: November 3, 2013 at 5:33:52 AM PST
To: Garry Nohr <Garry.Nohr@scrd.ca>
Cc: Brenda Paquin <brenda.paquin@powellriverrd.bc.ca>, "Alastair Bryson, Capital Board Chair" <crdchair@crd.bc.ca>, "Barry Pages, Skeena-Queen Charlotte Board Chair" <bpages@mhtv.ca>, "Bev Parnham, Mt. Waddington Vice-Chair" <mayor@porthardy.ca>, "Dave Rushton, Mt. Waddington Board Chair" <drushton@wossable.com>, "Edwin Grieve, Comox Valley Board Chair" <edwinguieve@shaw.ca>, "Jim Abram, Strathcona Board Vice-Chair" <jimabram@xplornet.ca>, Chair Joe Stanhope <jstanhope@shaw.ca>, Metro Vancouver Board Chair <chair@metrovancover.org>, "Reg Moody, Central Coast Board Chair" <regmoody1964@gmail.com>, "Rob Hutchins, Cowichan Valley Board Chair" <chairperson@cverd.bc.ca>, "Sheila Malcolmson, Islands Trust Board Chair" <smalcolmson@islandstrust.bc.ca>, "Ted Lewis, Strathcona Board Chair" <mayorzeb@live.ca>, "Colin S. Palmer, Chair, PR Regional District" <csp12345@shaw.ca>, Al Radke <al.radke@powellriverrd.bc.ca>, "Carol Mason, Metro Vancouver CAO" <Carol.Mason@metrovancover.org>, "Debra Oakman, Comox Valley CAO" <djoakman@comoxvalleyrd.ca>, "Greg Fletcher, Mt. Waddington CAO" <gffletcher@rdmw.bc.ca>, John France <John.France@scrd.ca>, "Joy MacKay, Central Coast CAO" <cao@ccrd-bc.ca>, "Linda Adams, Islands Trust CAO" <ladams@islandstrust.bc.ca>, "Linda Burgoyne, Administrative Coordinator, Nanaimo RD" <lburgoyne@rdn.bc.ca>, "Paul Thorkelsson, Nanaimo CAO" <pthorkelsson@rdn.bc.ca>, "Russ Hotsenpiller, Strathcona CAO" <rhotsenpiller@strathconard.ca>, Russel Dyson <rdyson@acrd.bc.ca>, Skeena-Queen Charlotte CAO <info@sqcrd.bc.ca>, "Teresa Warnes, Executive Assistant, Comox Valley RD" <administration@comoxvalleyrd.ca>, "Tom Yates, Strathcona RD Corporate Administrator" <tyates@strathconard.ca>, "Treace Alton, Capital RD Executive Assistant" <talton@crd.bc.ca>, "Tricia Bowen, Metro Vancouver Executive Assistant" <tricia.bowen@metrovancover.org>, "Warren Jones, Cowichan Valley CAO" <cverd@cverd.bc.ca>

Goodmorning everyone

Why is the meeting in Vancouver not on the island with Mr. Sturdy. The only reason I am asking is the cost for our RDs. We are all on the island. Rental of a meeting room would cost alot less. It would be less expensive to pay for Mr. Sturdy's flight over. Just a thought.

Cindy

Cindy Solda
City Councillor
Port Alberni, BC
cindysolda@me.com
250 731-6715

On Nov 2, 2013, at 4:14 PM, Garry Nohr <Garry.Nohr@scrd.ca> wrote:

Dear Chair Palmer

Sunshine Coast Regional District will attend.

CAO France will attend with me and our district is prepared to share in the financial costs for the meeting on November 22.

We are working with the local ferry advisory committee to present our views on a financial position for BC Ferries.

This will not include local tax support.

Garry Nohr
SCRD Chair
Director Area B
Halfmoon Bay
1-604-741-2427

Sent from Samsung Mobile

----- Original message -----

From: Brenda Paquin <brenda.paquin@powellriverrd.bc.ca>

Date: 11-01-2013 3:45 PM (GMT-08:00)

To: "Alastair Bryson, Capital Board Chair" <crdchair@crd.bc.ca>,"Barry Pages, Skeena-Queen Charlotte Board Chair" <bpages@mhtv.ca>,"Bev Parnham, Mt. Waddington Vice-Chair" <mayor@porthardy.ca>,"Cindy Solda, Alberni-Clayoquot Board Chair" <cindysolda@me.com>,"Dave Rushton, Mt. Waddington Board Chair" <drushton@wossable.com>,"Edwin Grieve, Comox Valley Board Chair" <edwingrieve@shaw.ca>,"Garry Nohr" <Garry.Nohr@scrd.ca>,"Jim Abram, Strathcona Board Vice-Chair" <jimabram@xplornet.ca>,"Joe Stanhope, Nanaimo Board Chair" <jstanhope@shaw.ca>,"Metro Vancouver Board Chair" <chair@metrovancover.org>,"Reg Moody, Central Coast Board Chair" <regmoody1964@gmail.com>,"Rob Hutchins, Cowichan Valley Board Chair" <chairperson@cverd.bc.ca>,"Sheila Malcolmson, Islands Trust Board Chair" <smalcolmson@islandstrust.bc.ca>,"Ted Lewis, Strathcona Board Chair" <mayorzeb@live.ca>
Cc: "Colin S. Palmer, Chair, PR Regional District" <csp12345@shaw.ca>,"Al Radke" <al.radke@powellriverrd.bc.ca>,"Carol Mason, Metro Vancouver CAO" <Carol.Mason@metrovancover.org>,"Debra Oakman, Comox Valley CAO" <djoakman@comoxvalleyrd.ca>,"Greg Fletcher, Mt. Waddington CAO" <gffletcher@rdmw.bc.ca>,"John France" <John.France@scrd.ca>,"Joy MacKay, Central Coast CAO" <cao@ccrd-bc.ca>,"Linda Adams, Islands Trust CAO" <ladams@islandstrust.bc.ca>,"Linda Burgoyne, Administrative Coordinator, Nanaimo RD" <lburgoyne@rdn.bc.ca>,"Paul Thorkelsson, Nanaimo CAO" <pthorkelsson@rdn.bc.ca>,"Russ Hotsenpiller, Strathcona CAO" <rhotsenpiller@strathconard.ca>,"Russell Dyson, CAO, Alberni-Clayoquot" <rdyson@acrd.bc.ca>,"Skeena-Queen Charlotte CAO" <info@sqcrd.bc.ca>,"Teresa Warnes, Executive Assistant, Comox Valley RD" <administration@comoxvalleyrd.ca>,"Tom Yates, Strathcona RD Corporate Administrator" <tyates@strathconard.ca>,"Treace Alton, Capital RD Executive Assistant" <talton@crd.bc.ca>,"Tricia Bowen, Metro Vancouver Executive Assistant" <tricia.bowen@metrovancover.org>,"Warren Jones, Cowichan Valley CAO" <cverd@cverd.bc.ca>,"Brenda Paquin" <brenda.paquin@powellriverrd.bc.ca>
Subject: Confirmed Meeting with Jordan Sturdy

Good afternoon Coastal RD Chairs...

I am pleased to advise that we have secured a meeting with Jordan Sturdy for Friday, November 22nd. As per the norm, there will be a pre-meeting to discuss strategy. Please book the following in your calendars:

Date:	Friday, November 22nd	
Time:	12:00 noon	Working Lunch
	1:30 pm	Jordan Sturdy will join the group
Place:	Mackenzie I Room,	Fairmont Waterfront Hotel, 900 Canada Place Way, Vancouver

The meeting was scheduled for this time in an attempt to allow everyone to get home that same evening.

Chair Palmer has asked that it be conveyed that Chief Administrative Officers are welcome to

join their Chairs at this meeting.

We would appreciate it if your RD would contribute \$50 towards the cost of the room for the meeting. We would also appreciate everyone being prepared to pay a prorated amount for the meal, devisable by the number in attendance.

Chair Palmer is working on the “meat on the bone” information to circulate to everyone in advance of the meeting. I will forward that information as soon as possible.

Please confirm your attendance so that we know who will be coming. Thank you and have a great weekend.

Brenda Paquin
Manager of Administrative Services

[logo-sigblock]

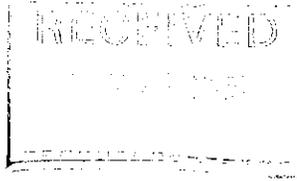
Powell River Regional District
#202 - 4675 Marine Ave.
Powell River, B.C. V8A 2L2

P: 604.485.2260

F: 604.485.2216

www.powellriverrd.bc.ca<<http://www.powellriverrd.bc.ca>>

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October 9th 2013

To Island Corridor Foundation Members;

Please find enclosed the following information that some members have requested:

- a) 2013 Annual General Meeting Minutes
- b) 2012 Financial Statements
- c) The amended By Law Number One as required by the new Act
- d) ICF Articles
- e) ICF Solicitor Report to the Board
- f) The original By Law Number One

The amended By Law Number One brings the Island Corridor Foundation (ICF) into compliance with the new Canada Not-For-Profit Corporations Act.

We are sending this package to ensure all members regardless of who asked for them, have these documents.

If there are questions to any of this or any other ICF matter please contact me. It is important for all members to understand the governance structure and responsibilities and the relationships between the ICF members and the ICF Board of Directors.

The question of members' liability has been raised and a report is being drafted for the ICF Board. This will be sent to you once it is reviewed by the Board.

Sincerely

A handwritten signature in cursive script that reads "Graham Bruce".

Graham Bruce
Chief Executive Officer
Island Corridor Foundation

**Island Corridor Foundation
Annual General Meeting
April 25 2013- 9:00AM
ICF Board Room
Nanaimo, BC**

MINUTES

PRESENT	Judith Sayers Chair Mary Ashley (Vice-Chair) Lanny Seaton Ken McRae Phil Kent Larry Jangula Ted Greves Ray Gauthier Albie Charlie David Bob Lonnie Norris Melissa Quocksister Jim Tatoosh Debra Foxcroft	Director At Large Director At Large Capital Regional District Alberni Clayoquot Regional District Cowichan Valley Regional D Comox Valley Regional District Nanaimo Regional District Chemainus First Nations Cowichan Tribes Snaw-Naw-As First Nation Halalt First Nation K'omoks First Nation Hupacasath First Nation Tseshah First Nation
Director Observer	Graham Hill Steve Tatoosh	Capital Regional District Hupacasath First Nation
Staff Present	Graham Bruce Janice Roberts John Berikoff Dick Wright Jim Dias Nicole Norris Anneke Bruce	Chief Operating Officer Office Administrator Financial Officer Lands Management Administration & Trails First Nation Liaison Board Secretary

1. CALL TO ORDER

Judith Sayers called the AGM meeting to order at 9:15

2. APPROVAL OF AGENDA

That the agenda be approved

Moved by Ted Greves Seconded by Phil Kent CARRIED

3. APPROVAL OF MINUTES OF 2012 AGM

That the 2012 Annual General Meeting minutes be approved.

Moved by Ken McRae Seconded by Ray Gauthier CARRIED

4. ELECTION OF DIRECTORS

That Albie Charlie, Ray Gauthier and Melissa Quocksister be elected to a two year term ending April 2015 to represent First Nation members.

Moved by Ken McRae Seconded by Ted Greves CARRIED

That Ken McRae and Ted Greves be elected to a two year term ending April 2015 to represent Regional District members.

Moved by Phil Kent Seconded by Mary Ashley CARRIED

That Mary Ashley be elected to a two year term ending April 2015 as a Director at Large.

Moved by Lonnie Norris Seconded by Ray Gauthier CARRIED

5. GOVERNANCE BY-LAW AMENDMENTS

a) Articles and By Law amendments – Scott Ritter

With the correction “Comox Valley Regional District” being made the following resolution was dully moved and approved.

**ISLAND CORRIDOR FOUNDATION
(the “Corporation”)**

SPECIAL RESOLUTION OF MEMBERS

continuing the Corporation under the provisions of the *Canada Not-for-profit Corporations Act* and authorizing the directors to apply for a Certificate of Continuance.

WHEREAS the Corporation was incorporated under Part II of the Canada Corporations Act by Letters Patent dated the 30th day of October, 2003; and

WHEREAS it is considered to be in the best interests of the Corporation that it be continued under the *Canada Not-for-profit Corporations Act* (“NFP Act”) pursuant to section 297 of the NFP Act;

BE IT RESOLVED AS A SPECIAL RESOLUTION THAT:

1. The directors of the Corporation are authorized and directed to make an application under section 297 of the NFP Act to the Director appointed under the NFP Act for a Certificate of Continuance of the Corporation;
2. The Articles of Continuance (transition) of the Corporation, which have been submitted to this meeting and are annexed to these minutes as Schedule A, are approved;
3. The general operating by-law of the Corporation is repealed effective on the date that the corporation continues under the NFP Act and the new general operating by-law No.1 which has been submitted to this meeting and is annexed to these minutes as Schedule B is approved and will be effective on the same date;
4. Any one of the officers and directors of the Corporation is authorized to take all such actions and execute and deliver all such documentation, including the directors in the forms fixed by the Director, which are necessary or desirable for the implementation of this resolution.

The undersigned, being the duly appointed Secretary of the Corporation, certifies that the above is a true and correct copy of a special resolution of the Island Corridor Foundation, passed at a meeting of members held on the 25th day of April, by a majority of not less than two-thirds of the votes cast by the members of the Corporation who voted in respect of the resolution, and the resolution is in full force and effect, unamended as of the date below.

Dated April 25th, 2013

Moved by Ted Greves Seconded by Albie Charlie CARRIED

6. FINANCIAL STATEMENTS

a) 2012 Financial Statements – Terry Shepherd

That the Island Corridor Foundation 2012 Financial Statements as presented be approved.

Moved by Ray Gauthier Seconded by Ted Greves CARRIED

b) Appointment of Auditors – Meyers Norris Penny

That Meyers Norris Penny be appointed as auditors for 2013

Moved by Ted Greves Seconded by Phil Kent CARRIED

7. CHAIR & VICE CHAIR'S ANNUAL REPORT

Chair Judith Sayers:

The year has gone by very quickly while we worked on the many issues that were placed in front of us. Every year brings us new barriers to surmount, and we always manage to remove those barriers, and move forward. We are committed to the return of rail service to Vancouver Island and as a board and staff, we are doing everything we can to achieve that objective.

First Nations: With our First Nations Liaison, Nicole Norris, we have tried to keep First Nations along the line informed on our progress and challenges. With the advice of Lonnie Norris, Ray Gauthier and Albie Charlie on the board, we are very determined to make ICF an effective partnership as well as provide opportunities to First Nations when we get to that point.

Public: We have revamped our website and kept the public informed on our activities. The ICF corridor is an issue that creates interest and questions from the public and we are trying to keep them informed on our progress and engage their support. We are very appreciative of this support. Many groups along the corridor maintain the train stations and volunteer to do work along the line. We had a great grand opening of the train station in Nanaimo last June, another one of our projects that without public support elicited by the energy and dedication of the Young Professionals of Nanaimo, we may never have completed it.

Negotiations: We have had ongoing negotiations with VIA Rail and SVI. Finding the right terms to our operating agreement and return of the rail cars is critical to the success of ICF. Therefore we are taking the time and energy to get the terms we need and in the case of VIA, lobbying federal entities. This will happen. With our competent Chief Operating Officer and his team, the negotiations will be what we need and want for ICF.

Regional Districts: We are very grateful that the Regional Districts have come to our financial aid to provide us with the money we need to be able to utilize the \$15 million from the federal and provincial governments. Without them, we would not be in a position to utilize government funds. There have been many successful trails built and

being built by Regional Districts with regard to our partnership. The theme of the ICF has been Connecting Communities and these trails are a good way to do that.

We are very happy as a board to have established our offices in the SVI building and to have a staff member in that office. We appreciate the work of all our staff that work hard to settle outstanding land issues, negotiate agreements, and support the board in doing our work. I appreciate the board and their dedication of time and commitment to the Foundation and know our team will do what we set out to accomplish. I look forward to the next year and more accomplishments.

Respectfully Submitted, Chair, Judith Sayers April 25th, 2013

Vice Chair Mary Ashley:

It is a privilege to represent this Board as Vice-Chair and to carry on the tradition we have developed of Co-Chairing events and Board meetings. In reflecting over the past year, I am pleased to report that we have made significant progress in our goals, and the interest in the Island Corridor overall.

Last year, we achieved the needed funding commitment from the Provincial and Federal governments. This year, the further commitment by the regional districts along the right of way to the necessary infrastructure funding allows us to begin the infrastructure improvements, subject only to a final agreement with VIA rail. Our COO and staff continue to work closely with our associates at Southern Rail V.I. Ltd. to make the service a reality and to build a long term operating agreement. Their business acumen and the dedication of the train crews over time has made our work together very meaningful.

I believe we will be celebrating the new service by the time we make our annual report to our members in 2014. It has been over 12 years since our Local governments and First Nations began this journey and our communities are more engaged than ever with this, and many other related initiatives.

The activities of so many organizations have added other amenities to the operation of rail; the building of trails along the right of way, with many more sections in the planning stages, upgrading to our stations and station sites, ongoing discussions and negotiations regarding crossings, opportunities for First Nations training, community involvement in "rail days" in recognition of the transportation corridor and its significance for Vancouver Island.

With so many dedicated people and groups, it is difficult to single out one project, but the Young Entrepreneurs of Nanaimo do deserve special and grateful recognition for the part they have played in bringing the Nanaimo railway station back to life. This is a wonderful example of the potential of each Heritage Station along the right of way. It is much more than a station; it is a gathering place for the community as well as a great Irish Pub; it enhances the "Old Town" of Nanaimo and has huge support from the

people and the businesses in that area and overall. The Young Entrepreneur organization is spreading throughout the Island, and taking support for the Island Corridor Foundation along with it.

On behalf of the Board, I am very thankful to all those who have played such a strong role in our success to date, especially our staff led by Graham Bruce who has guided us along a solid path forward. To the Board itself and my Co-Chair Judith Sayers, I deeply appreciate your commitment to good governance, your wisdom, your time and your enthusiasm as we move closer and closer to our objectives.

Respectfully submitted, Vice Chair, Mary L. Ashley - April 25th, 2013

Motion: To accept the reports form the Chair & Vice Chair.

Moved by Albie Charlie Seconded by Larry Jangula CARRIED

8. CHIEF OPERATING OFFICER'S REPORT

Administration & Operations

The fine work of our small team of staff and volunteers, (John Berikoff, Dick Wright, Jim Dias, Nicole Norris, Janice Roberts and Anneke Bruce) has helped to establish the Island Corridor Foundation as a professionally run Foundation.

Significant steps have been taken to improve our finance and accounting procedures with this being the first year of a full audit.

First Nation and local government relations have grown with much greater interaction and assistance.

We have seen new trail constructed in four of five regional districts with active plans for more trail being developed over the next several years.

Land management is taking on a much bigger administrative responsibility as well as increasing revenues to the ICF.

Ten year permissive property tax exemption has been granted by 10 of 14 municipalities with all local governments giving property tax exemption.

A full time Office Administrator is now in place and a permanent ICF office has been established in our building at the Wellcox property.

Rail Infrastructure Funding

\$20.9 million has been committed for rail infrastructure and bridge & trestle improvements on the Victoria Sub. The federal and provincial governments have approved \$15 million for rail infrastructure. The five ICF regional government members have allocated a total of \$3.2 million, the ICF \$2.2 million and Southern Rail of Vancouver Island \$500K for trestle work.

VIA Rail Train Service Agreement

ICF, SVI and VIA Rail are currently in negotiations concerning a new passenger rail train service agreement. The rail infrastructure funding is conditional on a new agreement with Via Rail.

Industrial Heritage Society- Alberni Pacific Railway (Alberni Sub)

A Volunteer Management Agreement for track work on the Alberni sub has been put in place to address operational and safety concerns of the British Columbia Safety Authority. This agreement expands the partnership the ICF has with the IHS/APR. A six mile track license agreement from the Alberni station to the McLean Mill allows the APR to run a popular excursion steam train from the station to the mill. This is an excellent tourism attraction.

The Alberni sub volunteers have contributed considerable hours in improving the track and the corridor.

Nanaimo Heritage Train Station

The reconstruction of the Nanaimo Heritage Train Station was completed in late May of 2012 and the Irish Pub/Restaurant 'Fibber Magee's' opened in June as our primary tenant. The project has set a high standard as we work to refurbish other stations along the corridor. This project enjoyed tremendous community support from the Young Professionals of Nanaimo specifically and the community of Nanaimo generally.

Southern Rail of Vancouver Island (SVI)

A very good business relationship has been developed between our rail operator SVI and ICF. SVI is committed to providing rail service for Vancouver Island and understands the social economic objectives of the Foundation. SVI has been very proactive in assisting in the development of both infrastructure plans and operating services.

Rail freight is still active on the line between North Nanaimo and Cowichan. Freight is transported to and from the mainland through our Wellcox rail yard at Nanaimo via Seaspan.

The ICF continues to stay on mission in protecting the corridor for the people of Vancouver Island, connecting communities and advancing rail and trail improvements. Respectfully submitted, CEO, Graham Bruce, April 25th, 2013

Motion to accept the CEO's Report

Moved by Phil Kent

Seconded by Ted Greves

CARRIED

9. SPECIAL RESOLUTIONS

10. ADJOURNMENT

Ted Greves adjourned the AGM meeting at 10:30AM

Island Corridor Foundation
Financial Statements
December 31, 2012

Island Corridor Foundation

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For the year ended December 31, 2012

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Independent Auditors' Report

To the Members of Island Corridor Foundation:

We have audited the accompanying financial statements of Island Corridor Foundation which comprise the statement of financial position as at December 31, 2012, and the statements of operations and changes in net assets and cash flows 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 and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

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

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

Basis for Qualified Opinion

Because we were appointed auditors of the Foundation during the current year, comparative figures are unaudited and we were unable to satisfy ourselves concerning the balances as at January 1 and December 31, 2011 and for the year ended December 31, 2011. Since opening balances enter into the determination of the results of operations and cash flows for the year ended December 31, 2012, we were unable to determine whether adjustments might have been necessary to revenues, expenses, excess (deficiency) of revenues over expenses and opening net assets.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the financial statements present fairly in all material respects the financial position of the Island Corridor Foundation as at December 31, 2012 and its results of operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Emphasis of Matter

We draw attention to Note 2 to the financial statements which describes that certain events and transactions need to occur in order for the Foundation to continue as a going concern.

Comparative Information

Without modifying our opinion, we draw attention to Note 3 to the financial statements which describes that Island Corridor Foundation adopted Canadian accounting standards for not-for-profit organizations on January 1, 2012 with a transition date of January 1, 2011. These standards were applied retrospectively by management to the comparative information in these financial statements, including the statements of financial position as at December 31, 2011 and January 1, 2011 and the statements of operations and changes in net assets and cash flows for the year ended December 31, 2011 and related disclosures.

Duncan, British Columbia

May 22, 2013

MNP LLP
Chartered Accountants

Island Corridor Foundation Statement of Financial Position

As at December 31, 2012

	Operating Fund	Capital Fund	December 31 2012	December 31 2011 <i>(Unaudited)</i>	January 1 2011 <i>(Unaudited)</i>
Assets					
Current					
Cash	161,605	3,806	165,411	183,503	328,874
Accounts receivable	6,359	-	6,359	-	1,000
Harmonized sales tax receivable	100,214	-	100,214	28,545	44,272
	268,178	3,806	271,984	212,048	374,146
Capital assets (Note 5)	-	348,258,017	348,258,017	351,884,717	355,517,836
Prepaid expenses and deposits	26,862	-	26,862	13,026	-
	295,040	348,261,823	348,556,863	352,109,791	355,891,982
Liabilities					
Current					
Accounts payable and accruals	45,870	-	45,870	183,495	79,478
Accrued interest payable	26,899	6,121	33,020	33,340	71,389
Current portion of term loan (Note 6)	-	34,448	34,448	-	-
Current portion of long-term debt (Note 7)	-	74,810	74,810	74,810	149,620
Note payable (Note 8)	175,000	-	175,000	175,000	175,000
	247,769	115,379	363,148	466,645	475,487
Term loans due on demand (Note 6)	-	1,055,987	1,055,987	299,000	-
	247,769	1,171,366	1,419,135	765,645	475,487
Long-term debt (Note 7)	-	-	-	74,810	74,810
Deferred revenue (Note 9)	59,782	-	59,782	83,043	106,305
	307,551	1,171,366	1,478,917	923,498	656,602
Net Assets (Deficit)					
Unrestricted	(12,511)	-	(12,511)	(511)	(62,577)
Externally restricted	-	3,806	3,806	(234,007)	65,316
Invested in capital assets	-	347,086,651	347,086,651	351,420,811	355,232,641
	(12,511)	347,090,457	347,077,946	351,186,293	355,235,380
	295,040	348,261,823	348,556,863	352,109,791	355,891,982

Approved on behalf of the Board

Director

Director

The accompanying notes are an integral part of these financial statements

Island Corridor Foundation
Statement of Operations

For the year ended December 31, 2012

	<i>Operating Fund</i>	<i>Capital Fund</i>	2012	2011
				<i>(Unaudited)</i>
Revenue				
Donations and grants	306,461	61,535	367,996	313,639
Crossings and leases	166,496	-	166,496	129,953
Rental income <i>(Note 10)</i>	40,095	-	40,095	-
Interest	712	-	712	836
	513,764	61,535	575,299	444,428
Expenses				
Administration services	93,971	-	93,971	72,760
Amortization	-	4,179,305	4,179,305	4,076,514
Audit and accounting fees	31,972	-	31,972	22,469
Bank charges and interest	1,329	-	1,329	441
Board expenses	19,000	-	19,000	16,500
Consulting fees	3,235	-	3,235	7,802
Contracted services	143,806	-	143,806	133,300
Insurance	25,900	-	25,900	19,250
Interest on loans and note payable	8,843	38,993	47,836	16,170
Legal fees	16,457	-	16,457	34,131
Marketing	3,414	-	3,414	3,022
Mortgage brokerage fee	-	-	-	28,000
Office	7,721	-	7,721	18,893
Property taxes and user rates	64,536	-	64,536	25,397
Repairs and maintenance	23,356	-	23,356	11,939
Travel	21,808	-	21,808	6,927
	465,348	4,218,298	4,683,646	4,493,515
Excess (deficiency) of revenue over expenses	48,416	(4,156,763)	(4,108,347)	(4,049,087)

The accompanying notes are an integral part of these financial statements

Island Corridor Foundation
Statement of Changes in Net Assets
For the year ended December 31, 2012

	<i>Operating Fund</i>	<i>Capital Fund</i>	2012	2011
				<i>(Unaudited)</i>
Net assets, beginning of year	(511)	351,186,804	351,186,293	355,235,380
Excess (deficiency) of revenue over expenses	48,416	(4,156,763)	(4,108,347)	(4,049,087)
Transfer to capital fund	(60,416)	60,416	-	-
Net assets, end of year	(12,511)	347,090,457	347,077,946	351,186,293

The accompanying notes are an integral part of these financial statements

Island Corridor Foundation
Statement of Cash Flows
For the year ended December 31, 2012

	2012	2011 <i>(Unaudited)</i>
Cash provided by (used for) the following activities		
Operating		
Cash received	335,457	267,304
Interest received	712	836
Cash for services and supplies paid	(421,485)	(379,622)
Cash for interest paid	(44,929)	(16,171)
	(130,245)	(127,653)
Financing		
Term loan advances	801,000	299,000
Repayments of term loan	(9,565)	-
	791,435	299,000
Investing		
Purchase of capital assets	(679,282)	(316,718)
Decrease in cash resources	(18,092)	(145,371)
Cash resources, beginning of year	183,503	328,874
Cash resources, end of year	165,411	183,503

The accompanying notes are an integral part of these financial statements

1. Incorporation and nature of the organization

Island Corridor Foundation (the "Foundation") was incorporated under the laws of the Government of Canada on January 1, 2004. It is a registered charity under the Income Tax Act and, as such, is exempt from income taxes and able to issue donation receipts for income tax purposes. In order to maintain the status of a charitable organization under the Act, the Foundation must meet certain requirements within the Act, which, in the opinion of management, have been met.

The members of the Foundation are 13 First Nations, five regional and 14 municipal governments. It assumed ownership of the 290-kilometre rail corridor in 2006 on behalf of the communities of Vancouver Island. The Foundation's purpose is to preserve the use of the corridor in perpetuity for the connection and benefit of all Island communities and First Nations along the corridor.

2. Going concern

These financial statements have been prepared on a going concern basis, which presumes that the Foundation will continue in operation for the foreseeable future and will be able to realize assets and discharge liabilities in the normal course of its operations.

The Foundation has met its debt obligations with Canadian Pacific Railway (CPR) and will make its final payment in 2013. In respect to the Note Payable to Southern Railway, the parties have an agreement in principle in which Southern Railway of Vancouver Island (SVI) covenants under section 2.vii) of the Draft Long Term Operating Agreement:

To defer repayment of the outstanding \$175,000 debt owing by the ICF to SVI plus accumulated unpaid interest incurred up to the date of execution of a Long Term Operating Agreement. SVI agrees to defer the debt repayment until the end of the third year following execution of the agreement. SVI further agrees that the total outstanding amount owing, interest free from the date of execution of a Long Term Operating Agreement, will be deducted from the fourth year Track License Fee of \$350,000.

The Foundation has successfully negotiated permissive property tax exemption for the Wellcox property at Nanaimo. This combined with the retired CP debt will improve cash flows by approximately \$100,000 for 2014.

The Foundation has secured \$18.2 million in grants from federal, provincial and regional governments for track and bridge infrastructure improvements. These funds are dependent on a new Train Service Agreement (TSA) with VIA Rail. The Foundation's rail operator, Southern Railway of Vancouver Island is in negotiations with VIA Rail. Upon a new TSA, track and bridge repairs will commence.

The newly reconstructed Nanaimo Heritage Train Station opened in June 2012. The principle tenant has a triple net lease for a ten year term. Minimum annual rent per the lease agreement is \$81,238 in the first year and increases to \$100,964 by the fifth year. Lease revenues contribute a net return after mortgage interest and occupancy costs. There remains a small unleased area in the building.

The application of the going concern concept is dependent on the Foundation's ability to continue to increase its revenues in order to maintain profitable operations or to find new sources of financing. A failure to continue as a going concern would require that stated amounts of assets and liabilities be reflected on a liquidation basis which could differ significantly from the going concern basis. These financial statements do not reflect the adjustments or reclassification of assets and liabilities which would be necessary if the Foundation were unable to continue its operations.

3. Impact of adopting accounting standards for not-for-profit organizations

These are the Foundation's first financial statements prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO). The accounting policies in Note 4. have been applied in preparing the financial statements for the year ended December 31, 2012, the comparative information for the year ended December 31, 2011, and the opening ASNPO statement of financial position as at January 1, 2011 (the Foundation's date of transition to ASNPO).

In preparing these financial statements, the Foundation has not applied any transitional provisions permitted by CICA 1501 *First-time adoption by not-for-profit organizations* at the date of transition to ASNPO.

The transition to ASNPO has not affected the statement of financial position, statement of operations and changes in net assets or statement of cash flows previously reported under Canadian generally accepted accounting principles (GAAP).

4. Significant accounting policies

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations as issued by the Accounting Standards Board in Canada and include the following significant accounting policies:

Fund accounting

In order to ensure observance of limitations and restrictions placed on the use of resources available to the Foundation, the accounts are maintained on a fund accounting basis. Accordingly, resources are classified for accounting and reporting purposes into funds. These funds are held in accordance with the objectives specified by the contributors or in accordance with the directives issued by the Board of Directors.

The Foundation follows the restricted fund method of accounting for contributions and maintains two funds - Operating Fund and Capital Fund.

The Operating Fund accounts for the assets, liabilities, revenues and expenses related to the Foundation's activities in the preservation of the Corridor and its administrative activities.

The Foundation recognizes donations when received. Municipal grant revenue is recognized over the period specified by the grantor. Interest revenue is recognized when earned. Revenue from crossing agreements and lease agreements is recognized over the term of the agreement. Rental income is recognized as earned over the term of the lease. Fundraising revenue is recognized when received.

The Capital Fund is used to account for all capital assets of the Foundation and to present the flow of funds related to their acquisition and disposal, unexpended capital resources and debt commitments.

In the current year unrestricted donations in the amount of \$301,249 (2011 - \$306,260) were received and recognized as revenue in the operating fund. Of this amount \$301,249 was from Canadian Pacific Railway (CPR) (2011 - \$306,260). The remaining donations and grants of \$5,211 were received from local governments and corporations. The foundation also received \$61,535 (2011 - \$2,379) of restricted grants and donations to be used to restore the Nanaimo Train Station. These funds were recognized as revenue in the capital fund.

Contributed materials and services

Contributions of materials and services are recognized both as contributions and expenses in the statement of operations when a fair value can be reasonably estimated and when the materials and services are used in the normal course of the Foundation's operations and would otherwise have been purchased.

Capital assets

Purchased capital assets are recorded at cost. Contributed capital assets are recorded at fair value at the date of contribution if fair value can be reasonably determined.

Amortization is provided using the straight-line method at rates intended to amortize the cost of assets over their estimated useful lives.

	<i>Method</i>	<i>Rate</i>
Track (rails and ties)	straight-line	21-27 years
Bridges and tunnels	straight-line	40 years
Railway signals	straight-line	8.8 years
Culverts	straight-line	20 years
Railway stations	straight-line	20 years

Financial instruments

The Foundation recognizes its financial instruments when the Foundation becomes party to the contractual provisions of the financial instrument. All financial instruments are initially recorded at their fair value.

At initial recognition, the Foundation may irrevocably elect to subsequently measure any financial instrument at fair value. The Foundation has made such an election during the year with respect to the term loan due on demand.

Island Corridor Foundation
Notes to the Financial Statements
For the year ended December 31, 2012

The Foundation subsequently measures investments in equity instruments quoted in an active market at fair value. Fair value is determined by published price quotations. Investments in equity instruments not quoted in an active market are subsequently measured at cost less impairment. All other financial assets and liabilities are subsequently measured at amortized cost.

Transaction costs and financing fees directly attributable to the origination, acquisition, issuance or assumption of financial instruments subsequently measured at fair value are immediately recognized in excess of revenues over expenses for the current period. Conversely, transaction costs and financing fees are added to the carrying amount for those financial instruments subsequently measured at amortized cost or cost.

The carrying value of the term loan due on demand approximates the fair value as the loan bears interest at a floating rate.

Measurement uncertainty (use of estimates)

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations 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 and expenses during the reporting period.

Accounts receivable and Harmonized sales tax receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful accounts is provided where considered necessary. Amortization is based on the estimated useful lives of capital assets.

These estimates and assumptions are reviewed periodically and, as adjustments become necessary they are reported in excess of revenues and expenses in the periods in which they become known.

5. Capital assets

	Cost	Accumulated amortization	2012 Net book value	2011 (Unaudited) Net book value
Land	274,470,628	-	274,470,628	274,470,628
Track (rails and ties)	55,722,890	15,396,002	40,326,888	42,569,885
Bridges and tunnels	29,630,344	5,092,876	24,537,468	25,278,222
Railway signals	5,723,000	4,471,097	1,251,903	1,902,245
Culverts	7,872,370	2,704,121	5,168,249	5,561,867
Railway stations	2,896,514	393,633	2,502,881	598,193
Construction in progress	-	-	-	1,503,677
	376,315,746	28,057,729	348,258,017	351,884,717

The Foundation is actively pursuing track and bridge insurance coverage.

Island Corridor Foundation
Notes to the Financial Statements
For the year ended December 31, 2012

6. Term loans due on demand

	2012	<i>2011</i> <i>(Unaudited)</i>
Non-revolving demand instalment loan bearing interest at prime plus 1.75% payable in monthly blended instalments of \$7,125, maturing August 2032, secured by a registered assignment of rents and a registered first charge over the Nanaimo Train Station property having a net book value of 1,947,038.	1,090,435	299,000
Less: Current portion	(34,448)	-
	1,055,987	299,000

Principal repayments on term loans due on demand in each of the next five years, assuming repayment is not demanded, are estimated as follows:

2013	34,448
2014	36,120
2015	37,874
2016	39,713
2017	41,640

7. Long-term debt

	2012	<i>2011</i> <i>(Unaudited)</i>
Term loan from Canadian Pacific Railway repayable in three annual payments of \$74,810 plus accrued interest at prime plus 1% compounded annually. Accrued interest from date of loan to first principal payment was due July 1, 2010, with remaining annual principal and accrued interest payments due thereafter.	74,810	149,620
Less: Current portion	74,810	74,810
	-	74,810

Interest on long-term debt amounted to \$2,431 (2011 – \$4,862).

8. Note payable

	2012	<i>2011</i> <i>(Unaudited)</i>
Note payable to Southern Railway, repayable in eight quarterly payments of \$25,000 plus interest at prime plus 1% beginning June 30, 2008, secured by a promissory note and a general security agreement on all of the Foundation's assets.	175,000	175,000
Less: Current portion	175,000	175,000
	-	-

The Foundation has not made the required principal and interest repayments on the note payable since September 30, 2008. The parties have an agreement in principle to defer repayment of the debt plus accumulated interest up to the date of execution of a Long Term Operating Agreement.

Island Corridor Foundation
Notes to the Financial Statements
For the year ended December 31, 2012

Until the revised terms are agreed to by Southern Railway, the liability will remain a current liability.

9. Deferred revenue

10. Rental income

Rental revenue and expenses related to the Nanaimo Train Station are as follows:

	2012	2011
Commercial rent	47,389	-
Recoveries from tenant	17,579	-
Rental expenses	(24,873)	-
	40,095	-

11. Economic dependence

The Foundation's primary source of revenue is derived from donations from the Canadian Pacific Railway of approximately \$301,000 per year. The Foundation's ability to continue viable operations is dependent upon the continued support of this entity.

12. Related party transactions

Property taxes and user rates totalling \$64,536 paid to members of the Foundation are recorded at the exchange amount, which is the amount of consideration established and agreed to by the related parties. Certain members have provided the Foundation with an exemption from paying property taxes in which case no expense is recorded.

13. Commitments

Management and administration of the Foundation's operations are governed by contracts that expire May 30, 2014.

The annual amount committed for management and administration under existing contracts are as follows:

2013	174,000
2014	72,500

14. Financial instruments

The Foundation, as part of its operations, carries a number of financial instruments. It is management's opinion that the Foundation is not exposed to significant interest, currency, credit, liquidity or other price risks arising from these financial instruments except as otherwise disclosed.

Credit concentration

Financial instruments that potentially subject the Foundation to concentrations of credit risk consist of cash. The Foundation's maximum credit risk exposure for cash is \$165,411 (2012 – \$183,503). The Foundation believes that there is minimal risk associated with these amounts, as the deposits are being held with a financial institution that provides \$100,000 of CDIC insurance for funds on deposit.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. Changes in market interest rates may have an effect on the cash flows associated with some financial assets and liabilities, known as cash flow risk, and on the fair value of other financial assets or liabilities, known as price risk.

The Foundation is exposed to interest rate risk with respect to its note payable, long-term debt and term loan which are subject to interest rates linked to prime rate. At December 31, 2012 a 1% change in interest rates would affect excess (deficiency) of revenues over expenses by \$13,402.

15. Comparative figures

Certain comparative figures have been reclassified to conform with the current year presentation.

A by-law relating generally to the business
and affairs of the

ISLAND CORRIDOR FOUNDATION

(the "Corporation")

BE IT ENACTED as a by-law of the Corporation as follows:

**SECTION 1
INTERPRETATION**

1.1 Definitions

In this by-law and all other by-laws of the Corporation, unless the context otherwise requires:

- (a) **"Act"** means the *Canada Not-For-Profit Corporations Act* S.C. 2009, c.23 including the Regulations made pursuant to the Act, and any statute or regulations that may be substituted, as amended from time to time;
- (b) **"articles"** means the original or restated articles of continuance of the Corporation;
- (c) **"board"** means the board of directors of the Corporation and "director" means a member of the board;
- (d) **"by-law"** means this by-law and any other by-law of the Corporation as amended and which are, from time to time, in force and effect;
- (e) **"designated representative"** means the person appointed by the member to exercise its rights (including voting rights) at a meeting of members;
- (f) **"Island Corridor"** means the geographic area roughly following the old E & N railway line that lies North-South from Courtenay to Victoria, East-West from Parksville to Port Alberni and Duncan to Lake Cowichan on Vancouver Island together with ancillary lands, structures and other property right attached;
- (g) **"meeting of members"** includes an annual meeting of members or a special meeting of members;
- (h) **"ordinary resolution"** shall, subject to section 2.3 of these by-laws (weighted votes), mean a resolution passed by a majority of not less than 50% plus one of the votes cast on that resolution;
- (i) **"proposal"** means a proposal submitted by a member of the Corporation that meets the requirements of section 163 (Shareholder Proposals) of the Act;
- (j) **"Regulations"** means the regulations made under the Act, as amended, restated or in effect from time to time;

- (k) "special meeting of members" includes a meeting of any class or classes of members and a special meeting of all members entitled to vote at an annual meeting of members; and
- (l) "special resolution" shall, subject to section 2.3 of these by-laws (weighted votes), mean a resolution passed by a majority of not less than two-thirds (2/3) of the votes cast on that resolution.

1.2 Interpretation

In the interpretation of this by-law, words in the singular include the plural and vice-versa, words in one gender include all genders, and "person" includes an individual, body corporate, partnership, trust and unincorporated organization.

Other than as specified above, words and expressions defined in the Act have the same meanings when used in these by-laws.

SECTION 2 MEMBERSHIP

2.1 Membership Conditions

Subject to the articles, there shall be two groups of members of the Corporation, namely, Regional District Members and First Nations Government Members (collectively, "members"). The board of directors of the Corporation may, by resolution, approve the admission of the members of the Corporation. Members may also be admitted in such other manner as may be prescribed by the board by resolution. The following entities shall be entitled to hold a membership in the Corporation, upon application to the Corporation which application shall be effective 45 days from submission to the Corporation:

Regional District Members

- (a) Regional District membership shall only be available to the Capital Regional District, the Cowichan Valley Regional District, the Nanaimo Regional District, the Comox Valley Regional District, and the Alberni-Clayoquot Regional District;

First Nations Government Members

- (b) First Nations Government membership shall only be available to Snaw-naw-as First Nation, Cowichan Tribes, Songhees Nation, Esquimalt Nation, Halalt First Nation, Hupacasath First Nation, Lake Cowichan First Nation, Qualicum First Nation, K'omoks First Nation, Snuneymuxw First Nation, Penelakut Tribe, Stz'uminus First Nation, Malahat First Nation, and Tseshat First Nation.

2.2 Designated Representatives of Members

- (a) Each member shall appoint a designated representative to exercise its rights, including voting rights, at any meeting of members. The

designated representative for meetings of members need not be the same person nominated by the member for director;

- (b) Each member shall be entitled to receive notice of all meetings of members, and have its designated representative attend and vote at all meetings of members; and
- (c) Each member shall provide to the Corporation's Secretary its name and business address, and the name and email address of its designated representative, in writing, and shall notify the Corporation's Secretary, in writing, of any changes in its designated representative. Until a notification of change is received by the Corporation, as set out above, the Corporation shall be entitled to treat a member's existing designated representative as its official representative.

2.3 Voting of Members

For every meeting of members, Regional District Members shall collectively be entitled to 100 votes (the "Regional Member Votes") and First Nations Government Members shall collectively be entitled to 100 votes (the "First Nations Member Votes"). The Regional Member Votes shall be allocated evenly among the Regional District Members whose designated representative is present at the meeting of members and the First Nations Member Votes shall be allocated evenly among the First Nations Government Members whose designated representative is present at the meeting of members.

2.4 Notice of Meeting of Members

Notice of the time and place of a meeting of members shall be given to each member entitled to vote at the meeting by the following means:

- (a) by mail, courier or personal delivery to the designated representative of each member entitled to vote at the meeting, during a period of 21 to 60 days before the day on which the meeting is to be held; or
- (b) by telephonic, electronic or other communication facility to the designated representative of each member entitled to vote at the meeting, during a period of 21 to 35 days before the day on which the meeting is to be held.

2.5 Members Calling a Members' Meeting

The board of directors shall call a special meeting of members in accordance with Section 167 of the Act, on written requisition of members carrying not less than 5% of the voting rights. If the directors do not call a meeting within twenty-one (21) days of receiving the requisition, any member who signed the requisition may call the meeting.

2.6 Special Resolution to Make Changes

Pursuant to Section 197(1) of the Act, a special resolution of the members (and if Section 199 applies, a special resolution of each class of members) is required to make any amendment to the articles or this section 2 of the by-laws if those amendments affect membership rights, conditions, or transfer, or the manner of giving notice to members entitled to vote at a meeting of members.

**SECTION 3
MEMBERSHIP DUES, TERMINATION AND DISCIPLINE**

3.1 Membership Dues

There shall be no dues payable by members for membership in the Corporation unless otherwise directed by the board of directors.

3.2 Termination of Membership

A membership in the Corporation is terminated when:

- (a) the member ceases to exist, or in the case of a member that is a corporation, the corporation is dissolved;
- (b) a member fails to maintain any qualifications for membership described in section 2.1 of these by-laws;
- (c) the member resigns by delivering a written resignation to the chair of the board of the Corporation in which case such resignation shall be effective on the date specified in the resignation; or
- (d) the Corporation is liquidated or dissolved under the Act.

3.3 Effect of Termination of Membership

Subject to the articles, upon any termination of membership, the rights of the member, including any rights in the property of the Corporation, automatically cease to exist.

3.4 Cost of Publishing Proposals for Annual Members' Meetings

The member who submitted the proposal shall pay the cost of including the proposal and any statement in the notice of meeting at which the proposal is to be presented unless otherwise provided by ordinary resolution of the members present at the meeting.

**SECTION 4
MEETINGS OF MEMBERS**

4.1 Persons Entitled to be Present at Members' Meetings

The only persons entitled to be present at a meeting of members shall be those entitled to vote at the meeting, the directors, the Chief Executive Officer, the Secretary, the Treasurer, the public accountant of the Corporation and such other persons who are entitled or required under any provision of the Act, articles or by-laws of the Corporation to be present at the meeting. Any other person may be admitted only on the invitation of the chair of the meeting or by ordinary resolution of the members.

4.2 Chair of Members' Meetings

In the event that the chair of the board and the vice-chair of the board are absent, the members who are present and entitled to vote at the meeting shall choose one of their number to chair the meeting.

4.3 Quorum at Members' Meetings

A quorum at any meeting of the members (unless a greater number of members are required to be present by the Act) shall be 50% of the Regional District Members entitled to vote and 50% of the First Nations Government Members entitled to vote at the meeting. If a quorum is present at the opening of a meeting of members, the members present may proceed with the business of the meeting even if a quorum is not present throughout the meeting.

4.4 Votes to Govern at Members' Meetings

Unless otherwise required by the Act or the articles of the Corporation, questions arising at any meeting of the members shall be decided by a consensus of the members present at the meeting. A consensus will be considered to have been reached when no member objects to the question on the floor before the meeting. Should the chair of the meeting determine, after a reasonable effort to achieve consensus has been made, that a consensus will not be reached regarding a particular question then the chair shall refer the question to be decided by a majority of the weighted votes of the members. In case of an equality of votes either on a show of hands or on a ballot or on the results of electronic voting, the chair of the meeting in addition to an original vote shall have a second or casting vote.

4.5 Participation by Electronic Means at Members' Meetings

If the Corporation chooses to make available a telephonic, electronic or other communication facility that permits all participants to communicate adequately with each other during a meeting of members, any person entitled to attend such meeting may participate in the meeting by means of such telephonic, electronic or other communication facility in the manner provided by the Act. A person participating in a meeting by such means is deemed to be present at the meeting. Notwithstanding any other provision of this by-law, any person participating in a meeting of members pursuant to this section who is entitled to vote at that meeting may vote, in accordance with the Act, by means of any telephonic, electronic or other communication facility that the Corporation has made available for that purpose.

4.6 Place of Members' Meeting

Subject to compliance with section 159 (Place of Members' Meetings) of the Act, meetings of the members may be held at any place within Canada determined by the board or, if all of the members entitled to vote at such meeting so agree, outside Canada.

4.7 Unanimous Resolution

Except where provided in section 166 of the Act, a resolution in writing signed by all the members entitled to vote on that resolution at a meeting of members is as valid as if it had been passed at a meeting of members.

SECTION 5 DIRECTORS

5.1 Number and Composition of Directors

Subject to the minimum and maximum number of directors set out in the articles, the board shall be comprised of an equal number of directors from Regional Districts (the "Regional District Directors") and from First Nations Governments (the "First Nations Government Directors"), and also include two (2) At-Large Directors to represent interests not otherwise represented by the board (the "At-Large Directors").

5.2 Selection of Directors

The nomination and selection of Regional District Directors, First Nations Government Directors, and At-Large Directors shall be as follows:

- (a) The Regional District Members shall each nominate one (1) director for election to the board. Such persons need not be elected public officials;
- (b) The First Nations Government Members shall nominate by a method of their own choice (provided that the nominees shall represent diverse interests) the number of nominees for election to the board that is equal to the number of Regional District members;
- (c) The Selection Committee, comprised of board members, shall nominate persons to fill the positions of the two (2) At-Large Directors. One of the interests represented by one At-Large Director shall be that of aboriginal people generally. The other At-Large Director shall be nominated to represent the interests of Regional Districts generally;
- (d) After the nominees have been selected, the members (through their designated representatives) shall meet and shall elect the nominees to the board.

5.3 Term of Office of Directors

Directors shall serve for a term of 2 years. Directors' two-year terms shall be staggered such that the term in office for 50% of the directors shall expire each year. In the event of a vacancy being filled pursuant to these By-laws, the new director will serve the remainder of the term for which the previous director was elected.

5.4 Remuneration of Directors

Directors shall serve without remuneration, and no director shall directly or indirectly receive any profit from his position as such, provided that a director may be reimbursed for reasonable expenses incurred in the performance of his duties. A director shall not be prohibited from receiving compensation for services provided to the Corporation as an officer or in another capacity.

5.5 Removal of Director

The office of director shall be automatically vacated if,

- (a) at a special meeting of members, an ordinary resolution that the director be removed from office is passed by the following:
 - (i) a majority of Regional District Members with respect to the removal of a Regional District Director;
 - (ii) a majority of First Nations Government Members with respect to the removal of a First Nations Government Director; and/or
 - (iii) a majority of the members with respect to the removal of an At-Large Director;
- (b) the director has resigned his office by delivering a written resignation to the Secretary of the Corporation;
- (c) the director is found by a court to be of unsound mind;
- (d) the director becomes bankrupt or suspends payment or compounds with his creditors;
- (e) the director is deceased;

provided that if any vacancy shall occur for any reason set out in this section, the directors from Regional Districts by majority vote, shall by appointment fill the vacancy among the Regional District Directors, and the First Nations Directors by majority vote, shall by appointment fill a vacancy among the First Nations Directors, and the board of directors by a majority vote shall fill a vacancy of an At-Large Directorship.

SECTION 6 POWERS OF DIRECTORS

6.1 Administration of Affairs

The board shall administer the affairs of the Corporation in all things and do all such other acts and things and make or cause to be made for the Corporation, in its name, any kind of contract which the Corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other

acts and things as the Corporation is, by its articles or otherwise, authorized to exercise and do.

6.2 Authorization of Expenditures

The board shall have power to authorize expenditures on behalf of the Corporation from time to time and may delegate by resolution to an officer or officers of the Corporation the right to employ and pay salaries to employees.

6.3 Borrowing Powers

The board is hereby authorized, from time to time to do the following:

- (a) borrow money upon the credit of the Corporation, from any bank, corporation, firm or person, upon such terms, covenants and conditions at such times, in such sums, to such an extent and in such manner as the board of directors in its discretion may deem expedient;
- (b) limit or increase the amount to be borrowed;
- (c) issue or cause to be issued bonds, debentures or other securities of the Corporation and to pledge or sell the same for such sums, upon such terms, covenants and conditions and at such prices as may be deemed expedient by the board of directors; and
- (d) secure any such bond, debentures or other securities, or any other present or future borrowing or liability of the Corporation, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the Corporation, and the undertaking and rights of the Corporation.

6.4 Grants and Donations

The board shall take such steps as it may deem requisite to enable the Corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Corporation.

6.5 Agents and Employees

The board may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the board of directors at the time of such appointment.

6.6 Remuneration

The board may fix by resolution the remuneration for all officers, agents and employees and committee members of the Corporation.

6.7 Books and Records

The board shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation, the Act or any applicable statute or regulation are regularly and properly kept.

SECTION 7 MEETINGS OF DIRECTORS

7.1 Calling of Meetings

Meetings of the board may be called by the chair of the board, the vice-chair of the board or any two (2) directors at any time.

7.2 Notice of Meeting

Notice of the time and place for the holding of a meeting of the board shall be given in the manner provided in section 10.1 of this by-law to every director of the Corporation not less than two (2) clear days before the time when the meeting is to be held, except that fourteen (14) clear days shall be required if notice is given by mail. Notice of a meeting shall not be necessary if all of the directors are present, and none objects to the holding of the meeting, or if those absent have waived notice of or have otherwise signified their consent to the holding of such meeting, or if the meeting is an emergency, which shall be at the discretion of the chair of the board. Notice of an adjourned meeting is not required if the time and place of the adjourned meeting is announced at the original meeting. Unless the by-law otherwise provides, no notice of meeting need specify the purpose or the business to be transacted at the meeting except that a notice of meeting of directors shall specify any matter referred to in subsection 138(2) of the Act (Limits on Authority) that is to be dealt with at the meeting.

7.3 Regular Meetings

The board may appoint a day or days in any month or months for regular meetings of the board at a place and hour to be named. A copy of any resolution of the board fixing the place and time of such regular meetings of the board shall be sent to each director forthwith after being passed, but no other notice shall be required for any such regular meeting except if subsection 136(3) of the Act (Notice of Meeting) requires the purpose thereof or the business to be transacted to be specified in the notice.

7.4 Quorum of Directors

The quorum for the transaction of business at any meeting of the board of directors shall consist of at least 50% of the members of the board of directors.

7.5 Votes to Govern

Unless otherwise required by the Act or the articles of the Corporation, questions arising at any meeting of the directors shall be decided by a consensus of the directors present at the meeting. A consensus will be considered to have been reached when no director objects to the question on the floor before the meeting. Should the chair of the meeting determine, after a reasonable effort to achieve consensus has been made, that a

consensus will not be reached regarding a particular question then the chair shall refer the question to be decided by a majority vote of the directors. In that event, each director is authorized to exercise one vote. In case of an equality of votes, the matter shall be referred to the members for their input before the question is put to the directors again, and if there is still an equality of votes on the matter, the chair of the meeting in addition to an original vote shall have a second or casting vote.

7.6 Minutes of the Board

The minutes of the board of directors shall be available to the members of the Corporation upon request.

7.7 Committees of the Board of Directors

The board may from time to time appoint any committee or other advisory body, as it deems necessary or appropriate for such purposes and, subject to the Act, with such powers as the board shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the board may from time to time make. The following shall apply to committees of the board:

- (a) **Quorum:** The powers of a committee of the board of directors may be exercised by a meeting at which a quorum is present or by resolution in writing signed by all members of such committee who would have been entitled to vote on that resolution at a meeting of such committee.
- (b) **Meetings:** Meetings of a committee shall be held at any time and place to be determined by the members of such committee provided that two clear days' written notice, by facsimile or electronic transmission, or seven clear days' written notice, by mail, of any meeting of a committee of the Corporation shall be given to all members of the committee and shall designate a time and place for such meeting.

No error or omission in giving notice of any meeting of a committee or any adjourned meeting of a committee of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any member of such committee may at any time waive notice of any proceedings taken or had thereat.
- (c) **Minutes of Meetings:** The minutes of a committee shall not be available to the members of the Corporation but shall be available to the board of directors, each of whom shall receive a copy of such minutes;
- (d) **Removal of committee member:** Any committee member may be removed by resolution of the board of directors.

7.8 Unanimous Resolution

A resolution in writing signed by all the directors entitled to vote on that resolution at a meeting of directors or committee of directors, is as valid as if it had been passed at a meeting of directors or a committee of directors.

SECTION 8 OFFICERS

Appointment of Officers

8.1 The board may designate the offices of the Corporation, appoint officers on an annual or more frequent basis, specify their duties and, subject to the Act, delegate to such officers the power to manage the affairs of the Corporation. A director may be appointed to any office of the Corporation. An officer may, but need not be, a director unless these by-laws otherwise provide. Two or more offices of the Corporation may be held by the same person.

8.2 Description of Offices

Unless otherwise specified by the board (which may, subject to the Act modify, restrict or supplement such duties and powers), the offices of the Corporation, if designated and if officers are appointed, shall have the following duties and powers associated with their positions:

- (a) **Chair of the Board** – The chair of the board shall be a director. The chair of the board shall, when present, preside at all meetings of the board of directors and of the members. The chair shall have such other duties and powers as the board may specify;
- (b) **Vice-Chair of the Board** – The vice-chair of the board shall be a director. If the chair of the board is absent or is unable or refuses to act, the vice-chair of the board shall, when present, preside at all meetings of the board of directors and of the members. The vice-chair shall have such other duties and powers as the board may specify;
- (c) **Chief Executive Officer** – The Chief Executive Officer of the Corporation shall be responsible for implementing the strategic plans and policies of the Corporation. The Chief Executive officer shall, subject to the authority of the board, have general supervision and management of the affairs of the Corporation, and shall ensure that all orders and resolutions of the members and board of directors are carried into effect;
- (d) **Secretary** – The Secretary shall attend and be the clerk or secretary of all meetings of the board, members and committees of the board. The Secretary shall enter or cause to be entered in the Corporation's minute book, the votes and minutes of all proceedings at such meetings. The Secretary shall give, or cause to be given, as and when instructed, notices to members, directors, the public accountant and members of committees. The Secretary shall be the custodian of all books, papers, records, documents and other instruments, including the corporate seal, belonging to the Corporation and shall perform such other duties as may be prescribed by the board, or Chief Executive Officer, under whose supervision the Secretary shall be;
- (e) **Treasurer** – The Treasurer shall have conduct of the financial affairs of the Corporation, the preparation of books and financial statements,

paying of accounts and such other powers and duties as the board may specify. The Treasurer shall have the custody of the funds and securities of the Corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the Corporation in the books belonging to the Corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the Corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the board of directors from time to time. The Treasurer shall disburse the funds of the Corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the Chair, Chief Executive Officer, and directors at the regular meeting of the board of directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position of the Corporation.

- (f) **Other Officers** - The powers and duties of all other officers of the Corporation shall be such as the terms of their engagement call for or the board or Chief Executive Officer requires of them. The board may from time to time and subject to the Act, vary, add to or limit the powers and duties of any officer.

8.3 Vacancy in Office

In the absence of a written agreement to the contrary, the board may remove, whether for cause or without cause, any officer of the Corporation. Unless so removed, an officer shall hold office until the earlier of:

- (a) the officer's successor being appointed,
- (b) the officer's resignation,
- (c) such officer ceasing to be a director (if a necessary qualification of appointment) or
- (d) such officer's death.

If the office of any officer of the Corporation shall be or become vacant, the directors may, by resolution, appoint a person to fill such vacancy.

SECTION 9 DUTIES OF DIRECTORS AND OFFICERS & DISCLOSURE OF INTEREST

9.1 Duties of Directors and Officers

Every director and officer of the Corporation in exercising their powers and discharging their duties shall

- (a) act honestly and in good faith with a view to the best interests of the Corporation;

- (b) exercise the care, diligence and skill that a reasonably prudent person would exercise in comparable circumstances; and
- (c) comply with the Act, Regulations, articles and by-laws.

9.2 Disclosure of interest

Subject to the Act, a director or officer of the Corporation shall disclose to the Corporation, in writing or by requesting to have it entered in the minutes of meetings of directors or of committees of directors, the nature and extent of any interest that the director or officer has in a material contract or material transaction, whether made or proposed, with the Corporation, if the director or officer

- (a) is a party to the contract or transaction;
- (b) is a director or an officer, or an individual acting in a similar capacity, of a party to the contract or transaction; or
- (c) has a material interest in a party to the contract or transaction.

9.3 Time of Disclosure

The disclosure required by section 9.2 shall be made as follows:

- (a) in the case of a director,
 - (i) at the meeting at which a proposed contract or transaction is first considered;
 - (ii) if the director was not, at the time of the meeting referred to in subsection (i), interested in the proposed contract or transaction, at the first meeting after the director became so interested;
 - (iii) if the director becomes interested after a contract or transaction is made, at the first meeting after the director becomes so interested; or
 - (iv) if an individual who is interested in a contract or transaction later becomes a director, at the first meeting after the individual becomes a director;
- (b) in the case of an officer who is not a director,
 - (i) immediately after the officer becomes aware that the contract, transaction, proposed contract or proposed transaction is to be considered or has been considered at a meeting;
 - (ii) if the officer becomes interested after a contract or transaction is made, immediately after the officer becomes so interested; or

- (iii) if an individual who is interested in a contract or transaction later becomes an officer, immediately after the individual becomes an officer;
- (c) if a material contract or material transaction, whether entered into or proposed, is one that in the ordinary course of the Corporation's activities would not require approval by the directors or members, a director or an officer shall, immediately after they become aware of the contract or transaction, disclose in writing to the Corporation, or request to have entered in the minutes of meetings of directors or of committees of directors, the nature and extent of their interest.

9.4 Voting

A director required to make a disclosure under section 9.2 shall not vote on any resolution to approve the contract or transaction unless the contract or transaction

- (a) relates primarily to the director's remuneration as a director, an officer, an employee, an agent of the Corporation; or
- (b) is for indemnity or insurance under section 151 of the Act.

9.5 Continuing Disclosure

For the purposes of this section, a general notice to the directors declaring that a director or an officer is to be regarded as interested, for any of the following reasons, in a contract or transaction made with a party, is sufficient declaration of interest in relation to the contract or transaction:

- (a) the director or officer is a director or officer, or acting in a similar capacity, of a party referred to in subsection 9.2(b) or (c);
- (b) the director or officer has a material interest in the party; or
- (c) there has been a material change in the nature of the director's or the officer's interest in the party.

9.6 Avoidance Standards

Subject to the Act, a contract or transaction for which disclosure is required under section 9.2 is not invalid, and the director or officer is not accountable to the Corporation or its members for any profit realized from the contract or transaction, because of the director's or officer's interest in the contract or transaction or because the director was present or was counted to determine whether a quorum existed at the meeting of directors or of the committee of directors that considered the contract or transaction, if

- (a) disclosure of the interest was made in accordance with section 9 of these by-laws;
- (b) the directors approved the contract or transaction; and

- (c) the contract or transaction was reasonable and fair to the Corporation when it was approved.

9.7 Confirmation by Members

Even if the conditions of section 9.6 are not met, a director or an officer, acting honestly and in good faith, is not accountable to the Corporation or to its members for any profit realized from a contract or transaction for which disclosure is required under section 9.2, and the contract or transaction is not invalid by reason only of the interest of the director or officer in the contract or transaction, if

- (a) the contract or transaction is approved or confirmed by special resolution at a meeting of the members;
- (b) disclosure of the interest was made to the members in a manner sufficient to indicate its nature and extent before the contract or transaction was approved or confirmed; and
- (c) the contract or transaction was reasonable and fair to the Corporation when it was approved or confirmed.

SECTION 10 NOTICES

10.1 Method of Giving Notices

Any notice (which term includes any communication or document) to be given (which term includes sent, delivered or served) pursuant to the Act, the articles, the by-laws or otherwise to a member, designated representative, director, officer or member of a committee of the board or to the public accountant shall be sufficiently given:

- (a) if delivered personally to the person to whom it is to be given or if delivered to such person's address as shown in the records of the Corporation or in the case of notice to a director to the latest address as shown in the last notice that was sent by the Corporation in accordance with section 128 (Notice of directors) or 154 (Notice of change of directors) of the Act;
- (b) if mailed to such person at such person's recorded address by prepaid ordinary or air mail;
- (c) if sent to such person by telephonic, electronic or other communication facility at such person's recorded address for that purpose; or
- (d) if provided in the form of an electronic document in accordance with Part 17 of the Act.

A notice so delivered shall be deemed to have been given when it is delivered personally or to the recorded address as aforesaid; a notice so mailed shall be deemed to have been given when deposited in a post office or public letter box; and a notice so sent by any means of transmitted or recorded communication shall be deemed to have been

given when dispatched or delivered to the appropriate communication company or agency or its representative for dispatch. The Secretary may change or cause to be changed the recorded address of any member, director, officer, public accountant or member of a committee of the board in accordance with any information believed by the Secretary to be reliable. The declaration by the Secretary that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice. The signature of any director or officer of the Corporation to any notice or other document to be given by the Corporation may be written, stamped, type-written or printed or partly written, stamped, type-written or printed.

10.2 Invalidity of any Provisions of this By-law

The invalidity or unenforceability of any provision of this by-law shall not affect the validity or enforceability of the remaining provisions of this by-law.

10.3 Omissions and Errors

The accidental omission to give any notice to any member, director, officer, member of a committee of the board or public accountant, or the non-receipt of any notice by any such person where the Corporation has provided notice in accordance with the by-laws or any error in any notice not affecting its substance shall not invalidate any action taken at any meeting to which the notice pertained or otherwise founded on such notice.

SECTION 11 DISPUTE RESOLUTION

11.1 Mediation and Arbitration

Disputes or controversies among members, directors, officers, committee members, or volunteers of the Corporation are as much as possible to be resolved in accordance with mediation and/or arbitration as provided in section 11.2 of this by-law.

11.2 Dispute Resolution Mechanism

In the event that a dispute or controversy among members, directors, officers, committee members or volunteers of the Corporation arising out of or related to the articles or by-laws, or out of any aspect of the operations of the Corporation is not resolved in private meetings between the parties, then without prejudice to or in any other way derogating from the rights of the members, directors, officers, committee members, employees or volunteers of the Corporation as set out in the articles, by-laws or the Act, and as alternative to such person instituting a law suit or legal action, such dispute or controversy shall be settled by a process of dispute resolution as follows:

- (a) The dispute or controversy shall first be submitted to a panel of mediators whereby the one party appoints one mediator, the other party (or if applicable the board of the Corporation) appoints one mediator, and the two mediators so appointed jointly appoint a third mediator. The three mediators will then meet with the parties in question in an attempt to mediate a resolution between the parties;

- (b) The number of mediators may be reduced from three to one or two upon agreement of the parties;
- (c) If the parties are not successful in resolving the dispute through mediation, then the parties agree that the dispute shall be settled by arbitration before a single arbitrator, who shall not be any one of the mediators referred to above, in accordance with the provincial legislation governing domestic arbitrations in force in British Columbia. The parties agree that all proceedings relating to arbitration shall be kept confidential and there shall be no disclosure of any kind. The decision of the arbitrator shall be final and binding and shall not be subject to appeal on a question of fact, law or mixed fact and law;
- (d) All costs of the mediators appointed in accordance with this section shall be borne equally by the parties to the dispute or the controversy. All costs of the arbitrators appointed in accordance with this section shall be borne by such parties as may be determined by the arbitrators.

SECTION 12 INDEMNITIES TO DIRECTORS AND OTHERS

12.1 Indemnification

Subject to the Act, the Corporation may indemnify a present or former director or officer of the Corporation, or another individual who acts or acted at the Corporation's request as a director or an officer or in a similar capacity of another entity, against all costs, charges and expenses, including an amount paid to settle an action or satisfy a judgment, reasonably incurred by the individual in respect of any civil, criminal, administrative, investigative or other proceeding in which the individual is involved because of that association with the Corporation or other entity.

12.2 Limitation

The Corporation may not indemnify an individual under section 12.1 unless the individual

- (a) acted honestly and in good faith with a view to the best interests of the corporation or, as the case may be, to the best interests of the other entity for which the individual acted as director or officer or in a similar capacity at the Corporation's request; and
- (b) in the case of a criminal or administrative action or proceeding that is enforced by a monetary penalty, had reasonable grounds for believing that their conduct was lawful.

12.3 Insurance

Subject to the Act, the Corporation may purchase and maintain insurance for the benefit of an individual referred to in section 12.1 against any liability incurred by the individual

- (a) in the individual's capacity as a director or an officer of the Corporation; or

- (c) In the individual's capacity as a director or an officer, or in a similar capacity, of another entity, if the individual acts or acted in that capacity at the Corporation's request.

SECTION 13 GENERAL

13.1 Corporate Seal

The seal, an impression of which is stamped in the margin of this document, shall be the seal of the corporation. The Secretary of the Corporation shall be the custodian of the corporate seal.

13.2 Execution of Documents

Deeds, transfers, assignments, contracts, obligations and other instruments in writing requiring execution by the Corporation may be signed by any two (2) of its officers or directors. In addition, the board may from time to time direct the manner in which and the person or persons by whom a particular document or type of document shall be executed. Any person authorized to sign any document may affix the corporate seal (if any) to the document. Any signing officer may certify a copy of any instrument, resolution, by-law or other document of the Corporation to be a true copy thereof.

13.3 Financial Year

The financial year end of the Corporation shall be December 31 in each year.

13.4 Public Accountant

The members shall at each annual meeting appoint a public accountant to audit the accounts of the Corporation for report to the members at the next annual meeting. The public accountant shall hold office until the next annual meeting provided that the board may fill any casual vacancy in the office of public accountant. The remuneration of the public accountant shall be fixed by the board.

13.5 Banking Arrangements

The banking business of the Corporation shall be transacted at such bank, trust company or other firm or corporation carrying on a banking business in Canada or elsewhere as the board of directors may designate, appoint or authorize from time to time by resolution. The banking business or any part of it shall be transacted by an officer or officers of the Corporation and/or other persons as the board of directors may by resolution from time to time designate, direct or authorize.

13.6 Annual Financial Statements

The Corporation shall send to the members a copy of the annual financial statements and other documents referred to in subsection 172(1) of the Act (Annual Financial Statements) or a copy of a publication of the Corporation reproducing the information contained in the documents. Instead of sending the documents, the Corporation may send a summary to each member along with a notice informing the member of the

procedure for obtaining a copy of the documents themselves free of charge. The Corporation is not required to send the documents or a summary to a member who, in writing, declines to receive such documents.

13.7 Records

Subject to the Act, the Corporation shall prepare and maintain, at its registered office or at any other place in Canada designated by the directors, records containing:

- (a) the articles and the by-laws, and amendments to them;
- (b) the minutes of meetings of members and any committee of members as well as the resolutions adopted by the members or any committee of members;
- (c) the minutes of meetings of directors and any committee of directors as well as the resolutions adopted by the directors or any committee of directors;
- (d) adequate accounting records pursuant to the Act;
- (e) if any debt obligation is issued by the Corporation, a debt obligations register that complies with section 44 of the Act;
- (f) a register of directors containing the name, current residential address, and email address of each director (if the director has consented to receiving information or documents by electronic means), and the dates the person became a director and, if applicable, ceased to be a director;
- (g) a register of officers containing the name, current residential address, and email address of each officer (if the officer has consented to receiving information or documents by electronic means), and the dates the person became an officer and, if applicable, ceased to be an officer; and
- (h) a register of members containing the name, current residential or business address, and email address of each member (if the member has consented to receiving information or documents by electronic means), and the dates the entity became a member and, if applicable, ceased to be a member. The register shall indicate whether the member is a Regional District Member or First Nations Government Member and shall be in alphabetical order by member name.

SECTION 14 BY-LAWS & EFFECTIVE DATE

14.1 Changes to By-laws

Subject to the articles, the board of directors may, by resolution, make, amend or repeal any by-laws that regulate the activities or affairs of the Corporation. Any such by-law, amendment or repeal shall be effective from the date of the resolution of directors until the next meeting of members where it may be confirmed, rejected or amended by the

members by ordinary resolution. If the by-law, amendment or repeal is confirmed or confirmed as amended by the members it remains effective in the form in which it was confirmed. The by-law, amendment or repeal ceases to have effect if it is not submitted to the members at the next meeting of members or if it is rejected by the members at the meeting.

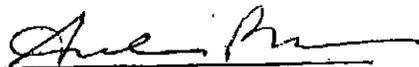
This section does not apply to a by-law that requires a special resolution of the members according to subsection 197(1) of the Act (fundamental change) because such by-law amendments or repeals are only effective when confirmed by members.

14.2 Effective Date

Subject to matters requiring a special resolution, this by-law shall be effective when made by the board.

CERTIFIED to be By-Law No. 1 of the Corporation, as enacted by the directors of the Corporation by resolution on the 28th day of March, 2013 and confirmed by the members of the Corporation by special resolution on the 25th day of April, 2013.

Dated as of the 26 day of April, 2013.


Authorized director or officer



Canada Not-for-profit Corporations Act (NFP Act)

Form 4031

Articles of Continuance (transition)

To be used only for a continuance from the Canada Corporations Act, Part II.



ISLAND CORRIDOR FOUNDATION



4, 1, 9, 9, 3, 8, - 3

British Columbia



Minimum number

3

Maximum number

14



See the attached Schedule "A".



None.



Form 4031

Articles of Continuance (transition)

See the attached Schedule "B".

In the event of liquidation or winding up of the Corporation, the assets of the Corporation, after payment of all liabilities, shall be distributed to one or more qualified donees as defined in the Income Tax Act, having the capacity to administer the assets of the Corporation and for the purposes as close as possible to the Corporation, or to the Crown in Right of British Columbia and/or Regional Governments and/or First Nations Governments if the transfer can be effected on terms which will, in the reasonable opinion of the directors, result in the accomplishment of the purposes of the Corporation. The recipients shall be chosen by resolution of two-thirds of the directors of the Corporation and ratified by a vote of two-thirds of the Members at a General Meeting of the Members.

See the attached Schedule "C".

I hereby certify that I am a director or an authorized officer of the corporation continuing into the NFP Act.

Signature

Print name Graham Bruce

Phone number (250) 246 - 4320

Note: A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$6,000 or to imprisonment for a term of not more than six months or to both (subsection 282(2) of the NFP Act).

Island Corridor Foundation
Form 4031 Articles of Continuance

Schedule "A"

The purposes of the Corporation are:

1. to acquire, preserve and develop for purposes of the Corporation and its objects, but for no other purposes, the Island Corridor which lies North-South from Courtenay to Victoria, East-West from Parksville to Port Alberni and Duncan to Lake Cowichan on Vancouver Island, together with ancillary lands, structures and all other property right attached thereto (the "Island Corridor") and the infrastructure and other assets that constitute the E & N Railroad and are located on the Island Corridor (the "Railroad");
2. to maintain the continuity of the Island Corridor as a continuous special use connection for all communities, while respecting and supporting First Nations interests and traditional lands and uses;
3. to contribute to safe and environmentally sound passenger and freight rail services along the Railroad;
4. to encourage a flexible infrastructure along the Island Corridor which will encourage a wide range of economic and trade activity for the benefit of all communities lying adjacent to the Island Corridor;
5. to preserve archaeological resources, historic landmarks, structures, artifacts, and historic routes along the Island Corridor for historical purposes and for ongoing and future use by the community;
6. to create trails, parks, gardens, greenways and other public areas for use of members of the public along the length of the Island Corridor;
7. to conserve the environmental and spiritual features and functions of the Island Corridor in respect of the land, water and natural resources for the general benefit of the public; and
8. to do all such charitable activities that are incidental to and beneficial to the attainment of the purposes stated above.

The above purposes of the Corporation shall be carried out without purpose of gain for its members and any profits or other accretions to the Corporation shall be used for promoting its purposes and all of the above purposes shall be carried on an exclusively charitable basis.

Island Corridor Foundation
Form 4031 Articles of Continuance

Schedule "B"

1. The Corporation is authorized to establish two groups of members, Regional District Members and First Nations Members, with qualification and voting rights as follows:

Regional District Members

- (a) Regional District membership shall only be available to the Capital Regional District, the Cowichan Valley Regional District, the Nanaimo Regional District, the Comox Valley Regional District, and the Alberni-Clayoquot Regional District;

First Nations Government Members

- (b) First Nations Government membership shall only be available to Snaw-naw-as First Nation, Cowichan Tribes, Songhees Nation, Esquimalt Nation, Halalt First Nation, Hupacasath First Nation, Lake Cowichan First Nation, Qualicum First Nation, K'omoks First Nation, Snuneymuxw First Nation, Penelakut Tribe, Stz'uminus First Nation, Malahat First Nation, and Tseehaht First Nation;

Designated Representatives of Members

- (c) Each member shall appoint a designated representative to exercise its voting rights at any meeting of members. Each member shall be entitled to have its designated representative attend and vote at all meetings of members;

Voting of Members

- (d) For every meeting of members, Regional District Members shall collectively be entitled to 100 votes (the "Regional Member Votes") and First Nations Government Members shall collectively be entitled to 100 votes (the "First Nations Member Votes"). The Regional Member Votes shall be allocated evenly among the Regional District Members whose designated representative is present at the meeting of members and the First Nations Member Votes shall be allocated evenly among the First Nations Government Members whose designated representative is present at the meeting of members.

Island Corridor Foundation
Form 4031 Articles of Continuance

Schedule "C"

1. The Corporation shall be carried on without the purpose of gain for its members, and any profits or other accretions to the Corporation shall be used in furtherance of its purposes.
2. Directors shall serve without remuneration, and no director shall directly or indirectly receive any profit from his or her position as such, provided that a director may be reimbursed for reasonable expenses incurred in performing his or her duties. A director shall not be prohibited from receiving compensation for services provided to the Corporation in another capacity.

**Canada Not-for-profit Corporations Act (NFP Act)
Form 4002**

Initial Registered Office Address and First Board of Directors

(To be filed with articles of incorporation, continuance (transition), amalgamation, or continuance (import))

1 Corporate name
ISLAND CORRIDOR FOUNDATION

2 Complete address of the registered office (cannot be a post office box)
Number and street name 921 - H CANADA AVENUE
City Province or Territory Postal code DUNCAN British Columbia V9L 1V2

3 Directors of the corporation (if more than six, list first six, complete attached schedule)	
First and last name	Address (cannot be a post office box)
MARY ASHLEY	2254 DALTON ROAD PORT ALBERNI, BC V9W 1H6
JUDITH SAYERS	4915 GERTRUDE STREET PORT ALBERNI, BC V9Y 6K8
KEN MCRAE	4121 BUTE STREET PORT ALBERNI, BC V9Y 7K9
GRAHAM HILL	296 ELTHAM ROAD VIEW ROYAL, BC V9B 1J9

4 Declaration
I hereby certify that I am an incorporator of the new corporation, or that I am a director or an authorized officer of the corporation continuing into or amalgamating under the NFP Act.
Signature 
Print name GRAHAM BRUCE, CEO
Phone number 250-246-4320
<small>Note: A person who makes, or assists in making, a false or misleading statement is guilty of an offence and liable on summary conviction to a fine of not more than \$5,000 or to imprisonment for a term of not more than six months or to both (subsection 262(2) of the NFP Act).</small>

**Schedule
(Item 3 of Form 4002)
Directors of the corporation**
To be used if space on form is insufficient

Corporate name

ISLAND CORRIDOR FOUNDATION

Directors of the corporation

First and last name	Address (cannot be a post office box)
RAY GAUTHIER	305 - 1228 MARINA SIDE CRES. VANCOUVER, BC V6Z 2W4
DAVID BOB	209 MALLARD WAY LANTZVILLE, BC V0R 2H0
PHIL KENT	201 - 681 GOVERNMENT STREET DUNCAN, BC V9L 1A2
LARRY JANGULA	830 CLIFFE AVENUE COURTENAY, BC V9N 2J7
LONNIE NORRIS	8068 CHEMAINUS ROAD CHEMAINUS, BC V0R 1K5
TED GREVES	148 DAVIES LANE NANAIMO, BC V9S 5M3
ALBIE CHARLIE	5594 RIVER ROAD DUNCAN, BC V9L 6V9
MELISSA QUOCKSISTER	3320 COMOX ROAD COURTENAY, BC V9N 3F8

M 16 SEP '13 9:12

MEMO

To: The Island Corridor Foundation
Board of Directors

By: Scott Ritter

Date: September 12, 2013

Re: **Response to Legal Issues Raised in Memo by J. Fell Dated 24 June 2013**
("Fell Memo")

I have been asked to provide a brief response to the allegations raised in the Fell Memo. Mr. Fell raises a considerable number of points. It would be time consuming and costly to go through each and every one of these. Consequently, I have been asked to deal with his points in a general manner. If there are specific questions which the Board requires me to address after this memo, I am happy to do so.

Brief Summary

- Changes to the ICF's bylaws were necessary due to changes in federal law;
- Amendment to the bylaws were unanimously approved at a meeting of the members of the ICF on April 25, 2013;
- Members (both regional district and first nations) are represented at the meetings by their designated representatives; and
- Both regional districts and first nations members are entitled to nominate directors of the ICF who are empowered to govern the ICF.

Analysis

The catalyst for changes to the bylaws of the ICF was revision to the laws governing the ICF and, in particular, the replacement of the *Canada Corporations Act* (the "Old Act") by the *Canada Not For Profit Corporations Act* (the "New Act") in June 2009. The New Act made substantial revisions to the Old Act, which was extremely antiquated and badly in need of updating. All entities, including the ICF, were required to transition by October 2014.

As part of the mandatory transition from the Old Act to the New Act, the ICF was required to make several mandatory changes to its bylaws. A number of changes were also strongly recommended in order to bring the ICF up to date under the New Act. In addition to the foregoing, the ICF requested that I make a few additional changes to its bylaws to clarify some key issues.

Many of the bylaw amendments which Mr. Fell calls into question are either mandatory or recommended amendments under the New Act. For example, it is generally good practice for federal not-for-profit entities to include conflicts of interest provisions in their bylaws. The provisions which have been added to the ICF's bylaws track the language of the New Act (as noted by Mr. Fell). The intent of including such provisions in the bylaws is to alert the board to these duties (as they might not otherwise have a chance to read the extremely lengthy and detailed New Act).

One misunderstanding appears to underline many of Mr. Fell's concerns. This misunderstanding relates to the distinction between members, member's representatives and directors in the old bylaws and the new ones. The ICF's new bylaws contain little change to these concepts but there has been some effort to make the language around them clearer. Both the old and new bylaws make it clear that regional districts and certain first nations groups whose territory is in the island corridor area are eligible for membership. I understand that five (5) regional districts and nine (9) first nations groups are currently members. However, regional districts and first nation bands are entities rather than persons. Consequently, they are represented at ICF meetings by their designated representatives. These representatives may, but not need be, the same as their corresponding directors. Member's representatives can be changed at the sole discretion of the member, providing advance written notice of such persons are given to the ICF. Members have the right to vote at Annual General Meetings, whereas directors are tasked with the duty to manage the ICF.

Mr. Fell's memo seems to confuse member's representatives with directors. For example, he suggests that a meeting of members of the ICF to change the bylaws (as required by the New Act) was a directors meeting. In fact, the meeting was one of members (as represented by the member's representatives). This is clear on the face of the relevant minutes, which refers to the meeting as an AGM and lists member's representatives as in attendance. This same misunderstanding seems to underlie his comments about not receiving documents, secrecy and similar matters. Copies of documents (e.g. minutes) are made available to the members (i.e. regional districts and first nations) through their designated representatives. It is the job of such designated representatives to distribute such documents more widely, if required. These principles are consistent with the governance of corporate and even some public bodies and are necessary for efficiency. For example, it would be impractical for every counselor of a regional district or every band member of a first nation to exercise all of the rights of membership in the ICF (voting, receipt of documents, etc.).

It is important to point out the distinction between the role of a member and that of a director. Members meet once a year and generally have limited rights to control the relevant entity. They are empowered to vote for the directors, approve of financial statements and undertake certain other narrow duties. Directors, on the other hand, are elected by the members and are tasked with the responsibility to run the organization. Directors may be liable for their failure to run the organization properly if they are negligent or breach their fiduciary duties to the entity. If members circumvent their normal roles and start to run the entity, they may be held liable in the same manner as directors. This is a very brief summary and the duties and liabilities of directors and officers is beyond the scope of this memo.

I have attached a chart to this memo to illustrate the structure of the ICF and its various levels.

The voting balance between members representing regional districts and first nations has been preserved in section 2.3 of the bylaws (balancing of votes at members meetings) and section 4.3 of the bylaws (quorum requirements).

It may be worth running through a few of Mr. Fell's specific comments by way of example:

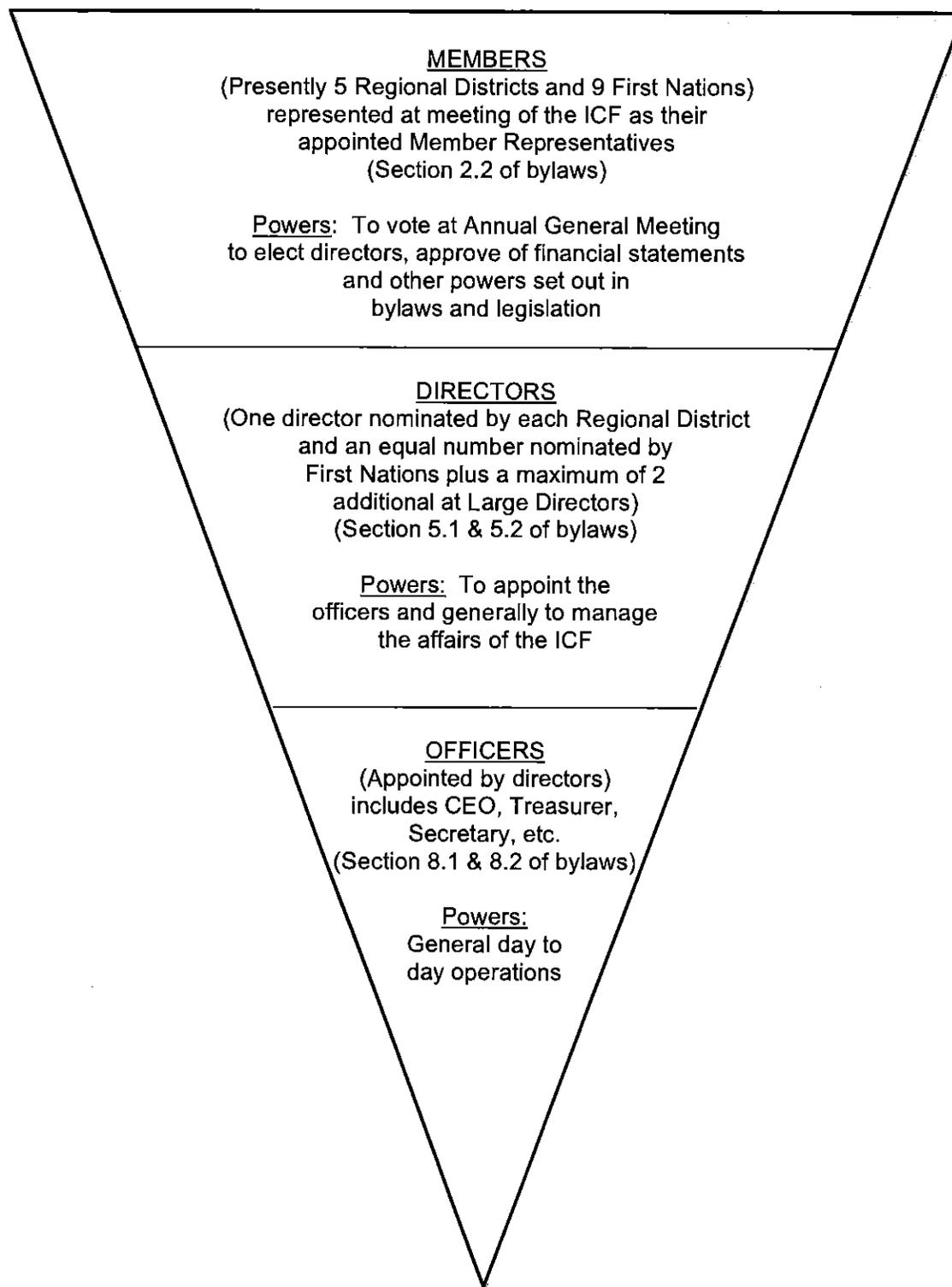
- Section 2: Mr. Fell objects to the right of the board of directors to approve of new members. Given that all of the regional districts are already members as well as many first nations groups, this comment may be somewhat academic. However, it is common for the board of a society to assess applications for new memberships.
- Section 4: Section 4 of the Bylaws deals with meeting of members, not directors. Members may meet anywhere in Canada (as is reflective of the national scope of the New Act and permitted under it). All members entitled to vote must agree if a meeting is to be held outside Canada. It seems unlikely that they would meet outside of B.C., but the bylaws have been drafted as flexibly as possible.
- Section 5: Pursuant to the New Act, the maximum number of directors is set out in the Articles or by resolution, rather than in the bylaws. The bylaws set out that there shall be an equal number of first nations and regional district directors plus 2 "at large" directors.
- Section 7.7: Mr. Fell objects to the ability of committees to set their own rules of procedure. In my experience, this is common. Although committee minutes are only available to the board, the board is controlled indirectly by the members (who elect the directors). Moreover, committee business must generally be enacted by the board.
- Section 8: It is not unusual for the position of Chairman and CEO to be separate. Such a distinction is meant to distinguish between the board (elected) and its officers (appointed). Mr. Fell is correct that more than two offices can now be held by more than one person, although I would think that such situation would be unlikely to occur.
- Section 13.5: The clause, which allows directors to choose banks inside Canada "or elsewhere", is boilerplate language and not some sort of conspiracy to move the ICF's banking offshore. Such language is common in the bylaws of companies and similar entities. I am not aware of any offshore accounts, but such accounts (if they existed) would need to be reflected in the financial statements.

I have also been asked to mention briefly the potential risk of liability to members of the ICF for its actions. Section 36(1) of the New Act states that members of a Not For Profit Corporation are not, as members, liable for the actions of such a corporation. In order for members to become liable, they would have to do something independently or beyond their role as a member; for example, as noted above, if they started to act as a director they might be held to be liable in the same manner as a director.

The ICF is a charitable Not For Profit Corporation and in the event it was wound up, its assets could NOT be distributed amongst its membership but would need to be donated to a similar entity.

I hope the foregoing is of some assistance in considering this matter. If there are any other specific matters, please do not hesitate to route such questions to the board for further dealing.

SAR

SCHEDULE AStructure Chart
Island Corridor Foundation

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Island Corridor Foundation
(the "Corporation")

BY-LAW NUMBER 1

being a by-law relating generally to the conduct of
the business and affairs of the Corporation.

SECTION ONE

CONDITIONS OF MEMBERSHIP

- 1.1 **Members:** Membership shall be limited to Local Governments and First Nations Governments.

The Local Governments eligible for membership shall be: the Capital Regional District, the Cowichan Valley Regional District, the Nanaimo Regional District, Comox-Strathcona Regional District, and the Alberni-Clayoquot Regional District (the "Regional Districts"). The First Nations Governments eligible for membership shall be those Nations whose traditional territories are wholly and/or partly within the geographic area of the Island Corridor.

Each Local Government Member and each First Nations Government Member shall appoint a Designated Representative to exercise its rights, including voting rights, at annual and general meetings. The Designated Representatives for meetings of Members need not be the same person nominated by the Member for Director.

- 1.2 **Membership Fees:** There shall be no membership fees or dues unless otherwise directed by the Board of Directors.
- 1.3 **Withdrawal of Membership:** Any Member may withdraw from the Corporation by delivering to the Corporation a written resignation and lodging a copy of the same with the secretary of the Corporation.

SECTION TWO

MEMBERS' MEETINGS

- 2.1 **Annual Meeting:** The annual or any other general meeting of the Members shall be held in the city where the head office of the corporation is situated or at any place in Canada and on such date as the Board of Directors may at its discretion determine

At every annual meeting, in addition to any other business that may be transacted, the report of the Directors, the financial statement and the report of the auditors shall be presented and auditors appointed for the ensuing year. The Members may consider and transact any business either special or general at any meeting of the Members.

- 2.2 **Calling of Meetings:** The Board of Directors shall have power to call, at any time, a general meeting of the Members of the corporation. The Board of Directors shall call a special general meeting of Members on written requisition of Members carrying not less than 25% of the voting rights.
- 2.3 **Quorum:** Fifty percent (50%) of the Local Government Members entitled to vote and Fifty percent (50%) of the First Nations Government Members entitled to vote shall constitute a quorum at all meetings of the Members. In the event that the quorum for the transaction of business at any meeting of Members is not constituted, the Chair at such meeting may call for an adjournment and announce thereat the time and place to reconvene a new meeting to transact the same matters of business and, for such reconvened meeting, no notice shall be required.
- 2.4 **Notice of Meetings:** Fourteen (14) days' written notice shall be given to each voting Member of any annual or special general meeting of Members. Notice of any meeting where special business will be transacted shall contain sufficient information to permit the Member to form a reasoned judgement on the decision to be taken.

No error or omission in giving notice of any annual or general meeting or any adjourned meeting, whether annual or general, of the Members of the corporation shall invalidate such meeting or make void any proceedings taken thereat and any Member may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat. For purpose of sending notice to any Member, director or officer for any meeting or otherwise, the address of the Member, director or officer shall be its last address recorded on the books of the corporation

- 2.5 **Voting Rights:** Each Member present shall be entitled to one weighted vote at meetings of Members. Prior to each meeting the vote of each Member shall be weighted such that the total value of votes of all of the First Nations Government Members, whether or not present, shall be equal to the total value of the votes of all of the Local Government Members, whether or not present. Each First Nations Government Member's vote shall be equal in weight to each other First Nations Member's vote and each Local Government Member's vote shall be equal in weight to each other Local Government Member's vote. The formula to adjust the weight of votes shall be adjusted to accomplish the same result if the number of Members changes.
- 2.6 **Voting:** A majority of the weighted votes cast by Members present and carrying voting rights shall determine the questions in meetings except where the vote or consent of a greater number of Members is required by the Act or these By-laws.

SECTION THREE

BOARD OF DIRECTORS

- 3.1 **Number:** The property and business of the Corporation shall be managed by a Board of Directors, comprised of a minimum of twelve (12) Directors, including an equal number of directors from Local Governments (initially being 5 in number) and from First Nations Governments (initially being 5 in number), and also including at At-Large Directors (initially being 2 in number) nominated by the Directors (based on the recommendations of a Selection Committee chosen by the Directors) to represent interests not otherwise represented by the Board. One of the interests represented by one Director shall be that of aboriginal people generally. The other At Large Director shall be nominated to represent the interests of Local Governments generally.
- 3.2 **Qualifications:** No person shall be qualified for election on the Board of Directors if such person is less than 18 years of age, is of unsound mind and has been so found by a court of Canada or elsewhere, or has the status of a bankrupt.
- 3.3 **Selection of Directors:** The applicants for incorporation shall become the first Board of Directors of the Corporation whose term of office on the Board of Directors shall continue until all of their respective successors are elected at a Members Meeting not later than one year after incorporation. The Board of Directors shall appoint from among its members a Selection Committee. The Selection Committee shall nominate two persons to fill the positions of the two At-Large Directors.

Within one year of incorporation, the Local Government Members shall nominate 5 persons for election to the Board of Directors and the First Nations Government Members shall nominate 5 persons for election to the Board of Directors. Such persons need not be elected public officials. The First Nations Government Members shall nominate by a method of their own choice (provided that the nominees shall represent diverse interests) 5 nominees for election to the Board of Directors.

The Local Government Members shall nominate Directors as follows: if all 5 Regional Districts are members then each Regional District shall nominate a person for election to the Board. If there are less than 5 Regional Districts as members then those persons nominated to be Board members by the Regional Districts shall meet as a selection committee and nominate additional person(s) to be Director so that there shall be 5 Directors representing Local Governments.

After 10 nominees have been selected (and not later than one year after incorporation), the Members through their Designated Representatives, shall meet and shall elect the nominees as successors to the first Board of Directors, including 2 nominees chosen by the Selection Committee to be the Directors representing the At-Large interests.

- 3.4 **Term of Office:** By a method of random selection, 6 Directors shall be elected for terms of 1 year and 6 for terms of 2 years. After the expiry of the first 1-year terms, all terms of Directors will be for 2 years. In the event of a vacancy being filled pursuant to these Bylaws, the new Director will serve the remainder of the term for which the previous Director was elected.

- 3.5 **Remuneration for Directors:** A Director may be paid reasonable expenses incurred by him in the performance of his duties and reasonable honorarium for his services. Nothing herein contained shall be construed to preclude any Director from serving the corporation as an officer or in any other capacity and receiving compensation therefor.
- 3.6 **Retirement:** A retiring Director shall remain in office until the dissolution or adjournment of the meeting at which his retirement is accepted and his successor is elected.
- 3.7 **Removal of a Director:** The office of Director shall be automatically vacated,
- (a) if at a special general meeting of Members, a resolution is passed by two-thirds of all of the Members that he be removed from office;
 - (b) if a Director has resigned his office by delivering a written resignation to the secretary of the corporation;
 - (c) if the Director is found by a court to be of unsound mind;
 - (d) if the Director becomes bankrupt or suspends payment or compounds with his creditors;
 - (e) on death;
- provided that if any vacancy shall occur for any reason in this paragraph contained, the Directors from Local Government by majority vote, shall, by appointment, fill the vacancy among the local government Members and the First Nations Directors by majority vote, shall by appointment fill a vacancy among the First Nations Directors, and the Board of Directors by a majority vote shall fill a vacancy of an At Large Directorship with an appropriate nominee of the Selection Committee for an At-Large directorship.
- 3.8 **Replacement of Directors:** Whenever a vacancy is filled, whether by the Board of Directors or by the Members, the replacement Director shall serve on the remainder of the term established for the position.

SECTION FOUR

POWERS OF DIRECTORS

- 4.1 **Administration of Affairs:** The Board of Directors of the Corporation shall administer the affairs of the Corporation in all things and do all such other acts and things and make or cause to be made for the corporation, in its name, any kind of contract which the corporation may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts and things as the corporation is by its charter or otherwise authorized to exercise and do.
- 4.2 **Authorization of Expenditures:** The Directors shall have power to authorize expenditures on behalf of the Corporation from time to time and may delegate by resolution to an officer or officers of the Corporation the right to employ and pay salaries to employees.

The Directors shall have the power to enter into a trust arrangement with a trust company for the purpose of creating a trust fund in which the capital and interest may be made available for the benefit of promoting the objects of the Corporation in accordance with such terms as the Board of Directors may prescribe.

- 4.3 **Specific Powers:** The Board of Directors is hereby authorized, from time to time,
- (a) to borrow money upon the credit of the corporation, from any bank, corporation, firm or person, upon such terms, covenants and conditions at such times, in such sums, to such an extent and in such manner as the Board of Directors in its discretion may deem expedient;
 - (b) to limit or increase the amount to be borrowed;
 - (c) to issue or cause to be issued bonds, debentures or other securities of the corporation and to pledge or sell the same for such sums, upon such terms, covenants and conditions and at such prices as may be deemed expedient by the Board of Directors; and
 - (d) to secure any such bond, debentures or other securities, or any other present or future borrowing or liability of the company, by mortgage, hypothec, charge or pledge of all or any currently owned or subsequently acquired real and personal, movable and immovable, property of the corporation, and the undertaking and rights of the corporation.
- 4.4 **Grants and Donations:** The Board of Directors shall take such steps as it may deem requisite to enable the Corporation to acquire, accept, solicit or receive legacies, gifts, grants, settlements, bequests, endowments and donations of any kind whatsoever for the purpose of furthering the objects of the Corporation.
- 4.5 **Agents and Employees:** The Board of Directors may appoint such agents and engage such employees as it shall deem necessary from time to time and such persons shall have such authority and shall perform such duties as shall be prescribed by the Board of Directors at the time of such appointment.
- 4.6 **Remuneration:** Remuneration for all officers, agents and employees and committee Members shall be fixed by the Board of Directors by resolution. Such resolution shall have force and effect only until the next meeting of Members when such resolution shall be confirmed by resolution of the Members, or in the absence of such confirmation by the Members, then the remuneration to such officers, agents or employees and committee Members shall cease to be payable from the date of such meeting of Members.
- 4.7 **Books and Records:** The Board of Directors shall see that all necessary books and records of the Corporation required by the by-laws of the Corporation or by any applicable statute or law are regularly and properly kept.

SECTION FIVE

MEETINGS OF THE BOARD OF DIRECTORS

- 5.1 **Calling of Meetings and Election of Chair:** Meetings of the Board of Directors may be

held at any time and place to be determined by the directors provided there is at least one (1) meeting in each calendar year. At the first meeting of the Directors held each year the Directors shall elect, by majority vote of all of the Directors, a Chair and a Vice Chair. In the absence of the Chair the Vice Chair shall chair meetings of the Board of Directors. The Chair shall be elected in alternating years by a Director nominated by or representing the interests of Local Government and by a Director nominated by or representing the interests of First Nations.

- 5.2 **Notice of Meetings:** Two clear days' written notice, by facsimile or electronic transmission or by personal delivery, or fourteen (14) clear days' written notice, by mail, of any meeting of the Board of Directors shall be given to Directors and such notice shall designate a time and place for such meeting, unless the meeting is an emergency, which shall be at the discretion of the Chair.

No error or omission in giving notice of any meeting of the Board of Directors or any adjourned meeting of the Board of Directors of the Corporation shall invalidate such meeting and any Director may at any time waive notice of any such meeting and may ratify, approve and confirm any or all proceedings taken or had thereat.

- 5.3 **Quorum:** The quorum for the transaction of business at any meeting of the Board of Directors shall consist of at least fifty (50%) percent of the Members of the Board of Directors, being three representing Local Governments and three representing First Nations Governments. If two successive duly called meetings of the Board fail to achieve a quorum then the quorum for the next duly called meeting shall be at least fifty (50%) percent of the Members of the Board of Directors.

- 5.4 **Voting Rights:** Each Director is authorized to exercise one (1) vote at all meetings of the Board of Directors.

- 5.5 **Voting:** Questions arising at all meetings of the Board of Directors shall be decided by consensus. The Board shall by policy establish a dispute resolution mechanism. The dispute resolution mechanism shall include the right of the Chair to postpone for one meeting the final vote on a matter on which there is a tie vote. After all efforts at achieving consensus, including the full use of the dispute resolution mechanism, have been exhausted without success, the decision shall be made by a majority of the Directors and if the votes of the Directors are equal in a question put to a vote then the Chair of the meeting shall have a casting vote, in addition to the Chair's own vote which the Chair shall have at all meetings of Directors.

- 5.6 **Meetings by Other Communications:** If all the Directors of the Corporation consent thereto generally or in respect of a particular meeting, a Director may participate in a meeting of the Board or of a committee of the Board by means of such conference telephone or other communications facilities as permit all persons participating in the meeting to hear each other, and a Director participating in such a meeting by such means is deemed to be present at the meeting.

- 5.7 **Minutes of Meetings:** The minutes of the Board of Directors shall be available to the general Membership of the Corporation and the minutes shall be provided to each of the

Directors.

- 5.8 **Place of Meetings:** Meetings of the Board of Directors may be held at any place in Canada.
- 5.9 **Unanimous Resolutions:** A resolution in writing, signed by all Directors entitled to vote on that resolution at a meeting of Board of Directors or committee of the Board of Directors, is as valid as if it had been passed at a meeting of Board of Directors or committee of the Board of Directors duly called.

SECTION SIX

COMMITTEES

- 6.1 **Appointment:** The Board of Directors may appoint committees whose Members will hold their offices at the will of the Board of Directors. The directors shall determine the duties of such committees and may fix by resolution, any remuneration to be paid.
- 6.2 **Quorum:** The powers of a committee of the Board of Directors may be exercised by a meeting at which a quorum is present or by resolution in writing signed by all Members of such committee who would have been entitled to vote on that resolution at a meeting of such committee.
- 6.3 **Advisory Bodies:** The Board of Directors may from time to time appoint such advisory bodies as it may deem advisable.
- 6.4 **Meetings:** Meetings of a committee shall be held at any time and place to be determined by the Members of such committee provided that two clear days' written notice, by facsimile or electronic transmission, or 14 clear days' written notice, by mail, of any meeting of the committee shall be given to all Members of the committee and shall designate a time and place for such meeting.

No error or omission in giving notice of any meeting of a committee or any adjourned meeting of a committee of the Corporation shall invalidate such meeting or make void any proceedings taken thereat and any Member of such committee may at any time waive notice of any proceedings taken or had thereat.

- 6.5 **Minutes of Meetings:** The minutes of a committee shall not be available to the general Membership of the Corporation but shall be available to the Board of Directors, each of whom shall receive a copy of such minutes.

SECTION SEVEN

OFFICERS

- 7.1 **Officers:** The officers of the Corporation shall be a president, vice-president, secretary and treasurer and any such other officers as the Board of Directors may by by-law

determine. Any two offices may be held by the same person. Officers need not be directors.

- 7.2 **Appointment:** All officers shall be appointed by resolution of the Board of Directors at the first meeting of the Board of Directors following an annual meeting of Members.
- 7.3 **Term of Office:** The officers of the Corporation shall hold office for one year from the date of appointment or until their respective successors are appointed in their stead. All officers shall be subject to removal by resolution of the Board of Directors at any time.

SECTION EIGHT

DUTIES OF OFFICERS

- 8.1 **The President:** The president shall be the person elected as Chair under section 5.1 and shall be the chief executive officer of the corporation, shall preside at all meetings of the corporation and of the Board of Directors, shall have the general and active management of the affairs of the Corporation, and shall see that all orders and resolutions of the Board of Directors are carried into effect.
- 8.2 **The Vice-President:** The vice-president shall be the person elected as Vice-Chair under section 5.1 and shall, in the absence or disability of the president, perform the duties and exercise the powers of the president and shall perform such other duties as shall from time to time be imposed upon him by the Board of Directors.
- 8.3 **The Treasurer:** The treasurer shall have the custody of the funds and securities of the corporation and shall keep full and accurate accounts of all assets, liabilities, receipts and disbursements of the corporation in the books belonging to the corporation and shall deposit all monies, securities and other valuable effects in the name and to the credit of the corporation in such chartered bank or trust company, or, in the case of securities, in such registered dealer in securities as may be designated by the Board of Directors from time to time. The treasurer shall disburse the funds of the corporation as may be directed by proper authority taking proper vouchers for such disbursements, and shall render to the president and directors at the regular meeting of the Board of Directors, or whenever they may require it, an accounting of all the transactions and a statement of the financial position, of the corporation. And shall also perform such other duties as may from time to time be directed by the Board of Directors.
- 8.4 **The Secretary:** The secretary may be empowered by the Board of Directors, upon resolution of the Board of Directors, to carry out the affairs of the corporation generally under the supervision of the officers thereof and shall attend all meetings and act as clerk thereof and record all votes and minutes of all proceedings in the books to be kept for that purpose. The secretary shall give or cause to be given notice of all meetings of the Members and of the Board of Directors, and shall perform such other duties as may be prescribed by the Board of Directors or president, under whose supervision he shall be. The secretary shall be custodian of the seal of the corporation, which shall be delivered only when authorized by a resolution of the Board of Directors to do so and to such

person or persons as may be named in the resolution.

- 8.5 **Other Officers:** The duties of all other officers of the corporation shall be such as the terms of their engagement call for or the Board of Directors requires of them.
- 8.6 **Remuneration:** A reasonable remuneration for all officers, agents and employees may be fixed at the discretion of the Board of Directors by resolution; provided, however, that such resolution shall have force and effect only until the next meeting of Members when such resolution shall be confirmed by resolution of the Members. In the absence of such confirmation by the Members, then the remuneration to such officers, agents or employees shall cease to be payable from the date of such meeting of Members.

SECTION 9

INDEMNITIES TO DIRECTORS AND OTHERS

- 9.1 Every director or officer of the corporation or other person who has undertaken or is about to undertake any liability on behalf of the corporation or any company controlled by it and their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the corporation, from and against;
- (a) all costs, charges and expenses which such director, officer or other person sustains or incurs in or about any action, suit or proceedings which is brought, commenced or prosecuted against him, or in respect of any act, deed, matter of thing whatsoever, made, done or permitted by him, in or about the execution of the duties of his office or in respect of any such liability;
 - (b) all other costs, charges and expenses which he sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by his own wilful neglect or default.

SECTION TEN

GENERAL

- 10.1 **Corporate Seal:** The seal of the Corporation shall be in such form as adopted by the Board of Directors of the Corporation.
- 10.2 **Head Office:** The head office of the Corporation shall be in the City of Nanaimo, in the Province of British Columbia or, if authorized by by-law, at such other location in Canada.
- 10.3 **Execution of Documents:** The Board of Directors shall have power from time to time by resolution to appoint officers or other persons on behalf of the Corporation to sign specific contracts, documents and instruments in writing. The seal of the Corporation when required may be affixed to contracts, documents and instruments in writing signed as aforesaid or by any officer or person designated by the Board of Directors.

- 10.4 **Fiscal Year End:** The fiscal year of the Corporation shall be December 31.
- 10.5 **Auditor:** The Members shall at each annual meeting appoint an auditor to audit the accounts of the Corporation for report to the Members at the next annual meeting. The auditor shall hold office until the next annual meeting provided that the Board of Directors may fill any casual vacancy in the office of auditor. The remuneration of the auditor shall be fixed by the Board of Directors.
- 10.6 **Minutes:** The minutes of the Board of Directors shall be available to the general Membership of the corporation.

SECTION ELEVEN

RULES AND REGULATIONS

- 11.1 The Board of Directors may prescribe such rules and regulations not inconsistent with these by-laws relating to the management and operation of the Corporation as they deem expedient, provided that such rules and regulations shall have force and effect only until the next annual meeting of the Members of the Corporation when they shall be confirmed, and failing such confirmation at such annual meeting of the Members, shall cease to have any force and effect.

SECTION TWELVE

AMENDMENT OF BY-LAWS

- 12.1 The by-laws of the Corporation not embodied in the letters patent may be repealed or amended by by-law enacted by two-thirds (2/3) of the Board of Directors at a meeting of the Board of Directors and sanctioned by an affirmative vote of at least two-thirds (2/3) of the weighted votes of the Members at a meeting duly called for the purpose of considering the said by-law; provided that the repeal or amendment of such by-laws shall not be enforced or acted upon until the approval of the Minister of Industry (or any successor government department) has been obtained.

SECTION THIRTEEN

INTERPRETATION

- 13.1 In these by-laws and in all other by-laws of the Corporation hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.