



# Alberni-Clayoquot Regional District

## BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 8, 2014, 1:30 pm

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

## AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Traditional Territories</b>	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
<b>3. <u>DECLARATIONS</u></b>	
<i>(conflict of interest or gifts)</i>	
<b>4. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Board of Directors Meeting – December 6, 2013</b>	<b>5-14</b>
<i>THAT the minutes of the Board of Directors meeting held on December 6, 2013 be adopted.</i>	
b. <b>Beaver Creek Water Advisory Committee – December 9, 2013</b>	<b>15-17</b>
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on December 9, 2013 be adopted.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS</u></b>	
a. <b>Mr. Tim McNeil</b>	<b>18-20</b>
<b>Vancouver Island Transit Presentation</b>	
<b>6. <u>CORRESPONDENCE FOR ACTION</u></b>	
a. <b>UNION OF BRITISH COLUMBIA MUNICIPALITIES</b>	<b>21-26</b>
Electoral Area Directors Meeting scheduled for February 4 <sup>th</sup> and 5 <sup>th</sup> , 2014 at the Radisson Hotel Vancouver Airport in Richmond, BC. (Tabled from December 6, 2013 Board Meeting)	

*Board Direction Requested*

**7. CORRESPONDENCE FOR INFORMATION**

a.	<b>TRANSPORT CANADA</b>	<b>27</b>
	Boating Safety Contribution Program – Success Story - SLMP	
b.	<b>ISLAND COASTAL ECONOMIC TRUST</b>	<b>28-29</b>
	Planning for a New Economy in Port McNeil	
c.	<b>UNION OF BRITISH COLUMBIA MUNICIPALITIES</b>	<b>30</b>
	The Compass – News and Information	
d.	<b>MINISTRY OF TECHNOLOGY, INNOVATION AND CITIZENS’ SERVICES</b>	<b>31-32</b>
	Connectivity Crisis on Vancouver Island’s West Coast	
e.	<b>MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT</b>	<b>33-51</b>
	Second Phase of Local Government Elections Reform	
f.	<b>CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION</b>	<b>52-53</b>
	Fees Wireless Service Providers Charge Users for 911 Services	
g.	<b>PORT ALBERNI VICTIM SERVICES SOCIETY</b>	<b>54</b>
	Alberni-Clayoquot Regional District Grant In Aid Annual Report 2013	
h.	<b>WESTERN FOREST PRODUCTS INC.</b>	<b>55-58</b>
	Managing Wood Dust to Ensure Safer Mills	
i.	<b>VANCOUVER ISLAND REGIONAL LIBRARY</b>	<b>59-85</b>
	2014-2018 Adopted Financial Plan	
j.	<b>RESPONSE FROM METRO VANCOUVER REGIONAL DISTRICT TO PORT ALBERNI PORT AUTHORITY</b>	<b>86-97</b>
	Proposed Port Alberni Trans-shipment Hub and Potential Short-sea Shipping Service to Metro Vancouver	

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

**8. REQUEST FOR DECISIONS & BYLAWS**

a.	<b>REQUEST FOR DECISION</b>	<b>98-100</b>
	Revenue Anticipation Borrowing Bylaw	

*THAT the Alberni-Clayoquot Regional District Board of Directors give four readings to Bylaw F1108 cited as “Revenue Anticipation Borrowing Bylaw No. F1108, 2014”.*

b.	<b>REQUEST FOR DECISION</b>	<b>101-110</b>
	Alberni Valley Wrestling Club	

*THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni Valley Wrestling Club grant-in-aid request for \$2,500 with the funds coming from the 2014 Region Wide Special Events budget.*



**10. REPORTS**

- a. Alberni Valley Chamber of Commerce **156-160**  
- Minutes from December 19, 2013 Meeting

**10.1 STAFF REPORTS**

- a. Financial Manager Report – December 31, 2013 **161**  
b. Staff Action Items Report – January 3, 2014 **162-166**

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

**11. UNFINISHED BUSINESS**

**12. LATE BUSINESS**

**13. QUESTION PERIOD**

**14. IN CAMERA**

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

- i. Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

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

**16. ADJOURN**

**Next Board of Directors Meeting: Wednesday, January 22, 2014, 1:30 pm**



# Alberni-Clayoquot Regional District

## MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON FRIDAY, DECEMBER 6, 2013

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

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### **DIRECTORS**

Cindy Solda, Chairperson, City of Port Alberni

### **PRESENT:**

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

Eric Geall, Electoral Area "A" (Bamfield) (tele conference)

Mike Kokura, Electoral Area "B" (Beaufort)

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

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, Yuułuꞵiꞵꞵath Government

### **REGRETS:**

Wilfred Cootes, Observer, Uchucklesaht

### **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

Shelli Lyle, Administrative Assistant

## **1. CALL TO ORDER**

The Chief Administrative Officer (CAO) called the meeting to order at 1:30 pm. The CAO then recognized that we are holding our meeting today in the Hupacasath and Tseshaht First Nation Territories.

## **2. ELECTIONS**

### **a. Election of Chairperson – 2014**

The CAO conducted elections for Chairperson of the Alberni-Clayoquot Regional District for 2014.

The CAO requested nominations for the position of Chairperson of the Alberni-Clayoquot Regional District for 2014 for a first time.

Director McNabb nominated Director Solda for the position of Chairperson of the Alberni-Clayoquot Regional District for 2014. Director Solda accepted the nomination.

The CAO requested nominations for the position of Chairperson of the Alberni-Clayoquot Regional District for 2014 for a second time and third time. There were no further nominations.

The CAO declared Director Solda elected to the position of Chairperson of the Alberni-Clayoquot Regional District and Vice-Chairperson of the Alberni-Clayoquot Regional Hospital District for 2014.

**b. Election of Vice Chairperson**

The CAO conducted the elections for Vice-Chairperson of the Alberni-Clayoquot Regional District for 2014.

The CAO requested nominations for the position of Vice-Chairperson of the Alberni-Clayoquot Regional District for 2014 for a first time.

Director Kokura nominated Director Cote for the position of Vice Chairperson of the Alberni-Clayoquot Regional District for 2014. Director Cote accepted the nomination.

The CAO requested nominations for the position of Vice-Chairperson of the Alberni-Clayoquot Regional District for 2014 for a second time and third time. There were no further nominations.

The CAO Requested nominations for the position of Vice-Chairperson of the Alberni-Clayoquot Regional District for 2014 for a third time. There were no further nominations.

The CAO declared Director Cote elected to the position of Chairperson of the Alberni-Clayoquot Regional Hospital District for 2014.

Chairperson Solda assumed the Chairs position.

**3. APPROVAL OF AGENDA**

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

*THAT the agenda be approved as circulated with the addition of the following late items: Association of Vancouver Island Municipalities, Nuuchahnulth Tribal Council, Letter regarding Development Variance Permit DVC13004, West Coast Fiber Report and consider to move into in-camera regarding potential land purchase.*

**CARRIED**

Director Banton entered the meeting at 1:35 pm.

**4. DECLARATIONS**

**5. ADOPTION OF MINUTES**

**a. Board of Directors Meeting – November 27, 2013.**

*MOVED: Director Kokura*

*SECONDED: Director Irving*

*THAT the minutes of the Board of Directors meeting held on November 27, 2013 be adopted.*

**CARRIED**

**b. Special Board of Directors Meeting – November 27, 2013**

*MOVED: Director Irving*

*SECONDED: Director Kokura*

*THAT the minutes of the Special Board of Directors meeting held on November 27, 2013 be adopted.*

**CARRIED**

**6. PETITIONS, DELEGATIONS & PRESENTATIONS**

**a. Eli Enns, Ecotrust Canada, Lindsay McInnes, Clean Technology Community Gateway regarding West Coast Integrated Infrastructure Project.**

Mr. Enns from Ecotrust and a member of Tla o-qui-aht First Nation discussed the initiatives they have had underway and reported on upcoming activities. Ms McInnes from Clean Technology Community Gateway explained CTCG is focused on promoting clean technologies and economic development in remote communities. Over the next four months they will be working on establishing a letter of understanding between communities on how they will work together in evaluating regionally shared infrastructure, clean technology and energy projects; an assessment of opportunities within the region that will evaluate the potential for different technologies to use regional waste, woody biomass, wind, solar, geothermal, tidal and water resources to create outputs such as energy, biofuels, heat and agricultural products. They will then assist with creating an implementation plan to keep the project moving forward.

Director Jack entered at 1:40

*MOVED: Director Bennett*

*SECONDED: Director Irving*

*THAT the information from Ecotrust Canada and Clean Technology Community Gateway regarding West Coast Integrated Infrastructure project be presented at the next West Coast Directors Meeting.*

**CARRIED**

**7. CORRESPONDENCE FOR ACTION**

- a. BC Ferries, November 20, 2013 regarding request for Discussion Guide and Feedback Form to be available to the public and request for input.**

*MOVED: Director Cote*

*SECONDED: Director Osborne*

*THAT the Board of Directors receive the letter.*

**CARRIED**

*MOVED: Director Irving*

*SECONDED: Director Kokura*

*THAT the Board of write a letter to the BC Ferries Corporation and express our serious concerns and request a broader more thorough consolation process with Vancouver Island regional districts and send copies to Jordan Sturdy, Parliamentary Secretary for the Ministry of Transportation and the MLA.*

**CARRIED**

- b. Union of British Columbia Municipalities, November 29, 2013 regarding Electoral Area Directors Meeting scheduled for February 4<sup>th</sup> and 5<sup>th</sup>, 2014 at the Radisson Hotel Vancouver Airport in Richmond, BC.**

*MOVED: Director Cote*

*SECONDED: Director Banton*

*THAT the Board of Directors recommend that Rural Directors that have water systems attend the Electoral Area Directors Meeting February 4<sup>th</sup> and 5<sup>th</sup>.*

*MOVED: Director Cote*

*SECONDED: Director Banton*

*THAT the above motion be tabled.*

**CARRIED**

- c. Nuu-chah-nulth Tribal Council**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the Board of Directors authorize Director Cote and Director Bennett to attend the NTC Forum on Experiments on Students at the Alberni Indian Residential School on December 11, 2013.*

**CARRIED**

## **8. CORRESPONDENCE FOR INFORMATION**

- a. THE ASSOCIATION FOR THE PROTECTION OF FUR-BEARING ANIMALS**  
Concern over recent initiative being proposed by the BC Trappers Organization to train and license wildlife control operators
- b. COMOX VALLEY REGIONAL DISTRICT**  
Island Wide Meeting regarding Waste Management
- c. CITY OF PORT ALBERNI**  
2014 City Appointments to Alberni-Clayoquot Regional District Board  
Correspondence to the Province regarding the Core Review process and possible changes to the Agricultural Land Commission
- d. PREMIER OF BRITISH COLUMBIA**  
Proposed changes to the Agricultural Land Commission
- e. PRIVATE MANAGED FOREST LAND COUNCIL**  
New Executive Director for Private Managed Forest Land Council
- f. UNION OF BRITISH COLUMBIA MUNICIPALITIES/GOVERNMENT OF CANADA/PROVINCE OF BRITISH COLUMBIA**  
Gas Tax Agreement Community Works Fund Payment
- g. MINISTRY OF ABORIGINAL RELATIONS AND RECONCILIATION**  
Thank you for participation in MARR 101 Learning Series Presentation
- h. BAMFIELD COMMUNITY AFFAIRS TO MINISTRY OF TRANSPORTATION**  
Disrepair and safety issues of roadways in Bamfield
- i. AVICC**  
Feedback request regarding future of waste management on Vancouver Island from all Vancouver Island AVICC Regional District Chairs stand alone meeting or session at the 2014 AVICC Convention.

*MOVED: Director Irving*

*SECONDED: Director Kokura*

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

**CARRIED**

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

- a. Request for Decision regarding Finance Warrant No. 535.**

*MOVED: Director Kokura*

*SECONDED: Director McNabb*

*THAT the Board of Directors approves Finance Warrant Number 535 in the amount of \$855,013.06 dated November 30, 2013.*

**CARRIED**

**b. Request for Decision regarding Foreshore Acquisition for Faber Park.**

*MOVED: Director Cote  
SECONDED: Director Kokura*

*THAT the Board of Directors of the ACRD authorize the CAO to proceed with acquiring a portion of the foreshore fronting Faber Park as shown on the attached map, from the current owners Couverdon acting on behalf of Timberwest.*

**CARRIED**

**c. Request for Decision regarding West Coast Emergency Planning Session Summary.**

*MOVED: Director Irving  
SECONDED: Director Osborne*

*THAT the Alberni-Clayoquot Regional District Board of Directors receives the summary of the November 22, 2013 West Coast Emergency Planning Session and refer the matter to the West Coast Committee for discussions during the 2014 budget planning process.*

**CARRIED**

**d. Request for Decision regarding 2014-2018 ACRD & ACRHD Financial Plan Meeting Schedule.**

*MOVED: Director Kokura  
SECONDED: Director Cote*

*THAT the Board of Directors approve the proposed meeting schedule for the 2014 – 2018 Alberni-Clayoquot Regional District Financial Plan and the 2014 Regional Hospital District Budget.*

**CARRIED**

**10. PLANNING MATTERS**

**a. BAMFIELD OFFICIAL COMMUNITY PLAN  
Memorandum and Bylaw P1309**

*MOVED: Director Geall  
SECONDED: Director Cote*

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

**CARRIED**

*MOVED: Director Geall*

*SECONDED: Director Cote*

*THAT Bylaw P1309, Regional District of Alberni-Clayoquot Bamfield (Electoral Area A) Official Community Bylaw P1309, 2013, be read a first time.*

**CARRIED**

*MOVED: Director Geall*

*SECONDED: Director Kokura*

*THAT the Board of Directors pass the following resolution: "That the Bamfield Official Community Plan Bylaw P1309 has been considered in conjunction with the Alberni-Clayoquot Regional District's financial plan."*

**CARRIED**

*MOVED: Director Geall*

*SECONDED: Director Kokura*

*THAT the Board of Directors pass the following resolution: "That the Bamfield Official Community Plan Bylaw P1309 has been considered in conjunction with the Alberni-Clayoquot Regional District's Solid Waste Management Plan, November 2007 Bylaw R1020."*

**CARRIED**

*MOVED: Director Geall*

*SECONDED: Director McNabb*

*THAT the Board of Directors pass the following resolution: "That the public hearing for Bylaw P1309 be delegated to the Director for Electoral Area "A" Bamfield, the alternate Director, or the Chairperson of the Regional Board."*

**CARRIED**

**b. ARMAC INVESTMENT DEVELOPMENT APPLICATIONS IN BAMFIELD**  
Memorandum

*MOVED: Director Geall*

*SECONDED: Director Cote*

*THAT the Board of Directors receives the staff report.*

**CARRIED**

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

*THAT the Board of Directors direct staff to meet with the applicant to determine appropriate development potential for each property, given the current infrastructure constraints. Specifically water supply and sewage disposal.*

**CARRIED**

*MOVED: Director Geall*  
*SECONDED: Director Cote*

*THAT the Board of Directors directs staff to prepare individual staff reports and recommendations on each development application.*

**CARRIED**

- c. DVC13004, WALTON, 1022 SIXTH AVENUE (SALMON BEACH)**  
Memorandum  
Letter from Applicant

*MOVED: Director Bennett*  
*SECONDED: Director Cote*

*THAT the Board of Directors receive the late letter from Jane and Hugh Walton.*

**CARRIED**

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

*THAT the Board of Directors pass a resolution to issue development variance DVC13004.*

**CARRIED**

- d. RE13006, JOHNSTON, 5507 GORDON ROAD**  
Rezoning Application – Bylaw P1316

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

*THAT Bylaw P1316, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

- e. RE13007, SALMON, 7360 PLYMOUTH ROAD**  
Rezoning Application – Bylaws P1317 and P1318

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

*THAT Bylaw P1317, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.*

**CARRIED**

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

*THAT Bylaw P1318, Regional District of Alberni-Clayoquot Zoning Atlas be adopted.*

**CARRIED**

## **11.1 STAFF REPORTS**

- a. CAO Report - December 2, 2013**
- b. Planning and Development Report – December 1, 2013**
- c. Financial Manager Report – December 2, 2013**
- d. Environmental Services Department Report – December 2, 2013**
- e. Staff Action Items Report – December 3, 2013**

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

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

**CARRIED**

*MOVED: Director Cote*  
*SECONDED: Director Jack*

*THAT the board of directors appoint Jackie Chambers from the Sproat Lake Parks Commission to the Regional Parks and Trails Commission.*

**CARRIED**

## **11.2 COMMITTEE REPORTS**

- a. West Coast Fiber Update**

Director Osborne reported on a telconference call with Telus, BC Hydro, Network BC and All Nations Trust Company (ANTCO), the original funding gap of 3.3 million has been reduced to \$600,000.00 from a reallocation of the money contributed from ANTCO. Typically ANTCO does the end of line and doesn't do a spine build but they are going to contribute money for the difference, Tla-o-qui-aht is also funding.

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

*THAT this verbal report be received.*

**CARRIED**

**12. UNFINISHED BUSINESS**

**13. LATE BUSINESS**

**14. QUESTION PERIOD**

**15. IN-CAMERA**

*MOVED: Director Osborne*  
*SECONDED: Director Kokura*

*THAT this meeting be closed to the public to discuss matters relating to;*  
*i. Information that is prohibited from disclosure under Section 21 of the Freedom of Information and Privacy Act.*

**CARRIED**

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

The meeting was re-opened to the public at 3:25 pm.

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

**17. ADJOURN**

*MOVED: Director McLeman*  
*SECONDED: Director Cote*

*THAT this meeting be adjourned at 3:25 pm.*

**CARRIED**

Certified Correct:

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Cindy N. Solda,  
Chairperson

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Russell Dyson,  
Chief Administrative Officer



# Alberni-Clayoquot Regional District

## MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON DECEMBER 9, 2013 at 7:00PM.

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

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

**PRESENT:** Wayne Hasler  
Gord Blakey  
Harold Carlson

**STAFF PRESENT:** Andy Daniel, Manager of Environmental Services  
Teri Fong, Manager of Finance

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 7:00pm.

**2. APPROVAL OF AGENDA**

*MOVED: W. Hasler*

*SECONDED: G. Blakey*

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

**CARRIED**

**3. ADOPTION OF MINUTES**

a. Beaver Creek Water Advisory Committee Meeting held October 7, 2013.

*MOVED: G. Blakey*

*SECONDED: W. Hasler*

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

**CARRIED**

**4. PETITIONS, DELEGATIONS & PRESENTATIONS**

**5. CORRESPONDENCE FOR ACTION/INFORMATION**

a. Email Concerning use of Gas Tax Funds

*MOVED: G. Blakey*

*SECONDED: W. Hasler*

*THAT the Beaver Creek Water Advisory Committee receive the report from the CAO regarding the allocation of gas tax funds, written in response to correspondence received from Susan Roth.*

**CARRIED**

**6. REQUEST FOR DECISIONS & BYLAWS**

- a. Request for Decision regarding New Water Rates for the Beaver Creek Local Service Area.

*MOVED: W. Hasler*

*SECONDED: G. Blakey*

*THAT the meeting be closed to the public to discuss matters relating to:*  
*i. Litigation or potential litigation affecting the Regional District.*

**CARRIED**

The meeting was closed to the public at 7:35 pm.

The meeting was re-opened to the public at 7:41 pm.

*MOVED: W. Hasler*

*SECONDED: H. Carlson*

*THAT the Beaver Creek Water Advisory Committee endorse the an \$8/month increase instead of the proposed \$12/month to water rates to apply as of the second quarter of 2014, advise the community of the proposed rates in the next water invoice and refer the rates to the Board of Directors of the ACRD to be adopted in a water rates bylaw.*

**CARRIED**

**7. REPORTS**

- a. Beaver Creek Water System Draft Operating Expenses-2014 Budget.

*MOVED: W. Hasler*

*SECONDED: G. Blakey*

*THAT the Beaver Creek Water Advisory Committee receives the Beaver Creek Water System Draft Operating Expenses-2014 Budget.*

**CARRIED**

**8. IN-CAMERA**

9. **ADJOURN**

*MOVED: G. Blakey*  
*SECONDED: W. Hasler*

*THAT this meeting be adjourned at 8:55PM.*

**CARRIED**

Certified Correct:

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John McNabb,  
Chairperson

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Andy Daniel,  
Manager of Environmental Services

# Vancouver Island Transit Presentation

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## PURPOSE

Is there an alternate plan in the event the long standing negotiations with VIA RAIL for passenger service on the E&N do not come to fruition?

I offer the following concept to save the E&N. I ask for a letter of endorsement in support of presenting this concept to the Island Corridor Foundation for its consideration at the appropriate time.

## EXECUTIVE SUMMARY - UNLOCKING THE VALUE

- E&N Railway is a \$350 M resource that is at risk of dissipating and disappearing
- Can we develop a thriving enterprise, which generates a good return on investment and fosters economic development on the island?

## THE CONCEPT



- Battery powered buses running on the existing right-of-way rails
- No need for major rail or trestle improvements.

## THE RESULT

There may be a profitable economic development alternative to conventional rail on the E&N, without the need for government subsidies. I offer this proposal to the Island Corridor Foundation for its consideration.

Friday, December 13, 2013

## Electric rail vehicles could be future plan

Pitch for battery-powered rail car might work for the E&N Railway

[Lise Broadley](#) / Alberni Valley Times

December 10, 2013 12:00 AM



Photograph by: Lise Broadley

Photograph by: Lise Broadley

Imagine a quiet, battery-powered railway car that travels at speeds of up to 100 kilometres an hour, gliding along the E&N rails and into Port Alberni to drop off tourists, commuters and parcels - if electrical engineer Tim McNeil has his way, the idea could become reality.

McNeil presented his vision for the future of Vancouver Island's railway system to Port Alberni council Monday evening. He was looking for feedback on the idea and a letter of support before he approaches the Island Corridor Foundation.

He plans to ask the ICF to invest \$50,000 in a feasibility study to determine whether the electrical vehicles could be used on Vancouver Island.

"I asked myself, 'What can we do? Can we develop alternatives?'" said McNeil, who believes a valuable asset is being wasted as the ICF works to negotiate a deal with Via Rail to resume service. "I'm trying to ignite a discussion."

The technology for battery-powered railcars and buses already exists, said McNeil, and configuring them for the existing rails would be relatively easy. Part of the plan's allure is the theory that the electric cars would be able to run on the tracks in their current state, with minimal upgrades and maintenance required. In contrast, tens of millions of dollars of work is required before Via can begin passenger rail service.

McNeil believes electrical vehicles can help get the service up and running much faster and for a lot less. According to his own calculations, a \$7 million investment in vehicle purchases, charging stations and track upgrades would yield 42 per cent net profits in the first year, provided the trains are full. Trains running at 50 per cent capacity would allow the service to break even. McNeil suggests that if a feasibility study returns positive results, the service should begin on a small scale, with one \$1-million car making the journey back and forth between Port Alberni and Parksville.

It's an idea ICF Alberni Valley representative Ken McRae said he was interested in learning more about.

"We're all interested in something like that," he said. "If they can send someone to the moon, this should be possible."

He said the route between Port Alberni and Parksville would likely be ideal for an electric vehicle, which could connect passengers to the traditional trains he hopes to see running from Victoria to Courtenay.

He added that positive negotiations between the ICF and Via have resumed.

News@avtimes.net 250-723-8171

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<http://www.mylocalflyers.ca/flyers/atmosphere>  
<http://www.mylocalflyers.ca/flyers/saveonfoods>  
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**Sears**      **Co-op**      **Atmosphere**      **Save-On-Foods**      **Indigo Books & Music**

<http://www.mylocalflyers.ca/flyers/sears>  
<http://www.mylocalflyers.ca/flyers/coop>  
<http://www.mylocalflyers.ca/flyers/atmosphere>  
<http://www.mylocalflyers.ca/flyers/saveonfoods>  
<http://www.mylocalflyers.ca/flyers/indigo>

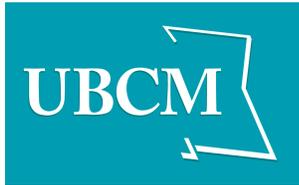
**Wishbook Starts Thursday**      **Buy More. Save More**      **Stay Warm. Look Good!**      **Great Deals on Gifts**      **Heather's Picks**

<http://www.mylocalflyers.ca/flyers/sears>  
<http://www.mylocalflyers.ca/flyers/coop>  
<http://www.mylocalflyers.ca/flyers/atmosphere>  
<http://www.mylocalflyers.ca/flyers/saveonfoods>  
<http://www.mylocalflyers.ca/flyers/indigo>

2 DAYS LEFT      2 DAYS LEFT      JUST RELEASED      VALID UNTIL DEC 24      VALID UNTIL DEC 20

(HTTP://WWW.MYLOCALFLYERS.CA/FLYERS/SEARCH?HTTP://WWW.MYLOCALFLYERS.CA/FLYERS/FEDERATEDCOOP/HTTP://WWW.MYLOCALFLYERS.CA/FLYERS/ATMOSPHERE/HTTP://WWW.MYLOCALFLYERS.CA/FLYERS/SAVEONFOODS/HTTP://WWW.MYLOCALFLYERS.CA/FLYERS/INDIGO)

P=ALBERNI&AUTO\_LOCATE=TRUE&LOCALE=EN&UTM\_SOURCE=ALBERNI&UTM\_MEDIUM=MEDIA&UTM\_CAMPAIGN=ALBERNI&UTM\_CONTENT=ALBERNI&UTM\_TERM=ALBERNI



# MEMBER RELEASE

November 29, 2013

**TO:** Chair & Board | Senior Staff  
**FROM:** Chair Art Kaehn, Electoral Area Representative  
**RE:** **ELECTORAL AREA DIRECTORS MEETING**

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## Conference Focus

A meeting for Electoral Area Directors is planned for **Tuesday afternoon, February 4, 2014** and **Wednesday morning, February 5, 2014** at the Radisson Hotel Vancouver Airport in Richmond. The intent is to hold the meeting in conjunction with the Local Government Leadership Academy to help reduce costs.

The conference focuses on issues of concern to Electoral Area Directors and provides an opportunity to discuss common problems and share potential solutions to the problems identified. Some of the issues that are under consideration at this time are:

- Environmental Update – small water systems, water sustainability & product stewardship;
- Aggregate Management; and
- Agricultural Land Reserve.

**Attached is a form soliciting issues for discussion** at the Electoral Area Directors meeting. If you have discussion ideas to share, please fill out the form and return it to UBCM **by January 8, 2014**.

In addition, a draft agenda is attached, subject to confirmation of speakers, and feedback from Electoral Area Directors on the policy issues they would like to see addressed.

## Who should attend?

The conference is open to Regional District Chairs, Electoral Area Directors and regional district staff.

## Registration

**Registration Fee:** **\$ 168.00** (\$160.00 + taxes)

- Session will start at 1:00 p.m. Tuesday, February 4, 2014
- Fee includes coffee breaks, Tuesday reception, Wednesday morning hot breakfast
- Deadline for registration is Friday, January 31, 2014
- Cancellation notice required by January 28, 2014 to receive a refund

**Register online:** <http://www.civicinfo.bc.ca/event/2014/EAMeeting.asp>

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**Location:****Radisson Hotel Vancouver Airport**

8181 Cambie Road  
Richmond BC V6X 3X9

Tel: 604-276-8181

[www.radisson.com/vancouverca](http://www.radisson.com/vancouverca)

**Accommodation**

A room block has been set aside at the Radisson Hotel Vancouver Airport in Richmond. In order to receive the \$99 delegate rate, please quote "UBCM" and place your reservation with the hotel directly by emailing [reservations@radissonvancouver.com](mailto:reservations@radissonvancouver.com) or calling 604-276-8181 and asking for "in-house reservations."

**Contact**

**If you have any questions please contact:**

Ken Vance  
Senior Policy Advisor  
Tel: 604-270-8226 ext. 114  
Email: [kvance@ubcm.ca](mailto:kvance@ubcm.ca)



# Electoral Area Directors Meeting

February 4 - 5, 2014

Radisson Hotel Vancouver Airport, Richmond, BC

## Soliciting Issues for Discussion

### 1. Issues for Discussion

Listed below are some issues for possible discussion at the Electoral Area Directors Meeting. Please indicate which issues you would like to see included on the agenda:

- Aggregate Management
- Agricultural Land Commission
- Small Water Systems
- Water Sustainability Act
- Product Stewardship Review
- Off-Road Recreation Vehicles

### 2. Other Issues & Best Practices

Please identify other issues, or examples of best practices, that you would like to raise for discussion at the Electoral Area Directors Meeting.

#1 ISSUE OR BEST PRACTICE

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REASON FOR DISCUSSION

- GET IDEAS
- SEEK HELP OR ADVICE
- SHARE OUR EXPERIENCE

#2 ISSUE OR BEST PRACTICE

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REASON FOR DISCUSSION

- GET IDEAS
- SEEK HELP OR ADVICE
- SHARE OUR EXPERIENCE

#3 ISSUE OR BEST PRACTICE

REASON FOR DISCUSSION

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- GET IDEAS
- SEEK HELP OR ADVICE
- SHARE OUR EXPERIENCE

**3. Your Contact Information**

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

Position: \_\_\_\_\_

Regional District: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**4. Submission**

*Please submit your suggestions to UBCM via e-mail by **January 8, 2014.***

Email to: [kvance@ubcm.ca](mailto:kvance@ubcm.ca)

**UBCM Contact**

Ken Vance  
Senior Policy Advisor  
Phone: 604 270 8226 ext. 114  
Email: [kvance@ubcm.ca](mailto:kvance@ubcm.ca)



# Electoral Area Directors Meeting

## Draft Agenda

(Subject to confirmation of speakers and input from electoral area directors)

**Tuesday, February 4, 2014**

12:00 pm – 1:00 pm	<b>Registration</b>
1:00 pm – 1:05 pm	<b>Introduction</b> Chair <b>Art Kaehn</b> , Electoral Area Representative
1:05 pm – 1:10 pm	<b>UBCM President</b> Director <b>Rhona Martin</b> , UBCM President
1:10 pm – 1:30 pm	<b>Minister of Community, Sport &amp; Cultural Development</b> <b>The Honourable Coralee Oakes</b>
1:30 pm – 3:00 pm	<b>Environmental Issues Update</b> Chair <b>Art Kaehn</b> , Electoral Area Representative (Chair)  <b>Small Water Systems Update</b> Participants: Chair <b>Al Richmond</b> , Cariboo Regional District  <b>Water Sustainability Act</b> Participants: TBD  <b>Product Stewardship Review</b> Participants: TBD
3:00 pm – 3:15 pm	<b>Coffee Break</b>
3:15 pm – 5:00 pm	<b>Electoral Area Directors: Discussion &amp; Best Practices Session</b> Chair <b>Art Kaehn</b> , Electoral Area Representative (Chair)  Participants: 3 or 4 Regional District Chairs
5:00 pm – 6:00 pm	<b>Electoral Area Directors: Meet and Greet Session (reception)</b> Chair <b>Art Kaehn</b> , Electoral Area Representative (Chair)

## Wednesday, February 5, 2014

7:30 am – 8:30 am	<b>Hot Breakfast</b>
8:30 pm – 8:35 pm	<b>Introduction</b> <b>Chair Art Kaehn</b> , Electoral Area Representative
8:35 am – 9:30 am	<b>Regional District Update</b> <b>Chair Art Kaehn</b> , Electoral Area Representative (Chair)  Participants: <b>Becky Denlinger</b> , Deputy Minister Ministry of Community, Sport & Cultural Development  <b>Gary Paget</b> , Senior Advisor Ministry of Community, Sport & Cultural Development
9:30 am – 10:15 am	<b>Aggregate Management</b> <b>Chair Art Kaehn</b> , Electoral Area Representative (Chair)  Participants: <b>Fraser Valley Regional District</b>  <b>Stewart Guy</b> , Director Aggregates Policy Ministry of Forests, Lands & Natural Resource Operations
10:15 am – 10:30 am	<b>Coffee Break</b>
10:30 am – 11:15 am	<b>Agricultural Land Reserve</b> <b>Chair Art Kaehn</b> , Electoral Area Representative (Chair)  Participants: TBD
11:15 am – 11:55 am	<b>Off-Road Recreation Vehicles</b> <b>Chair Art Kaehn</b> , Electoral Area Representative (Chair)  Participants: TBD
11:55 pm – 12:00 pm	<b>Conference Summary</b> <b>Chair Art Kaehn</b> , Electoral Area Representative
12:00 pm	<b>Adjourn</b>

## Transport Canada

Home > Marine Transportation > Marine Safety > Design, Equipment & Boating Safety  
> Office of Boating Safety > Boating Safety Contribution Program  
> Boating Safety Contribution Program – Success Story

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### Boating Safety Contribution Program – Success Story

#### Sproat Lake Marine Patrol (SLMP) – Promoting Boating Safety Awareness

Newsletter 1  
December 2013

##### Subscribe to this newsletter

“Kids don’t float – Wear your Life Jacket”  
“Drowning doesn’t discriminate”

**Recipient:** Regional-District of Alberni-Clayoquot  
**Funding Year:** 2013-14  
**Area:** British Columbia

Created in 2002, the Sproat Lake Marine Patrol (SLMP) spent another boating season delivering safe boating programs to students and serving recreational boaters. Located 13 KM northwest of Port Alberni on Vancouver Island, British Columbia, Sproat Lake is a popular spot for recreational boaters. It covers 10,476 acres and is home to 2,100 year-round residents. During the summer, the population increases to over 10,000 each year.

The SLMP program gives away information sheets and maps, loans life jackets and helps boaters at the boat launch, which can number as many as 150 boats per day. They also patrol out on the water looking for boating hazards and marking them to make them visible to boaters; conduct water tests; and much more.

With the support of Transport Canada’s Boating Safety Contribution Program, the SLMP was able to expand its boating safety education program. They hired four students, two of whom spent late May through June visiting schools and presenting boating safety practices to over 853 elementary, middle and high school students and their teachers. They also offered an instructor evaluation form for teachers.

During the 2013 season, the Project also:

- Gave boating safety information to over 500 people at an ‘Our Town’ event in July.
- Offered 65 Pleasure Craft Courtesy Checks (PCCC) at boat launches. This helped ensure boaters had all the required safety gear and proof of competency such as the Pleasure Craft Operator Card (PCOC) on board before they left shore.
- Loaned 42 life jackets to boaters who needed one, through its PFD Loaner Program.
- Gave away nearly 5,000 handouts on boating safety, boating etiquette, required safety equipment and boat launching tips, as well as maps of the lake. They also gave boating safety kits to boaters who did not have the required equipment on board.

The SLMP is happy to report that there were no boating accidents at Sproat Lake during the 2013 boating season. It also invites you to view a video about its activities on Youtube and their website [www.acrd.bc.ca/cms.asp?wpID=248](http://www.acrd.bc.ca/cms.asp?wpID=248).

**From:** [Wendy Thomson](#)  
**To:** [Tracy Bond](#)  
**Subject:** FW: [Press Release] PLANNING FOR A NEW ECONOMY IN PORT MCNEILL  
**Date:** Monday, December 16, 2013 8:51:34 AM

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[Next board agenda](#)

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**From:** Island Coastal Economic Trust [mailto:info@islandcoastaltrust.ca]  
**Sent:** Thursday, December 12, 2013 11:28 AM  
**To:** Wendy Thomson  
**Subject:** [Press Release] PLANNING FOR A NEW ECONOMY IN PORT MCNEILL

## Press Release

### PLANNING FOR A NEW ECONOMY IN PORT MCNEILL

December 12, 2013

COURTENAY - While traditional resource industries like forestry, mining, fishing and aquaculture still play a significant role in the economy of the North Island, the community of Port McNeill is looking towards the future, and that means building a strategic economic development plan.

With a total budget of \$50,000 being cost-shared 50/50 by the Town and the Island Coastal Economic Trust, an economic development strategy will be developed early in the new year with input from the community and stakeholders.

"Adapting to a changing economy is never easy, but with smart planning and focused efforts, Port McNeill will be positioned to thrive and take advantage of new opportunities," said ICET Chair Phil Kent. "Our Economic Development Readiness program is the right match for this project, and I'm looking forward to seeing the positive outcome for the community."

"Port McNeill is a resource-industry town and forestry, mining, fishing and aquaculture will always be important, but we can't rely on those industries as our only source of jobs," said Mayor Gerry Furney. "We've already seen how tourism has become an economic driver in our area, and there's more we can do to diversify our economy."

The project will include a communications strategy to engage with residents, First Nations and regional stakeholders; a SWOT analysis of the community; and a strategic plan that recommends an integrated economic development strategy for the next 10 years.

#### 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](http://www.islandcoastaltrust.ca).

-end-

**For further information:**

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

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

Mayor Gerry Furney  
Town of Port McNeill  
Tel. 250-956-3111  
[mayor.portmcneill@telus.net](mailto:mayor.portmcneill@telus.net)



**Visit us Online at [www.IslandCoastalTrust.ca](http://www.IslandCoastalTrust.ca)**

[Unsubscribe from broadcast news releases](#)

## Results of Gas Tax Fund Consultations

December 18, 2013

Over the past year, UBCM has engaged with B.C. local governments in preparation for discussions with the federal and provincial governments to renew the Gas Tax Fund. With the engagement process now concluded, we are sharing the key themes expressed by our members. These themes will provide the basis for UBCM's advocacy throughout renewal discussions. [Read More](#)

Next issue will be  
January 8, 2014

## Guide for Bylaw Development in Farming Areas

Local governments can now access an updated edition of the [Guide for Bylaw Development in Farming Areas](#). The revised version incorporates new standards established under section 916 of the Local Government Act. [Read more](#)



[Follow us on Twitter](#)

## Summary of 2011-2013 LGPS Grants

Local Government Program Services (LGPS) has managed grant programs and services for BC local governments and other eligible applicants since 2004. A summary of the grants that were awarded through LGPS from 2011-2013 is [now available](#).



## Season's Greetings to Our Readers

We wish all the best of the holiday season to our subscribers. The Compass will be on a hiatus for the next two weeks and will resume January 8, 2014.

## Through the Looking Glass: Reflections on Leadership

The Local Government Leadership Academy's [2014 Leadership Forum](#) will be held February 5-7, 2014 at the Radisson Hotel Vancouver Airport in Richmond, BC.

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Ref: 100453

December 19, 2013

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

Dear Ms. Solda:

**Re: Connectivity Crisis on Vancouver Island's West Coast**

Your letter requesting support to Premier Christy Clark on behalf of the Alberni-Clayoquot Regional District Board has been forwarded to the Ministry of Technology, Innovation and Citizens' Services for response. As Deputy Minister, I am responsible for delivering government initiatives to extend high-speed Internet and cellular telephone service in British Columbia.

The Province recognizes that access to adequate Internet service is crucial for health, education and emergency programs as well as for new business opportunities and job creation efforts. For example, I am aware that bandwidth is critical for the Tla-o-qui-aht First Nation and their investment in green energy and clean technology projects. The availability of bandwidth to accommodate increasing demands for new businesses and for residents and visitors in the nine First Nations communities as well as in Tofino and Ucluelet would further enhance economic development. I understand seven of the nine First Nations communities are not yet connected so a solution is especially important for these communities.

Ministry staff are working with representatives from TELUS, BC Hydro, All Nations Trust Company (managing the Pathways to Technology Project) and stakeholders from the West Coast to identify solutions toward narrowing the funding shortfall. Fibre optics connectivity is the best long-term solution to the growing digital divide experienced by the coastal communities and First Nations in the region. The Working Group is actively looking at options to bring the 'Fibre Make-Ready Project' back on track as well as considering an interim microwave upgrade to bring relief to existing customers. Continued efforts on your part to support the Working Group and raise awareness of the importance of connectivity are appreciated and are a service to the citizens of the west coast.

---

Office of the Deputy Minister  
Ministry of Technology, Innovation and Citizens' Services

Mailing Address:  
Box 9440 Stn Prov Govt  
Victoria BC V8W 9V3

Telephone: 250 387-8852  
Facsimile: 250 387-8561  
Email: [MTICDeputyMinister@gov.bc.ca](mailto:MTICDeputyMinister@gov.bc.ca)

Thank you again for bringing this important issue to our attention.

Sincerely,



John Jacobson  
Deputy Minister

pc: Honourable Christy Clark, Premier

Honourable Andrew Wilkinson, Minister of Technology, Innovation and Citizens' Services

Honourable Bill Bennett, Minister of Energy and Mines (and Responsible for Core Review)

Honourable Peter Fassbender, Minister of Education

Honourable John Rustad, Minister of Aboriginal Relations and Reconciliation

Honourable Terry Lake, Minister of Health

Honourable Shirley Bond, Minister of Jobs, Tourism and Skills Training

Dave Nikolejsin, Deputy Minister, Ministry of Energy and Mines

Dave Byng, Deputy Minister, Ministry of Jobs, Tourism and Skills Training

Mayor Bill Irving, District of Ucluelet

Mayor Josie Osborne, District of Tofino

Charles McCarthy, President of Yuułuʔiłʔatḥ First Nation

Chief Moses Martin, Tla-o-qui-aht First Nation

Wilf Bangert, Executive Lead responsible for Network BC.



December 12, 2013

Ref: 154580

Ms. Cindy N. Solda  
and Members of the Board  
Regional District of Alberni-Clayoquot  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Chair Solda and Board Members:

I am writing today to invite your local government's input on the second phase of local government elections reform.

I wrote to all local governments on August 27, 2013 to announce the release of a White Paper on Local Government Elections Reform. As noted in the White Paper, I have initiated targeted stakeholder engagement on expense limits in November 2013. The intent is to develop and introduce expense limits legislation in time for the next local elections *after* 2014. Given the diversity of views on the topic and the complex policy issues, I want to start discussions on expense limits early and be in a position to introduce expense limits with plenty of lead-time before the next elections after 2014.

Expense limits would ultimately be added into the proposed *Local Elections Campaign Financing Act*. This two-phase approach allows campaign participants to first become familiar with a new, separate Act with new rules around transparency, accountability and enforcement before adding expense limits into local elections.

Information gathered through talking to key stakeholders, such as local governments, will help inform the development of expense limits. I will be having regular discussions with the Union of British Columbia Municipalities' Executive as we move forward. However, I also wanted each local government to have an opportunity to share perspectives on expense limits, and issues related to expense limits. I would appreciate your thoughts on questions and issues around campaigning for office. For example,

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?

.../2

Ms. Cindy N. Solda  
and Members of the Board  
Page 2

I am also interested in your views on approaches to setting expense limits in local elections. The Local Government Elections Task Force recommended expense limits for candidates and third party advertisers in all communities. The Task Force suggested that expense limits need to take community population into account in order to work in British Columbia's diverse communities, and that elector organizations should not get a separate, additional limit. The Task Force did not specify what they felt expense limits should be.

Enclosed for your reference is a short discussion paper. The paper includes some background on expense limits issues, including some information on local campaign spending in British Columbia and information on other provinces' approaches. This paper can also be found at [www.localgovelectionreform.gov.bc.ca](http://www.localgovelectionreform.gov.bc.ca). Comments from the public are also invited until January 31, 2014.

Please note that it is optional to provide feedback on expense limits issues. As a former council member, I understand that councils and boards have busy agendas and it may be difficult to find time to discuss this issue. However, I do appreciate hearing from your community.

Please provide your thoughts by January 31, 2014. Submit your feedback electronically to: [Localgovelectionreform@gov.bc.ca](mailto:Localgovelectionreform@gov.bc.ca), or in writing to:

Local Government Elections Reform  
Ministry of Community, Sport and Cultural Development  
PO BOX 9847 STN PROV GOVT  
Victoria BC V8W 9T2

I will also take this opportunity to remind you that the White Paper on Local Elections Reform released in September 2013 provided a draft version of the proposed new *Local Elections Campaign Financing Act*, intended for introduction in the Legislature in Spring 2014. If passed, the Act would make a significant number of changes, principally related to enhanced transparency, compliance and enforcement, for the November 2014 local elections.

Thank you in advance for your assistance.

Sincerely,



Coralee Oakes  
Minister

Enclosure

pc: Director Rhona Martin, President, Union of British Columbia Municipalities

November | 2013

Expense Limits in Local Elections  
Discussion Paper



Ministry of  
Community, Sport and  
Cultural Development

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## EXECUTIVE SUMMARY

The Local Government Elections Task Force, a partnership between the Province and the Union of BC Municipalities, was created to recommend changes to local elections rules. One of the 31 recommendations in the Task Force's May 2010 final report was that the Province establishes expense limits for candidates, elector organizations and third party advertisers in local elections.

The Government of British Columbia intends to introduce expense limits in time for the next local elections after November 2014.

As noted in the [White Paper on Local Government Elections Reform](#), government initiated targeted stakeholder engagement on expense limits issues in November 2013. Government will use information gathered through this process to inform the development of expense limits. While it may seem early to be talking about expense limits issues, it is important to be prepared to introduce legislation early enough that campaign participants are ready for expense limits and the new rules.

This discussion paper outlines the policy building blocks for expense limits and some of the complex policy issues involved in the legislative framework for expense limits. It also provides discussion questions. The appendices contain information on trends in local campaign spending in B.C., and on other provinces' approaches to expense limits for local elections.

### How do I give my feedback?

Please provide your written comments by January 31, 2014.

**Website:** [www.localgovelectionreform.gov.bc.ca](http://www.localgovelectionreform.gov.bc.ca)

**Email:** [localgovelectionreform@gov.bc.ca](mailto:localgovelectionreform@gov.bc.ca)

**Mail:** Local Government Elections Reform  
Ministry of Community, Sport and Cultural Development  
PO BOX 9847 STN PROV GOVT  
Victoria BC V8W 9T2

## INTRODUCTION

### Why expense limits in local elections?

The Local Government Elections Task Force, a partnership between the Province and the Union of BC Municipalities, was created to recommend changes to local elections legislation. One of the 31 recommendations in the Task Force's May 2010 [final report](#) was that the Province establishes expense limits for candidates, elector organizations\* and third party advertisers in local elections.

In reviewing written submissions and listening to the dialogue on elections issues, the Task Force heard a great deal of support for establishing expense limits in local elections. The Task Force believed that expense limits could increase accessibility and fairness by levelling the playing field among candidates; encouraging candidate participation; and reducing the need for large contributions to fund expensive campaigns.

The provincial government accepted the Task Force's recommendations and committed to implementing them – including expense limits.

### What is happening with expense limits?

**Timing:** The Province released a [White Paper on Local Government Elections Reform](#) in September 2013. The White Paper provided a draft version of the proposed new *Local Elections Campaign Financing Act*, to be introduced in the Legislature in Spring 2014. If passed, the Act would put into place the majority of the Local Government Elections Task Force's recommendations in time for the November 2014 local elections. These changes are focused on improved accountability, transparency, compliance and enforcement. The draft Act applies to local government and board of education elections.

*For more detail on the changes proposed for 2014, please see [www.localgovelectionreform.gov.bc.ca](http://www.localgovelectionreform.gov.bc.ca)*

The draft *Local Elections Campaign Financing Act* represents Phase I of campaign finance reform in BC local elections. Phase II involves introducing expense limits legislation in time for the next local elections *after 2014*. The phased approach will allow campaign participants, local elections administrators and others to adapt to the changes before adding spending limits to the local elections system. The phased approach also allows more time for discussion of expense limits issues before any decisions are made.

**Stakeholder engagement:** As noted in the White Paper, government initiated targeted stakeholder engagement on expense limits issues in November 2013. Government will use information gathered through this process to inform the development of expense limits. The intent is to introduce legislation for expense limits *after* the November 2014 local elections. While it may seem early to be talking about expense limits issues, it is important to be prepared to introduce legislation early enough that campaign participants are ready for expense limits and the new rules to make the limits work.

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\* Elector organizations are groups that promote candidates in local elections. They are sometimes referred to as municipal 'political parties.' Elector organizations endorse candidates. The organization's endorsement appears on the ballot next to candidates' names. Elector organizations regulated under the legislation – e.g. currently they must have at least 50 members that are electors in the municipality and have existed for at least 60 days, and they must file campaign finance disclosure statements. See the ministry's [guide](#) for more information.

## BACKGROUND ON EXPENSE LIMITS FOR B.C. LOCAL ELECTIONS

### What are the guiding concepts on expense limits?

In accepting the Task Force's recommendation to establish expense limits, the provincial government has been taking the Task Force guidance for developing expense limits as a starting point. The Task Force laid out some objectives or outcomes it thought should shape expense limits. The Task Force recommended that expense limits:

- be high enough to allow reasonable campaigns, but not so high as to allow a few participants to dominate,
- need to work in different sized communities (i.e. a formula-based approach would make sense, but a straight per resident formula would not be effective), and
- have a neutral effect on candidates' decisions to run independently or to create/join elector organizations.

The Task Force recognized that campaign spending was quite low in the majority of BC's communities. However, for fairness reasons the Task Force felt it was important to have expense limits in all communities. The Task Force suggested that expense limits be set in a way that reflects population size in order to make the limits effective and fair in all BC communities (ranging in population from about 180 people to more than 600,000 people).

The Task Force also emphasized that expense limits should not "punish" or "reward" candidates that are endorsed by elector organizations. The Task Force saw that while the majority of BC communities do not have elector organizations, where elector organizations do exist, they are a fairly prominent part of elections in the community. The Task Force did not want expense limits to provide an incentive to create more elector organizations (or splinter existing ones) simply for the sake of obtaining higher "spending room." It would also be unfair to independent candidates (who are not endorsed by elector organizations) if elector organizations got additional limits beyond what candidates get.

The Task Force assumed that the Province would establish expense limits. In some other provinces, local governments have the power to, by by-law, set their own campaign finance rules. The Task Force also recommended that Elections BC enforce campaign finance rules in local elections, so that means Elections BC would enforce expense limits.

The following are some of the key policy concept coming out of the Task Force's guidance:

- expense limits need to work for all communities
- candidates and third party advertisers would be subject to expense limits
- elector organizations would not get expense limits over and above candidates' limits
- expense limits would be sensitive to population size
- expense limits would also apply in board of education elections
- the Province would set expense limits
- Elections BC would enforce the limits as part of its role in enforcing campaign finance rules

## How can I add to the expense limits discussion?

The purpose of stakeholder engagement on expense limits is to explore how best to set expense limits that work for all communities. The Province will need to decide on the approach to setting expense limits numbers, and on the related “framework” rules.

You are invited to share your thoughts on expense limits issues. Below are some questions the Province would like to explore. Feel free to answer as many of the questions as you wish, and to give feedback on issues you would like to raise that are not covered by the questions below.

For additional background, please see Appendix 1 (Facts on Campaign Spending in B.C.) and Appendix 2 (Expense Limits in Local Elections in Other Provinces).

## Discussion questions

### Questions about campaigning

- In your community, do you think the cost of campaigning is a deterrent to people considering running for office?
- What are the most significant cost pressures in local campaigns?
- Are campaign finance issues different in small communities than in large communities, and if so, in what ways?
- Are campaign finance issues different for board of education elections than for local government elections?
- Do you think social media will impact (raise or lower) campaign spending? Why or why not?

### Questions about the policy “starting point” for expense limits

The Task Force provided some policy guidance on expense limits, suggesting that limits

- be high enough to allow reasonable campaigns, but not so high as to allow a few participants to dominate,
  - need to work in different sized communities (i.e. a formula-based approach would make sense, but a straight per resident formula would not be effective), and
  - should have a neutral effect on candidates’ decisions to run independently or to create/join elector organizations.
- Do you think that these objectives are a reasonable starting point for expense limits? Is there anything you would change about these objectives, or anything important missing?
  - Page 2 shows the key policy concepts coming out of the Task Force’s guidance. Would you change any of these?

### Questions about possible expense limits models

- In the two other provinces where the provincial government sets expense limits for local elections, the limit is established by a formula with a “base” amount and additional amounts for each elector. For example, in Ontario, the limit for a mayoral candidate is \$7,500, plus 85 cents per elector and \$5,000 plus 85 cents per elector for council candidates. The same formula for all

communities results in different *limits* in each community depending on population.

- Does the concept of a base amount, plus additional “per resident” amounts, seem like a reasonable approach in BC?
- Or are there other, simpler models to consider? For example, would “tiered” limits (the same limit for all communities under 5,000 or so people, a higher limit for all communities of 5,000 to 10,000 people, and so on) be a better approach?
- If a model were established that resulted in different limits in each community (such as a base plus per resident model), would you support the Province making things simple for candidates and local governments by calculating the limit in each community and providing notice of the limits?
- Are there other, additional factors beyond population that should be taken into account when setting expense limits?
- How should board of education candidate limits be set? Should they be connected to the limits for council candidates (i.e. the same as a council candidate’s limit)? If so, what happens when the boundaries of school districts do not line up with municipal boundaries?
- Would it make sense for third party advertisers’ limits to be connected to the limits for candidates in the community where the third party is conducting advertising?

### What other factors must be considered in developing expense limits?

Establishing expense limits requires some basic policy decisions – who limits apply to, how much the limits are and how they are set. In addition to considering those basic policy decisions, government will also need to address a host of related “framework” issues. For expense limits to be effective, there will need to be rules in the legislation that set out in detail how expense limits are managed and enforced.

For example, following the Task Force guidance, elector organizations would not have a separate expense limit over and above expense limits for candidates. Framework rules would be needed to manage the relationship between candidates and the elector organizations that endorse them. Questions such as who can incur expenses (the elector organization, the candidate, or both) raise further questions, such as who is responsible if there is over-spending?

Some complex policy issues stem from the need to make sure that expense limits can’t be circumvented. For example, policies will be needed for candidates that share advertising (or other campaign expenses, like candidate meet-and-greets). The legislation would still allow candidates to work together informally as a “slate” (i.e. outside of an elector organization), but rules to prevent collaborating for the purposes of working around expense limits would be needed. For example, it would be unfair for a candidate with left over “spending room” to pay for advertising promoting another candidate who has already reached his or her expense limit. Rules about how to attribute shared expenses fairly amongst candidates would be needed.

In designing expense limits for local elections, there are constitutional issues to consider. For example, a number of Canadian court cases have upheld the general principle that regulating third party advertising during elections is an acceptable limitation on freedom of speech. However, rules for third parties must strike a reasonable balance between regulation and not unduly impairing freedom of speech. Other legal factors (such as protection of privacy) will have to be considered.

These policy issues are flagged in this paper to provide a preview of the types of policy decisions government will need to make, over and above deciding what the actual limits amounts in each community should be. It is not as simple as just adding the limits numbers or formula into a piece of legislation.

### Next steps – what happens with the feedback from stakeholders?

In addition to seeking feedback on this paper, the Minister of Community, Sport and Cultural Development will also be speaking to the Union of BC Municipalities and its area associations between November 2013 and late January 2014. Views of the B.C. School Trustees Association will also be sought, as will views of other campaign participants, such as elector organizations. In Spring 2014, a summary of information received will be published. The Province will consider the results of this targeted stakeholder engagement when developing expense limits and related “framework” rules.

### Next steps - how would expense limits be implemented?

The White Paper on Local Government Elections Reform (issued September 2013) details a proposed new Act for local elections campaign finance - the draft *Local Government Campaign Financing Act*. If passed by the Legislature in Spring 2014, the Act would bring into force a number of major changes in place in time for the November 2014 local elections. Those changes are focused on improved transparency, improved campaign finance disclosure and a role for Elections BC in enforcement of campaign finance rules in local government elections.

The *Local Government Campaign Financing Act* is Phase I of local elections campaign finance reform.

For Phase II, the government intends to develop local elections campaign expense limits in time for the next local elections *after* November 2014.

Introducing expense limits requires legislation. The *Local Government Campaign Financing Act* would be amended to establish expense limits and related policy rules. Like all legislation, expense limits amendments would be tabled for the Legislature’s consideration.

## How do I give my feedback?

Please provide your written comments by January 31, 2014.

**Website:** [www.localgovelectionreform.gov.bc.ca](http://www.localgovelectionreform.gov.bc.ca)

**Email:** [localgovelectionreform@gov.bc.ca](mailto:localgovelectionreform@gov.bc.ca)

**Mail:** Local Government Elections Reform  
Ministry of Community, Sport and Cultural Development  
PO BOX 9847 STN PROV GOVT  
Victoria BC V8W 9T2

## Appendix 1: Facts on Campaign Spending in B.C.

### Considering the context

In addition to considering the Task Force’s policy guidance on expense limits, it is important to consider campaign spending trends in BC.

There are over 1,660 elected positions in over 250 government bodies filled during local elections. Typically, around 3,000 candidates run for these offices. Comparing campaign spending across communities and over multiple years is currently difficult because there is no central place to find all campaign finance disclosure statements for municipal, electoral area director (regional district electoral area) and board of education candidates.<sup>1</sup>

Other factors add complexity:

- Support from campaign organizers\* might have led to some candidates’ spending being lower than it would otherwise have been. The precise amount of support received from campaign organizers cannot accurately be factored into candidate spending figures.
- Not all spending disclosed in campaign finance disclosure statements was done during the campaign period. For example, a portion of the costs for “paid campaign work” in some elector organizations’ disclosure forms was probably for having paid staff in the years in between elections. Maintaining an organization in between elections is certainly relevant to the campaign; however, actual spending during campaign time may be lower than it appears from disclosure statements.
- “Average” spending may not present a full picture of what it typically costs to campaign in a community. For example, one or two “outlier” candidates who spend much more than their competitors affect calculations of average spending for that community. Similarly, it is reasonable to guess that candidates who spent nothing and got almost no votes probably didn’t actually campaign; such candidates would skew the average downwards.
- Campaign finance disclosure statements may not disclose spending fully and accurately.

These caveats aside, looking at a sample of municipal election spending reveals some general trends.

### Trends in municipal campaign spending

Overall, spending is fairly low. To gauge how much was spent by people who ran competitive campaigns, a sample of spending by “contenders” was taken. Only the top two-thirds of candidates closest to winning a seat were classified as contenders. Including people who may have spent nothing, and also got almost no votes (indicating that they possibly did not campaign at all) would lead to a less realistic estimate of what it costs to be competitive.

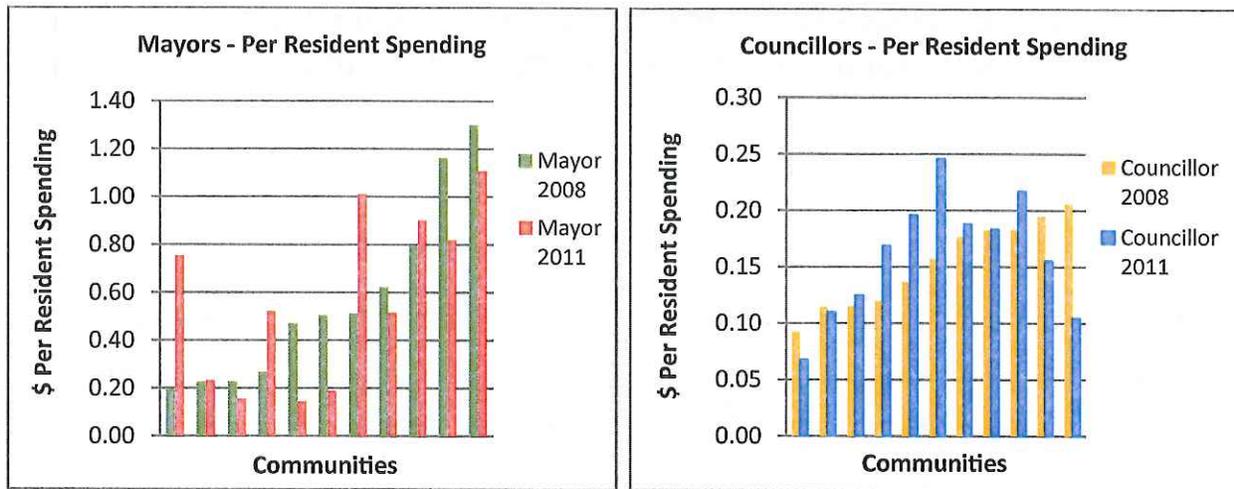
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<sup>1</sup> The draft *Local Elections Campaign Financing Act* would make all campaign finance disclosure statements available through Elections BC.

\* Campaign organizers are individuals or groups that promote or oppose candidates or points of view during elections. A campaign organizer must identify itself to the local chief election officer once it raises contributions, or incurs expenses, valued at \$500 or more. Campaign organizers must also file campaign finance disclosure statements. Unlike elector organizations, campaign organizers do not necessarily have a relationship with candidates they support or oppose. See the ministry’s [guide](#) for more information. The proposed *Local Elections Campaign Financing Act* would discontinue the concept of campaign organizers, instead regulating “third party advertisers.”

In this sample of spending in communities of various sizes by almost 500 contenders for mayor and council seats, only 8% of candidates spent more than \$50,000. 31% spent less than \$2,000.

Spending is not that predictable. Overall, spending seems to be driven mostly by the political dynamics in a particular community in a particular election. “Hot races” can mean more spending in a community in compared to elections in other years. Conversely, if fewer candidates run in an election, or if electors are less interested in the candidates or issues, spending might go down. Spending does not necessarily go up by a predictable amount each election. The following charts provide an illustration of 2008 vs. 2011 election spending in a random sample of 11 communities of various sizes. The charts demonstrate some of the potential variability in per resident spending from one election to the next.



Spending is not only variable from one election to the next, but it is also quite variable between communities of similar size. For example, the following table shows what candidates spent per resident spending differences in two sample communities in two different size groupings in 2011.

**Sample of Candidate \$ Per Resident Spending in Two Community Sizes**

Communities 4,000 to 5,500 people:

Community	Mayor	Council
A	\$5.56	\$1.11
B	\$0.21	\$0.63

Communities 75,000 to 80,000 people:

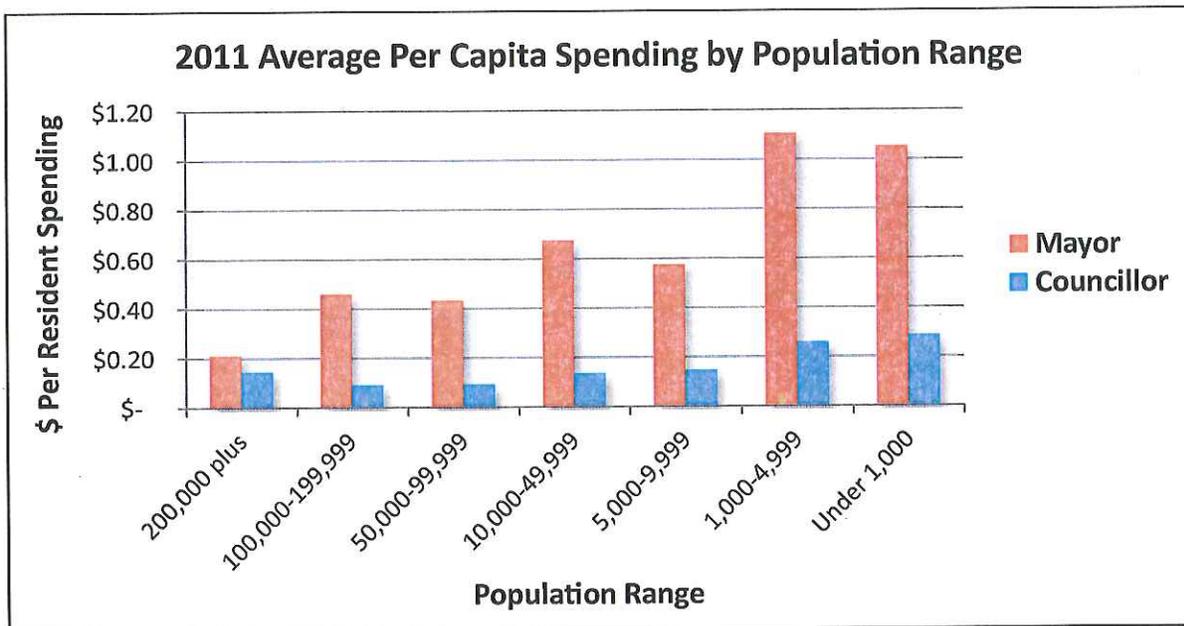
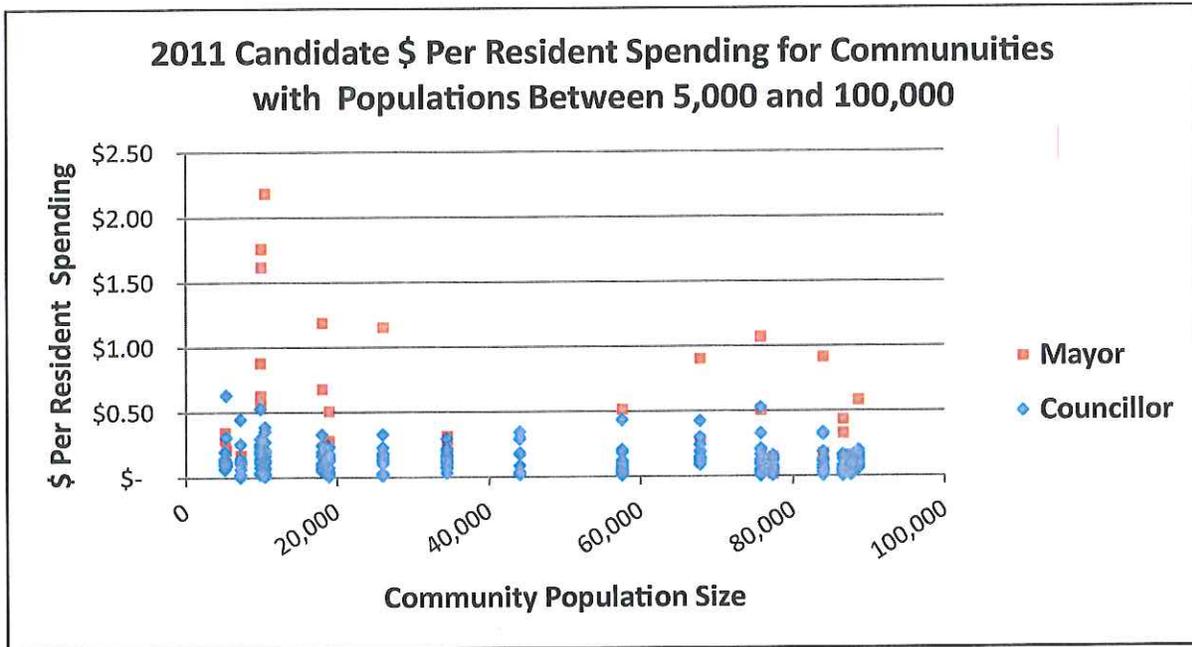
Community	Mayor	Council
C	\$0.79	\$0.12
D	\$0.08	\$0.07

These examples suggest that

- spending in smaller communities can be high relative to the community’s population, and
- spending in a community can be high relative to other similarly-sized communities.

Some candidates spend a lot more than their competitors. In communities of any size, some candidates are spending “outliers” compared to their competitors.

Mayoral candidates spend more than council candidates. Council candidates compete for one of several seats. The mayor’s race is “winner take all” and may be more easily influenced by high spending in a tight race. In a sample of 492 disclosure statements from communities of all sizes in the 2011 election, mayoral candidates spent an average of almost 4 times more per resident than what council candidates spent (\$0.64 per resident and \$0.17 per resident respectively).



In addition to showing that mayoral candidates spend more than council candidates, the previous chart shows that per resident spending may be higher in small communities. Relatively higher per resident spending in smaller communities probably indicates that there is a certain base cost involved in campaigning, and possible economies of scale in larger communities.

Spending in Vancouver is uniquely high and appears to increase each election. In 2008, spending by all elector organizations that had at least one endorsed candidate elected, plus the spending disclosed by their endorsed candidates (whether elected or not), totalled about \$4.5 million. In 2011, the total was about \$5.3 million. Total spending in Vancouver is far higher than spending in any other community in BC.

Vancouver elections are unique in several ways. Vancouver is the most populous city, with almost 178,000 more people than the next largest city. Vancouver sees a consistently large number of candidates for all offices each year. It also has an elected parks board. No independent candidates were elected in 2008 or 2011. Vancouver also has longstanding tradition of elector organizations, with an apparent trend towards more formal operation (e.g. paid staff).

#### Other observations:

In municipal elections, elected candidates almost always spent money to campaign; generally, they spent more money than those who were not elected. There are exceptions – candidates far outspending their competitors yet failing to obtain a seat, or candidates spending nothing and still obtaining a seat. It is difficult to say whether spending money “leads” to getting elected, though, because some low-spending unsuccessful candidates may not have put much effort into free and/or low-cost methods of campaigning.

Electoral area director candidates (in regional districts) tend to spend less than council candidates. Board of Education candidates also generally spend less than council candidates.

#### **So what do these trends mean for setting limits?**

Campaign spending trends (as well as more detailed spending data) will be considered in developing an approach for setting expense limits. For example, since mayoral candidates spend more than council candidates, a higher limit for mayoral candidates would make sense. Limits should also take into account the basic campaign cost evident even in the smallest town.

## Appendix 2: Expense Limits in Local Elections in Other Provinces

### Which provinces have expense limits in local elections?

- Ontario – all local governments
- Quebec – local governments with populations over 5,000
- Manitoba – all local governments
- Saskatchewan - some local governments
- Newfoundland & Labrador – some local governments (St. John's)

### Who sets the limits?

There are three basic approaches to setting expense limits:

- The province **adopts provincial legislation** setting the limits (Ontario, Quebec)
- The province **requires** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits (Manitoba requires all local governments to adopt a bylaw)
- The province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits (Saskatchewan, Newfoundland & Labrador)

### What do the limits have in common?

Generally, the limits are sensitive to population. In provinces that set the limit, there is a formula involving a base amount plus a per elector amount. In most examples where the municipality sets the limits, the limit takes into account the number of electors.

In all cases where the limits are sensitive to population, municipalities are responsible for determining the number of electors in the jurisdiction/wards (usually through their municipally-maintained voters' lists), calculating the limits and informing candidates of their limits.

Where formulas are used, they generally have a provision for inflation tied to the Consumer Price Index.

Except for in Quebec, enforcing the limits is a local responsibility.

### Caveats when looking at limits

It is difficult to compare limits because different provinces have very different rules as to how an election expense is defined, which election expenses actually count against the expense limit, and how long the period is in which spending is capped.

It can also be difficult to compare limits across jurisdictions because some cities are divided into wards. Under a ward system, council candidates compete to represent a geographically defined part of the city; usually the mayor is elected "at large" by voters across the city. Typically a candidate would not need very high limits if they are campaigning in only a small area. Toronto, Montreal and Winnipeg have wards. Currently only one BC local government uses a ward system.

In some provinces, local governments maintain a list of electors. Maintaining a voters list is not mandatory in BC. Many local governments do same-day registration.

## Ontario

**Provincial legislation** sets the limits. Limits set by the *Municipal Election Act* apply to all local governments. The formula is the same for Toronto and for all other local governments.

### Formula

Mayor - \$7,500 + 85 cents per elector

Council candidate - \$5,000 + 85 cents per elector

School board trustee candidate - \$5,000 + 85 cents per elector

### Examples – 2010 elections

#### Toronto (2.5 million people\*)

Mayor - \$1.3 million (elected at large)

Council candidates in Ward 7 - \$27,464 (Ward 7 just one example; Toronto has 44 wards)

#### Mississauga (668,550 people\*)

Mayor - \$319,664

Council candidates - \$27,000 to \$39,000, depending on ward populations

School trustees - \$23,000 to \$45,000

#### Timmins (42,997 people\*)

Mayor - \$35,549

Council candidates - \$7,000 to \$19,000 depending on ward populations

### *Other notes on expense limits in Ontario*

There is no regulation of third parties and no spending limits for third parties.

The 2010 local elections were the first with spending limits in place.

City administrators calculate the limits based on the estimated number of electors on the municipally-maintained voters' list and notify candidates of their limits.

Candidates' financial statements must be audited by an independent auditor before they can be filed. Enforcement of campaign finance rules is essentially a local matter.

---

\* 2006 census population provided for sense of scale. Not all residents counted in the census would be qualified electors.

## Quebec

**Provincial legislation** sets the limits. The limit formula is the same for all local governments.

### Formula

Mayor – base of \$3,780, plus 30 cents per elector up to 20,000 electors; 51 cents for each elector from 20,000 to 100,000 and 38 cents per elector for each elector over 100,000 electors

Council candidate – base of \$1,890, plus \$0.30 per person

Municipalities under 5,000 people are generally exempt from campaign finance rules, except for limits on how much an individual can contribute and a requirement to disclose names of contributors.

### *Other notes on expense limits in Quebec*

Quebec amended the provincial legislation to reduce the spending limits by about 30 per cent of the previous limits. The 2013 elections were held under the new, lower limits.

Third party advertising is extremely tightly regulated. It is essentially prohibited for third parties to support candidates in ways that involve expenditure of funds (advertising, rallies, etc.). A group of electors (individual citizens) may apply for “private intervener” status during an election, but may only spend up to \$300 and may only disseminate a non-partisan message on a matter of public policy (e.g. private intervener groups are forbidden to promote/oppose candidates.

Municipalities appear to be responsible for maintaining a list of electors.

Elections Quebec enforces the campaign finance rules, including expense limits.

Quebec has 1,103 municipalities. Expense limits apply in municipalities over 5,000 people. There are 185 municipalities with a population of 5,000 or more. Those 185 municipalities cover 88% of Quebec’s total population.

There are just over 900 municipalities with fewer than 5,000 people. Municipalities under 5,000 people have no spending limit, and no rules regarding expenses.

## Manitoba

Provincial legislation **requires** municipalities to adopt a bylaw with campaign expense limits (and other campaign finance rules, such as contribution limits); the municipality chooses the limits.

Example – formula in City of Winnipeg Bylaw (population about 633,450)

Mayor - 35 cents per elector in the city (adjusted using consumer price index) – mayor limit in 2010 about \$150,000

Council candidate - 90 cents per elector in the ward (adjusted using consumer price index)

Example - City of Brandon Bylaw (population about 46,000; flat rate limit/no formula)

Mayor - \$16,000

Council candidate - \$4,000

### *Other notes on expense limits in Manitoba*

Third party advertising is not specifically regulated or subject to expense limits. However, in the City of Winnipeg, expenses incurred by any individual, corporation, organization or trade union “acting on behalf of” a registered candidate count against the candidate’s expense limit.

Winnipeg has had spending limits since 1990. Enforcement is essentially a local matter.

## Saskatchewan

The Province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits

Example - City of Regina bylaw. Set limit (no formula specified in bylaw, though probable that a formula involving population was used to arrive at the limit)

Mayor - \$62,635

Council candidate - \$10,439

## Newfoundland & Labrador

The Province **allows** municipalities to adopt a bylaw with campaign expense limits; the municipality chooses the limits. Candidates do not actually have to file an accounting of their expenses; they instead declare that they did not exceed the limits.

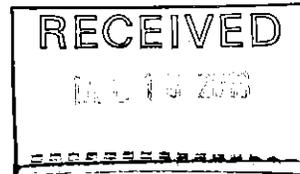
Example - City of St. John’s bylaw.

Mayor and councillor candidates - \$10,000 base amount, plus \$1 per voter listed on the voters list in the ward or at-large area. Works out to around \$80,000 for mayors and \$25,000 for councillors.



Case ID 646099

December 11, 2013



Wendy Thomson  
Manager of Administrative Services  
Alberni-Clayoquot Regional District  
3008 Fifth Avenue  
Port Alberni, BC V9Y 2E3

Dear Wendy Thomson:

This is in response to your letter to the CRTC dated November 25, 2013 asking what fees wireless service providers (WSPs) charge their users for 911 services, and if WSPs are required to contribute to 911 services.

The CRTC does not regulate wireless rates, so I don't have information on what they charge their customers. However, each WSP must pay TELUS \$0.055/month/working telephone number to help TELUS recovers its costs of: (1) network connections to all Call Answer Centres & Emergency Response Agencies throughout BC, (2) provision of Automatic Location Identification (caller's address) for each caller, & (3) maintenance of the ALI database.

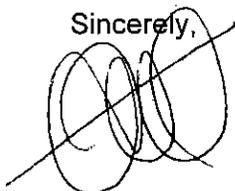
Regional Districts may recover their costs of setting up and maintaining a Call Answer Centre; that is, the people who answer the phone and dispatch the emergency vehicles. This amount is not approved by the CRTC, but is agreed upon between each participating Regional District and the WSP.

You may be interested in a related initiative undertaken by Alberta Municipal Affairs Minister Doug Griffiths, as announced in a newspaper article by the Calgary Herald on January 7, 2012. According to that article, "Alberta will follow the lead of six other provinces enacting legislation to allow cellphone companies to charge cellphone users a nominal fee per month to offset the cost of 911 call services." Those other provinces are Saskatchewan, New Brunswick, Nova Scotia, Manitoba, Quebec and P.E.I. You may want to contact the Canadian Wireless Telecommunications Association (CWTA) for further information on how

to proceed: <http://cwta.ca/contact-us/> or the Union of BC Municipalities to find out if there are any similar plans for BC: <http://www.ubcm.ca/EN/meta/contact.html>

I trust this information will assist you.

Sincerely,



Michelle Edge  
CRTC Client Services | Services à la clientèle  
858 Beatty Street, Suite 290, Vancouver, BC V6B 1C1  
Telephone | Téléphone 1-877-249-2782 / TTY | ATS 1-877-909-CRTC (2782)  
Outside Canada | Hors Canada 819-997-0313 / TTY | ATS 819-994-0423  
Facsimile | Télécopieur 1-819-994-0218  
Government of Canada | Gouvernement du Canada <http://www.crtc.gc.ca>  
🐦 [Follow us on Twitter](#) | 🐦 [Suivez-nous sur Twitter](#)

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



## **Alberni Clayoquot Regional District Grant in Aid Annual Report 2013**

As our fiscal year runs through March 31, 2014 all funds have not yet been allocated. The portion that has been spent augmented our staffing and program delivery costs. The remaining amount will be further utilized as such for our last quarter.

In the Alberni Clayoquot Regional District the Victim Services Program has assisted over **700 people** during the year. We have noticed an increase in the complexity of client issues in the past few years. Workers continue to provide emotional and crisis support, practical assistance and justice system information to clients consistently throughout the year, but problem solving around issues of poverty, homelessness as well as mental health and addictions is consuming significant amounts of time.

Workers provided court orientation and attended court with over 75 victims and witnesses.

Victim Service staff were present at community events including a youth mock trial court day. We partnered with other community agencies and brought an interactive theatre group to ADSS to engage youth around violence. We have partnered with Citizens on Patrol and have provided over 1200 property crime information packages to the residents of the Alberni Valley.

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

Thank you for your continued support.

A handwritten signature in black ink, appearing to read "Tamara Cocco".

Tamara Cocco  
Manager  
Port Alberni RCMP Victim Services

December 18, 2013



Mr. Russell Dyson, Chief Administrative Officer  
Alberni-Clayoquot Regional District  
3008, 5th Avenue  
Port Alberni, BC  
V9Y 2E3

Dear Mr. Dyson,

The top priority at all of our sawmills is to keep our employees and communities safe. We work with all of our partners to identify and address potential safety hazards, including combustible wood dust.

Western Forest Products was part of an unprecedented industry collaboration that improved dust management after two tragic mill explosions in northern BC in 2012. We strengthened dust housekeeping protocols, improved training, raised awareness and invested in capital improvements such as ventilation systems and dust control equipment.

Our Company is proud to be part of the BC Forest Products Manufacturers Advisory Group that recently received BC's highest safety honour – the BC Safety Authority's Lieutenant Governor Safety Award for Excellence in Systems Safety. Members were recognized for outstanding collaborative work with regulators, compliance and insurers, to develop a wood dust audit standard, risk reduction strategies and employee training and awareness.

I have attached more information about what our industry has achieved, and continues work on to address this important safety matter. Our industry association, Coast Forest Products Association, has also set up a web portal with links to more information at <http://www.coastforest.org/industry-info/mag-wood-dust-management/> . If you want to know more about the strategies and activities that Western Forest Products is addressing regarding this important issue, please contact me.

Regards,



Tony Sudar  
Vice President, Manufacturing

# Managing Wood Dust to Ensure Safer Mills

December 2013

The top priority of B.C.'s wood products manufacturers is to ensure employees have a safe working environment. The forest industry works with employees, unions, insurers and safety organizations to identify and address potential safety hazards, including combustible wood dust.

As a result of tragic explosions in 2012 at Babine Forest Products in Burns Lake and Lakeland Mills in Prince George, a CEO's Task Force was formed to investigate combustion risks in mills. To implement actions to address wood dust, the CEO Task Force tasked the Forest Products Manufacturers Advisory Group of sawmill safety experts to share and discuss best practices.

This unprecedented industry collaboration has resulted in improved dust housekeeping protocols, better training, and millions of dollars of capital improvements such as ventilation systems and dust control equipment to improve existing dust systems. Individual companies have also taken significant steps to improve their own safety performance by raising employee awareness and mitigating wood dust contact with all possible fuel and ignition sources in mills across the province.

## Working Together to Improve Mill Safety

In May 2012, the CEO task force reached out to all wood products manufacturers in B.C. to engage them in creating an inclusive, industry-wide approach to mitigating and controlling wood dust that supported the needs of both large and small operators. To date, this resulted in:

- Research that examined combustion risks related to dust from both green and dry wood.
- Identification of best practices for dust mitigation from industries with similar manufacturing issues.
- Development of an industry-wide auditable standard that can be used to provide independent assurance of mill safety.

*Membership in the Forest Products Manufacturers Advisory Group is open to any forest product manufacturer in the province interested in committing to advance its operations' wood dust control performance and to access industry wood dust resources.*

## Sharing and Advancing Best Practices

Wood dust is a recognized safety hazard in the wood manufacturing industry, and B.C. forest companies must also address the fact that the fine dust of dry, dead mountain pine beetle wood being processed in the province's interior mills today differs from green wood. *The Wood Dust in Sawmills – Compilation of Industry Best Practices* — highlights important considerations related to dust cleanup and control in mills.

## Auditable Standard Offers Independent Assurance

Using the audit with a qualified auditor helps manufacturing facilities that produce or use combustible wood dust meet regulatory compliance and reduce risks associated with wood dust. Members of the Manufacturers Advisory Group — which represent about 70 per cent of B.C.'s lumber production — are committed to utilizing this audit in their facilities beginning in 2014.

A mill's equipment, systems and processes are audited from a wood dust mitigation and control perspective — with input from employees, supervisors, management and others on site. The physical scope of the audit extends from raw material handling areas through to loading and shipping. It also includes the development of action plans and follow-up.

## Awarded B.C.'s Highest Safety Honour

In 2013, members of the Manufacturers Advisory Group received B.C.'s highest safety honour — the BC Safety Authority's Lieutenant Governor Safety Award for Excellence in Systems Safety. They were recognized for their outstanding collaborative work with regulators, compliance and insurers to develop a wood dust audit standard, risk reduction and employee training.



*Manufacturing Advisory Group receives Safety Award*

## Significant Milestones

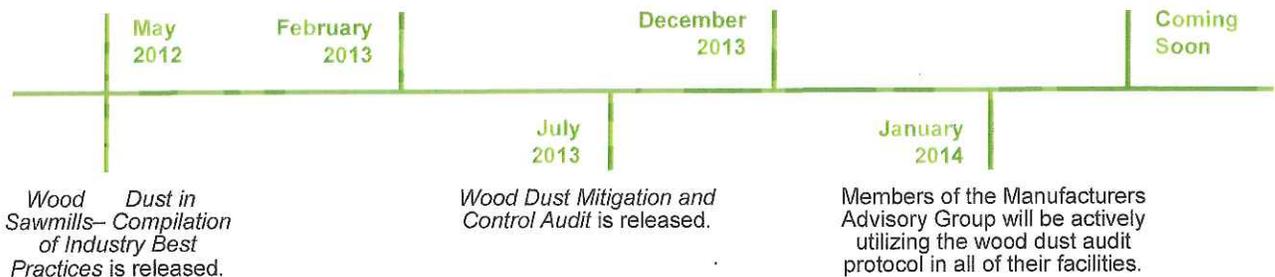
The Forest Manufacturers Advisory Group members continue to explore and implement best practices to inform improvements for: housekeeping and cleanup protocols, worker training and education, modifications to existing equipment and review of new equipment, internal inspections and monitoring of ignition sources.

B.C. wood products manufacturers invited to join the Forest Products Manufacturers Advisory Group to share best practices and knowledge about controlling wood dust.

Independent scientific research conducted by FPInnovations to understand the combustion risks related to dust from both green and dry wood.

Forest Manufacturers Advisory Group recognized with B.C.'s highest safety honour – the BC Safety Authority's Lieutenant Governor Safety Award for Excellence in Systems Safety.

Development of three-module program to provide education and training on the hazards of combustible wood dust to support the training of employees and contractors.



## Looking Ahead

B.C. forest companies have made tremendous progress, but our work is not done. The industry remains committed to working collaboratively with regulators to continue to improve and find opportunities to advance knowledge, research and technology to effectively manage wood dust.

The industry's goal is to implement sustainable solutions to manage dust so every mill worker in the province can be confident they have a safe workplace. All resources listed are available from [WorkSafe BC's Sawmilling - Industry Resources](#) page.

## Forest Manufacturers Advisory Group (new members welcome)



## Resources

Works Safe BC's Sawmilling - Industry Resources  
[www.worksafefbc.com/news\\_room/features/2012/Sawmills/IndustryResources.asp](http://www.worksafefbc.com/news_room/features/2012/Sawmills/IndustryResources.asp)

Wood Dust in Sawmills – Compilation of Industry Best Practices  
[www.worksafefbc.com/news\\_room/features/2012/assets/pdf/WoodDustSawmillsCompilation.pdf](http://www.worksafefbc.com/news_room/features/2012/assets/pdf/WoodDustSawmillsCompilation.pdf)

Sawmill Wood Dust Sampling, Analysis and Explosibility  
[www.worksafefbc.com/news\\_room/features/2012/assets/pdf/millWoodDustSamplingAnalysisExplosibility.pdf](http://www.worksafefbc.com/news_room/features/2012/assets/pdf/millWoodDustSamplingAnalysisExplosibility.pdf)

Wood Dust Mitigation and Control Audit  
[www.worksafefbc.com/news\\_room/features/2012/assets/pdf/WoodDustMitigationControlAudit.pdf](http://www.worksafefbc.com/news_room/features/2012/assets/pdf/WoodDustMitigationControlAudit.pdf)

## Contact

Anne Mauch  
 Council of Forest Industries  
 604-891-1213 | [mauch@cofi.org](mailto:mauch@cofi.org)

## Monday, Dec. 2: Industry awarded for dust safety systems

VANCOUVER SUN DECEMBER 2, 2013

Employee safety is a priority for B.C. forest companies and it is why the industry acted quickly to improve wood dust management following two tragic sawmill explosions last year. Forestry CEO's immediately established a task force to lead an industry-wide response to better understand and manage combustible wood dust. Companies shared safety resources, best practices and created a voluntary standard for wood dust management. Cleanup protocols were enhanced and strategies were developed for equipment and training to ensure every mill could be even safer.

On Dec. 2, the Forest Products Manufacturers Advisory Group - whose members represent about 65 per cent of B.C.'s lumber production - will be recognized for these collaborative efforts to improve safety when they receive the BC Safety Authority's Lieutenant Governor Safety Award for Excellence in Systems Safety.

The award recognizes the ongoing and exceptional industry collaboration to control wood dust. Effective and sustainable wood dust management is a process of continuous improvement and Industry collaboration: Competitors shared information about equipment setups, research and best practices for dust management. The Task Force also sponsored independent scientific research to inform all of their strategies, protocols and approaches to address challenges related to the fine dust of dry, dead mountain pine beetle wood that is processed in BC's interior mills today.

Last July, the Manufacturers Advisory Group, with the assistance of insurance companies, released the Wood Dust Mitigation and Control Audit. The auditable standard can be used by companies of all sizes to provide independent assurance that their mills are safe. It is freely available from the WorkSafeBC website Sawmills Industry Resources page. The Manufacturers Advisory Group member companies are committed to utilizing this audit in their facilities beginning next year.

B.C. forest companies have made tremendous progress in the last year and a half, but the work is far from over. They have introduced enhanced dust housekeeping protocols, strengthened worker training and invested millions of dollars for capital improvements. As the industry's knowledge improves, so does the expectation on operations and employees to achieve even higher dust management standards. As more is learned, safety behaviours are continuously adjusted to improve safety performance and ensure every mill is a safe place to work.

As an industry we remain committed to working collaboratively with regulators to build on the progress that has been made and look for ways to advance knowledge, research and technology.

While the BC Safety Council's Safety Award for Excellence in Systems Safety acknowledges the progress and achievements to date, B.C.'s forest companies remain committed to working together to ensure sustainable solutions are in place to manage dust and keep our mills safe today, tomorrow and into the future.

James Gorman  
President & CEO Council of Forest Industries (COFI)



## Vancouver Island Regional Library

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December 5, 2013

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



Dear Chair Solda and Board,

**Re: 2014 – 2018 Adopted Financial Plan**

Enclosed is the *Executive Summary* for the adopted 2014 – 2018 Financial Plan. As dictated by provincial legislation, we have adopted a balanced budget for 2014. The Executive Summary provides you with the necessary details and information to address questions that may arise in your community.

The focus of the 2014 budget is harnessing the advantage technology can bring to Vancouver Island Regional Library. Financial commitment to technology infrastructure will extend service delivery reach; contain internal and external communication costs; contain training costs and leverage our current investment in technology. Through investment in technologies, including our eLibrary strategy, we will provide a service option for our remote isolated library customers over and above Books by Mail. This new virtual library service, along with our new physical 'how to' demonstrations in community spaces will help bridge the differences in service levels we offer across the region.

The Vancouver Island Regional Library Board has adopted a balanced operating budget of \$23,038,586. Municipal and rural levies will contribute \$16,678,364 to the library budget, an average increase of 6.94% or a per capita increase of \$2.89. The weighted vote for the budget was 97% in favour of the budget.

The Board's commitment to efficient operation, effective technology adoption, asset preservation and community appropriate service delivery will achieve over the ensuing years a sustainable, quality service for our Regional Library participants.

Sincerely,

Bruce Jolliffe  
Chair, Board of Trustees  
Cc: Penny Cote

Strong Libraries ■ Strong Communities

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



**VANCOUVER ISLAND  
REGIONAL LIBRARY**

# **Adopted**

## **2014 - 2018 Financial Plan**



**Strong Libraries - Strong Communities**

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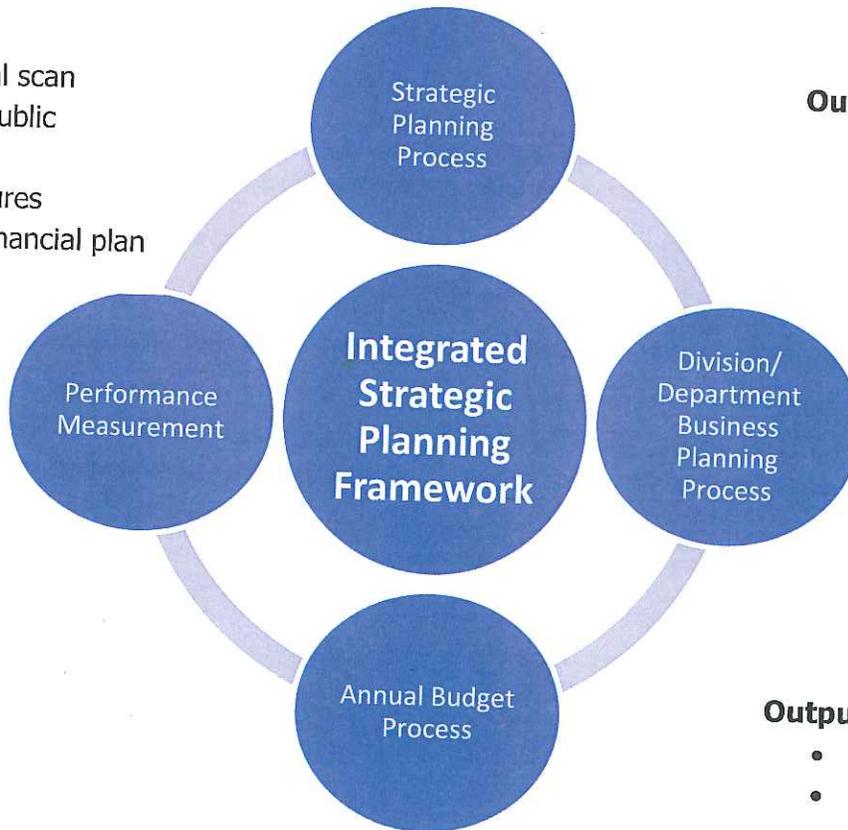
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# Integrated Strategic Planning Framework



**Inputs:**

- Environmental scan
- Staff/Board/public participation
- Output measures
- Long-range financial plan



**Outputs:**

- Goals & objectives
- Strategic initiatives to achieve goals/objectives

**Outputs:**

- Divisional business goals
- Align to strategic goals & objectives
- Key performance measures

## Strategic Priorities

### Strategic Priority 1: Collection

Vancouver Island Regional Library will continue to develop its collection, enhance access to its collection, and build a maximum degree of diversity in the collection to provide the greatest choices possible for customers in both small and large branches.

### Strategic Priority 2: Communications with our Stakeholders

Vancouver Island Regional Library will foster strong external and internal communications and promote a broad awareness of the library and its diverse range of resources, services and programs to ensure their optimal use.

### Strategic Priority 3: Facilities & Operations

Vancouver Island Regional Library will be welcoming places and community hubs for the informational, inspirational, cultural, and recreational needs and interests of our diverse customers and communities.

### Strategic Priority 4: Information Technology

Vancouver Island Regional Library will optimize the use and benefits of technology to enhance the library experience for customers, and develop library branches as learning facilities for information technology.

### Strategic Priority 5: Delivery of Quality Service

Vancouver Island Regional Library will have a supportive work environment that embraces a culture of continuous improvement and enables all staff to provide high-quality, cost-effective service that meets customer's constantly changing needs for library services.

**2013 Vancouver Island Regional Library Executive Committee**



**Brenda Leigh**  
Vice-Chair



**Bruce Jolliffe**  
Chair



**Ronna-Rae  
Leonard**  
Past Chair



**Dave Rushton**



**Gaby  
Wickstrom**



**George Holme**



**Mel Dorey**



**Penny Cote**



**Ron Kerr**



**Sue Powell**

**Joe Bratkowski** (not pictured)

**Senior Management Team**



**Adrian Maas, CGA**  
Director of Finance



**Rosemary Bonanno,  
BA MLS**  
Executive Director



**Harold Kamikawaji,  
BComm, CHRP**  
Director of Human Resources

## **Executive Summary**

The Executive Committee is pleased to present the 2014 -2018 Financial Plan to the Trustees of the Vancouver Island Regional Library Board. The budget is intended to serve as a policy document, financial plan, operations guide and a communications device. We are presenting the budget as a holistic overview of the Board's operations and associated budgets. In addition to the financial overviews, the budget document incorporates information about the jurisdictions we serve, the strategic plan, financial policies, and a look at the future. Staff from across a variety of disciplines have assisted in the development and the refinement of this document. As a result of the Board's adoption of a financial management strategy through previous progressive business practices and prudent policies a course has been set to rectify a period of reluctance and languor. Not always a popular course, but strong leadership and dedication by Board and staff has set the course for Vancouver Island Regional Library to be the hub of every community and a relevant civic institution in the lives of our customers.

The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership and discipline, ensuring value for the tax dollar spent. This year's budget continues to build on those core values and successful business practices. The process is embedded in the following principles and actions:

### **Managing the future**

- Looking to the future by creating multi-year budgets
- Reinforcing strategic priorities through the business case planning process

This strategic action provides Trustees and staff with future foresight and the ability to proactively identify future opportunities, address future challenges and improve decision making by understanding the long-term financial implications of decisions.

### **Managing the environment**

- Evaluating budget pressures within the framework of the strategic plan and the facilities master plan
- Exploring alternative funding sources
- Continuous evolution of the internal request for funding process
- Exploring opportunities & continuous improvement

The objective of these actions is to provide a budget that is lean while maintaining the Board's service levels. Under these actions there is no across the board inflationary increases.

***Fostering Continuous Collaboration***

- Continuous efforts to collaborate with our community partners

Collaboration and engagement is essential to ensure Vancouver Island Regional Library is relevant to the people it serves.

***Highlights & Achievements***

**BY THE NUMBERS**

**Vancouver Island Regional Library**

<b>Visitors:</b>	2,660,395		<b>13.6%</b>
<b>Number of programs:</b>	2,958		
<b>Number of program attendees:</b>	60,425		
<b>Number of items borrowed:</b>	4,488,333		

In 2012 three service locations were redeveloped and reopened: Bella Coola, Quadra Island and Gabriola Island. Business, community collaboration and engagement increased.

**Bella Coola Branch**

<b>Visitors:</b>	8,633		<b>12%</b>
<b>Number of programs:</b>	18		
<b>Number of program attendees:</b>	273		
<b>Number of items borrowed:</b>	28,857		

**Quadra Island Branch**

<b>Visitors:</b>	39,338		<b>24%</b>
<b>Number of programs:</b>	16		
<b>Number of program attendees:</b>	400		
<b>Number of items borrowed:</b>	82,737		

**Gabriola Island Branch**

<b>Visitors:</b>	34,066		<b>15%</b>
<b>Number of programs:</b>	29		
<b>Number of program attendees:</b>	507		
<b>Number of items borrowed:</b>	83,432		

## Adopted 2014 – 2018 Financial Plan Executive & Budget Summary

Staff worked diligently in 2012 delivering quality service to our customers:

- What's Happening At Your Library (Programming Guide)
- Deployed a discovery layer on the public access catalogue
- Electronic offerings grew through the delivery of Freegal & Zinio
- Series of virtual workshops offered to staff
- Partnerships in 2012

This is a pivotal point in the delivery of the facilities master plan. The pent up demand for new and updated facilities has been met for the moment. Our community is telling us different. We have taken advantage of opportunities that have arisen and have pushed the envelope. Capacity has been reached physically and financially. The next stage is one of assessing, developing and replenishing reserves! But it is imperative to "stay the course."

As previously stated the performance measures speak for themselves. Past investment has reaped double digit growth. Three million visitors walked through our doors physically or virtually in 2012 and over five million items were enjoyed.

The focus of the 2014 budget is harnessing the advantage that technology can bring to Vancouver Island Regional Library. Financial commitment in technology infrastructure will extend the reach of service delivery, contain internal and external communication and training costs plus leverage the current investment in technology.

### Budget Summary

The 2014 - 2018 Financial Plan is firmly grounded in the deliverables designated by the Board and follows the direction provided by and supported by the Executive Committee. It moves the Strategic Plan forward. The pace of facility development will be slower than in the previous two year period, as it provides the opportunity for assessing, developing and replenishing reserves.

The Consolidated Facilities Master Plan (CFMP) identified in excess of \$2.4 million in deferred maintenance items for which there was no identified funding. With the adoption of the Companion Report and its recommendations a long term funding strategy was approved and implemented. Many of the items identified in the CFMP report related to Workers Compensation Board (WCB) and Health & Safety issues have been remedied.

The long term funding plan took into account the need to slowly move towards a sustainable scenario without having extremely large spikes in member levies. These spikes are well documented by the accounting firm BDO, who studied the matter over a ten year period and found that where year over year zero increases occur the average increase in year three amounted to 14.7 percent. Recognizing that longer term restrictions would also mean longer term solutions, a 10 year incremental plan was adopted in 2010 for the years following.

With the focus over the last 24 months on the development and redevelopment of purpose built libraries, limited manpower has restricted our ability to reduce the deferred maintenance list in a more timely fashion. Opportunities of scale are quickly lost on maintenance if meaningful change is not made all at once and costs rise if resources are applied too thinly in isolated problems. Saying that, the focus on new branch development has positively impacted the deferred maintenance list as eight new facilities will not need maintenance on an urgent basis. Routine maintenance and schedules will ensure our physical plants are not neglected as in the past.

It is extremely important to ensure that resources are applied effectively and efficiently to maximize funding. The following criteria are applied to determine facility priorities:

1. WCB compliance and or Health & Safety issues to both reduce and prevent potential claims.
2. Maintain Board owned libraries.
3. Defer maintenance when replacement is imminent.
4. Proceed with maintenance when replacement is not in the near immediate future.
5. Proceed when opportunities arise.

Applying the criteria and subject to availability of funding from the Maintenance, Furniture, Fixtures & Reserves Levy, the priorities are as follows:

1. Nanaimo Harbourfront Branch (Board owned facility)
2. Port Hardy Branch (potential H&S maintenance)
3. Tahsis Branch (potential H&S maintenance)
4. Sidney/North Saanich Branch (potential H&S maintenance)
5. Campbell River Branch (potential H&S maintenance)

Maintenance at Sooke Branch and Chemainus Branch will not be pursued at this time as the Board is currently in discussion with both jurisdictions regarding new facilities in the near immediate future.

Further efficiencies were realized due to the purchase of Nanaimo Harbourfront Branch of approximately 1% which supports the statement that any inflationary effect is largely contained.



## Adopted 2014 – 2018 Financial Plan Executive & Budget Summary

The 2014 - 2018 Financial Plan includes:

### Vancouver Island Regional Library Significant Impact Items

Summary Impact of Core Adjustments & Decisions Made in prior years or by Others	\$ Cost	% on Member Levies	\$ Cost Per Capita
<b>Miscellaneous Reductions In Revenues</b>	(32,344)	-0.19%	(0.08)
BCGEU Wages 2.5%	53,895	0.31%	0.13
CUPE Wages 2.5%	113,968	0.65%	0.27
Exempt Wages 2.5%	34,030	0.19%	0.08
<b>Effect of Agreed Contract changes</b>	201,892	1.16%	0.48
<b>Effect of Benefits on Wages</b>	84,795	0.49%	0.20
<b>Medical Services Plan 2 consecutive 6% increases</b>	23,476	0.13%	0.06
<b>BC Hydro Costs increasing</b>	17,617	0.10%	0.04
<b>Fuel Costs increasing</b>	25,850	0.15%	0.06
<b>Increase in Canada Post Book Rate 4.8%</b>	32,953	0.19%	0.08
<b>Library Materials - 3%</b>	68,845	0.39%	0.16
<b>Total of Above Items</b>	423,085	2.42%	1.01
Harbourfront Rental Income	(49,000)		
Harbourfront Lease Costs	(486,043)		
Harbourfront Debt Repayment	508,012		
Harbourfront Taxes	(138,000)		
Insurance costs			
<b>Net Annual Savings purchasing Harbourfront year 1</b>	(165,031)	-0.94%	(0.39)
Nanaimo North Debt Repayments			
Anticipated costs of debt	(545,000)		
Actual Costs of Debt	402,641		
Temporary Accommodation Leases	118,369		
Taxes temporary accommodations	14,000		
<b>North Nanaimo Future years will benefit</b>	(9,990)	-0.06%	(0.02)
<b>Savings from Facility transactions</b>	(175,021)	-1.00%	(0.42)

## Adopted 2014 – 2018 Financial Plan Executive & Budget Summary

### Vancouver Island Regional Library Full Time Equivalency Comparison

<u>2014</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	2.40				<b>2.40</b>	0.00
Systems & Network	1.00	1.00	5.02		<b>7.02</b>	3.00
Communications and Strategic Int.	2.00		1.06		<b>3.06</b>	0.00
Technical Services		1.00	8.08	0.74	<b>9.82</b>	0.03
Finance/Accounting	2.00		3.25		<b>5.25</b>	0.00
Purchasing			2.58		<b>2.58</b>	0.00
Shipping & Receiving			3.61		<b>3.61</b>	-0.03
Human Resources	3.00				<b>3.00</b>	0.00
Facilities	1.00		1.00		<b>2.00</b>	0.00
Public Services	3.00	37.11	91.67	22.16	<b>153.94</b>	11.77
<b>TOTALS</b>	<b>14.40</b>	<b>39.11</b>	<b>116.27</b>	<b>22.90</b>	<b>192.68</b>	<b>14.77</b>

<u>2013</u>	<u>EXEMPT</u>	<u>LIBRARIANS</u>	<u>CLERICALS</u>	<u>PAGES</u>	<u>TOTAL</u>	<u>CHANGE</u>
Executive Director's Office	2.40				<b>2.40</b>	-0.60
Systems & Network	1.00		3.02		<b>4.02</b>	0.01
Communications and Strategic Int.	2.00		1.06		<b>3.06</b>	1.01
Technical Services		1.00	8.05	0.74	<b>9.79</b>	1.79
Finance/Accounting	2.00		3.25		<b>5.25</b>	0.00
Purchasing			2.58		<b>2.58</b>	-0.02
Shipping & Receiving			3.64		<b>3.64</b>	0.00
Human Resources	3.00				<b>3.00</b>	-1.00
Facilities	2.00				<b>2.00</b>	1.00
Public Services	3.00	33.86	84.86	20.45	<b>142.17</b>	4.12
<b>TOTALS</b>	<b>15.40</b>	<b>34.86</b>	<b>106.46</b>	<b>21.19</b>	<b>177.91</b>	<b>5.81</b>

Further to that the Executive Committee supports and recommends the Business Cases for the following 2014 initiatives:

**Business Case: Information Technology Staffing**

**Background/Overview**

Vancouver Island Regional Library has a fairly complex information technology infrastructure support directed by 4 full time equivalents (FTE). The department supports over 500 computer workstations, 400 connected devices, 100 printers, 200 pieces of networking hardware and infrastructure distributed across 40 physical locations. Each location is connected via a Virtual Private Network (VPN) through Internet connections provided by 10 different vendors to the administrative building on Hammond Bay Road.

The staffing complement in the department has remained stagnant over the past ten years. Due to the continual evolution of technology and the increased reliance on technology to support and deliver services to the end user, the current demand exceeds the department's ability to deliver. On average most government organizations operate on a ratio of 100:1 computers to technicians. VIRL currently operates at a ratio of 210:1. Comparable regional libraries in British Columbia operate at a substantially lower rate than VIRL: Fraser Valley Regional Library 160:1, Greater Victoria Public Library and Okanagan Regional Library 128:1.

**Proposal**

Increasing the department by one FTE staff could focus their energies on optimizing and improving upon the services delivered at the branch level. The department could transform from a perpetual reactive state to a proactive state. The device to technical ratio will change to 156:1. Further to that, a recent graduate would offer a skill set to VIRL that would support the maintenance of the internal website, the external website and the eLibrary.

**Economic Impact**

1 FTE Staff (CUPE)	\$52,360
Benefits	\$21,990
<b>Total represents .43% on member levies or \$0.18 per capita</b>	<b>\$74,350</b>

**Analysis of alternative approaches and/or deferment**

Senior Management deems this as a priority. Not to move forward on this initiative would compromise the provision of service and the department's ability to meet daily operational issues in a timely fashion; not to mention the challenges of deploying new hardware, once again in a timely fashion. This request was brought forward during the 2013 budget deliberations. The Board deemed it was not a priority at that time. To do nothing puts VIRL infrastructure at risk.

## Business Case: Development of the VIRL Internal Intranet

### Background/Overview

Vancouver Island Regional Library is the fourth largest library system in British Columbia. We serve over 430,000 people on Vancouver Island, Haida Gwaii and Bella Coola on the Central Coast through 38 branch libraries, an eLibrary and a Books by Mail Service. VIRL's holdings number almost one million items. We employ 360 people to deliver those services. It is imperative that we have a robust internal communication process to ensure staff are current with Board policy, strategic plans, new initiatives and process and procedures.

In 2012 VIRL partnered with the University of British Columbia and sponsored a library student as part of the school's practicum opportunities. Nathan Kwan was charged with reviewing VIRL's internal staff communication intranet, *The Spine*. Over the course of three months Nathan analyzed the architecture of the site, the content and usability, and conducted a series of focus groups with staff. His findings are quite staggering. They are as follows:

- The current information architecture of the SPINE is not useful. In its current iteration, the information that is shared on the SPINE is arranged according to its origins based on the organizational chart. This results in illogical locations for information. The organizational structure of VIRL also seems to change frequently, and basing information architecture on a fluid system may be inefficient.
- Search function of the SPINE is not functional. Participants often mentioned the inability of the 'search' function on the current intranet to retrieve any relevant content. This may be a result of intranet content not receiving enough useful metadata to be indexed and retrieved effectively.
- Intranet content is deeply buried. Participants commented on the inefficiency of finding information on the current intranet. Most of the content requires more than 4 'clicks' to reach, if no difficulties are encountered in seeking the content. Many staff mentioned that it was often much faster to simply phone other staff and ask for their knowledge / expertise than spend the time diving deep into the intranet to retrieve content. This issue may reflect a general acceptance of modern Web practice, in which content should take no more than 2 – 3 clicks to arrive at. The thoroughly "linked" model of wikis was mentioned as a possible solution to making content available in a variety of contexts. For example, an HR form could be linked both from the 'HR' section of the site, as well as the 'forms' section.
- Confusion surrounding the role of the M: drive in relation to the intranet. Many staff mentioned that M: drive access would be very helpful in their daily workflow, although many participants were also confused about the existence of two separate tools.



*(Cont'd: Development of the VIRL Internal Intranet)*

- The current intranet (SPINE) is static and 'siloed'. The participants commented on the fact that the intranet content does not change very often, resulting in the retrieval of outdated or changed policies or forms. They also mentioned that the intranet site as a whole seems to be composed of several smaller sites, each supervised by a different department, and that these departments did not seem to communicate about the intranet.
- Inability of staff to contribute and engage with current intranet. Many participants mentioned that they would appreciate the ability to contribute to intranet content, and perhaps form user groups with different information needs and functions (for example, creating a branch-specific information sharing space). The inclusion of a space for non-work related engagement (such as staff personal announcements or a staff classified ads component) was also mentioned multiple times as a way to increase user engagement with the site.

## Proposal

Good communication is one of the keys to business success. As the library business evolves it is imperative that we keep our staff cognisant of day to day operational requirements, changes taking place within the organization, and changes taking place in the field of libraries and literacy. Redevelopment of *The Spine* will ensure that it functions as a collaborative tool to coordinate communication for workgroups and project teams, creating a unified knowledge community, underpinned by a central environment for knowledge sharing and management.

By way of example, VIRL produces a paper procedures manual called "The Business Manual". In 2011, 70 manuals were printed. Each manual is approximately 500 double-sided pages in length, equal to one ream of paper. The cost of the binders, printing and in-house labour was approximately \$8,400.00 and 7 cartons of copy paper (see below). In the long term a functional intranet will save the organization money.



*(Cont'd: Development of the VIRL Internal Intranet)*



**7 cartons of copy paper (quantity required for printing of VIRL Business Manuals)**

### **Economic Impact**

Funding for this initiative would come from the prior year's reserve, therefore having no direct impact on member levies.

Development / Start-up costs are as follows:

Intranet Software (Intranet Dashboard)	\$35,000
Training/Setup	\$10,000
Site configuration/data load	\$20,000
Infrastructure costs	\$10,000
<b>Total</b>	<b>\$75,000</b>

### **Analysis of alternative approaches and/or deferment**

Senior management deems this initiative as a priority. To do nothing would further compromise the internal communications systems, in the long run escalating costs for internal communications. Leveraging current technology will provide a stable financial environment for the development of the intranet, offsetting the costs of communicating in the world of paper.



**Business Case: Service Delivery Model/eLibrary**

**Background/Overview**

Over the years the Board has struggled in attempting to provide library facilities in isolated communities, resulting in poor investment decisions that did not serve the population or the Board well. This was one of the motivating reasons for the commissioning of the Comprehensive Facility Plan and the development of the Facility Policy and the resulting service delivery models and standards.

At its meeting of April 6, 2013 the Board directed staff to review the recommendations in the *Proposed Revisions to the Service Delivery Model* report during the budget deliberation process.

The Board charged senior staff with developing a service option for the remote isolated library customer over and above Books by Mail. Providing physical locations for communities that will not meet the population threshold requirements is fiscally prohibitive at this time considering the development and maintenance issues facing the Board. In an effort to reach those isolated communities a solution could lie in staffing and taking the eLibrary to the community. Over the course of the last 5 years VIRL's eLibrary has evolved just like any other physical location. The eLibrary is located on the VIRL website. The performance indicators demonstrate that the eLibrary is a very successful service delivery model. Customers use it to search the catalogue, put holds on materials and download ebooks, magazines and music. They use the extensive database collection to conduct research. In 2012 the eLibrary had 362,591 visitors, 685,086 items were renewed online, and the database collections were accessed 61,956 times. Further to that VIRL has a "1-800" reference line and an online "ask a librarian" service. The latter two services are conducted "off the side of people's desk".

The eLibrary could be a viable service option for isolated communities if it was staffed. Currently the eLibrary is not staffed. Content development is sporadic and user education is non-existent. In VIRL service locations staff provide user education, programming and outreach. The eLibrary does not have dedicated staff.

*(Cont'd: Service Delivery Model/eLibrary)*

**'Bricks & Mortar'  
Library**



**'eLibrary'**



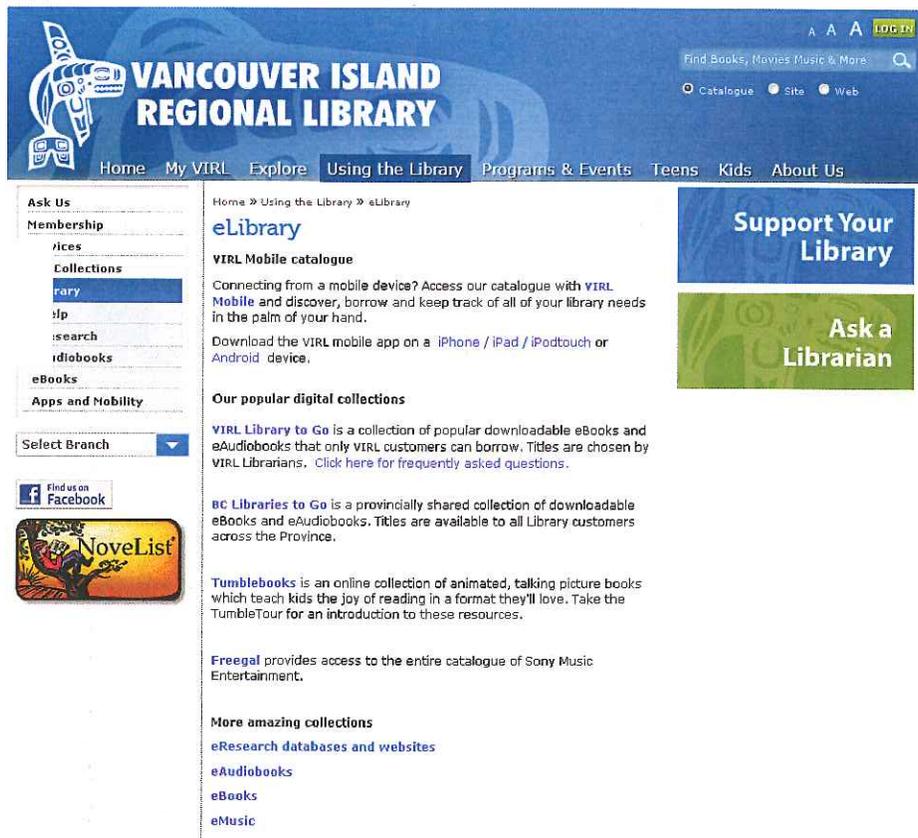
*(Cont'd: Service Delivery Model/eLibrary)*

## Proposal

If permanent staffing was allocated to the eLibrary, the virtual presence could be strengthened and an outreach program could be developed for VIRL rural and remote libraries. Demonstrations could be conducted in community centres and / or community gathering places within the VIRL service area.

**The development of the eLibrary would not jeopardize the existence of any current permanent service location and would not be a 'bookmobile' service.**

Current public website



The screenshot shows the Vancouver Island Regional Library website. The header includes the library logo, navigation links (Home, My VIRL, Explore, Using the Library, Programs & Events, Teens, Kids, About Us), a search bar, and a login button. The main content area is titled "eLibrary" and features several sections: "VIRL Mobile catalogue" with instructions on how to access the mobile app; "Our popular digital collections" which includes "VIRL Library to Go", "BC Libraries to Go", "Tumblebooks", and "Freegal"; and "More amazing collections" listing "eResearch databases and websites", "eAudiobooks", "eBooks", and "eMusic". On the left side, there is a sidebar with links for "Ask Us", "Membership", "Collections", "Library", "Help", "Search", "Audiobooks", "eBooks", and "Apps and Mobility". There is also a "Select Branch" dropdown menu and a "Find us on Facebook" button. On the right side, there are two call-to-action buttons: "Support Your Library" and "Ask a Librarian".

*(Cont'd: Service Delivery Model/eLibrary)*

**Potential public  
website**



## Economic Impact

1 Customer Services Librarian	\$56,620
Benefits	\$23,780
1 Web Content Developer	\$52,360
Benefits	\$21,990
Travel Budget	\$15,000
<b>Total represents .97% on member levies or \$0.40 per capita</b>	<b>\$169,750</b>

## Analysis of alternative approaches and/or deferment

Senior management sees this as a priority. The investment in technology and the delivery of that technology will ensure VIRL remains a viable service option for the communities it serves. Our current electronic offering has not matured with the rate of the development in this field. Senior management feels strongly the electronic side of our business can no longer be ignored.

**Business Case: Harbourfront Branch Renovation****Background/Overview**

Nanaimo Harbourfront branch, built in 1997/98 was leased by VIRL for 15 years before being purchased in 2013. As a tenant with a triple net lease, we were responsible for maintenance however constrained finances led to continual deferment. In the fall of 2012 the Board authorized borrowing of \$9.5 million for the purchase and renovation of the branch. Due to an administrative issue only \$8.6 million was available for the actual purchase. The branch renovations could not be completed using borrowed funds as originally contemplated.

The value of the renovations lay in making the branch more functional, user friendly and in general updating the look and feel. Much of what was considered in the renovation planning process, which was halted when financing became an issue, can be considered maintenance related, for example replacement of flooring.

**Proposal**

That staff be authorized to continue with the planning and renovation with funding from other sources. Benefits include completing a large portion of deferred maintenance items, resulting in improved functionality and a more modern appearance and an increased focus on technological delivery of services.

**Economic Impact**

The purchase of Harbourfront branch with reduced borrowing has resulted in annual savings to the budget of \$165,000 (equivalent to .94% on member levies or \$0.39 per capita). The proposed method of financing using a combination of surplus (if one materializes in 2013), draws on the reserve for outfitting new and expanded branches or the long term maintenance reserve will result in **no increase to member levies**.

**Analysis of alternative approaches and/or deferment**

1. Borrowing ceased to be an option when an error in the wording of the alternative approval process question came to light. To proceed with borrowing would be problematic as it would entail resubmitting an amended question to the electorate and is not seen as a viable or practical solution.
2. Vendor financing is also not an option as the purchase is completed. It is interesting to note that the vendors did propose completing the purchase and did offer an extended payment plan which was rejected due to the lack of competition in the proposed process.

*(Cont'd: Harbourfront Branch Renovation)*

3. Financing using already established reserves (cash), or maintenance money results in no increase to member levies above what is already contemplated and will result in a competitive process, as once plans are completed a RFP (request for proposals) will be issued.

Proposed funding pending confirmation of the final scope of the project would be as follows:

Remaining funds held in Long Term Maintenance Reserve	\$233,220
Reserve for Outfitting New and Expanded Branches	\$600,000
2014 Maintenance funds	\$66,780
<b>Estimated total</b>	<b>\$900,000</b>

**Business Case: Port Renfrew Branch Staffing and Hours of Operation**

### **Background/Overview**

In 2012 the Facility Policy was revised to include standards regarding service model hours of operation and staffing specifications.

#### **Standards: Hours of Operation**

##### **Core Service Model:**

- 5 days per week maximum
- 20 hours minimum to maximum 42 hours
- 2 consecutive closed days (contractual requirement)
- Variety of morning and evening hours
- Open hours between 10am - 8pm

#### **Standards: Staffing Specifications**

##### **Core Service Model:**

##### **Classification**

Page

Clerical

Technician

##### **FTE**

> 0.5

1 - 2.5

1 - Is assigned to the zone and works under the direction of a librarian



*(Cont'd: Port Renfrew Branch Staffing and Hours of Operation)*

Port Renfrew Branch is currently under redevelopment and will be moving to its new permanent location in the community centre effective the last quarter of 2013. As part of the 2013 budget deliberations it was suggested that hours of operations and staffing specifications be reviewed, as part of the budget / redevelopment process.

**Proposal**

Current Hours of Operation		Proposed Hours of Operation	
<b>Monday</b>	Closed	<b>Monday</b>	Closed
<b>Tuesday</b>	2:00 pm – 4:00 pm 6:00 pm – 8:00 pm	<b>Tuesday</b>	Closed
<b>Wednesday</b>	Closed	<b>Wednesday</b>	10:00 am – 1:30 pm
<b>Thursday</b>	2:00 pm – 4:00 pm	<b>Thursday</b>	10:00 am – 1:00 pm
	6:00 pm – 8:00 pm		2:00 pm – 5:00 pm
<b>Friday</b>	Closed	<b>Friday</b>	10:00 am – 1:00 pm
			2:00 pm – 5:00 pm
<b>Saturday</b>	Closed	<b>Saturday</b>	10:00 am – 1:00 pm
			2:00 pm – 5:00 pm
<b>Sunday</b>	Closed	<b>Sunday</b>	Closed
<b>Total</b>	<b>8 hours</b>	<b>Total</b>	<b>21.5 hours</b>

**Economic Impact**

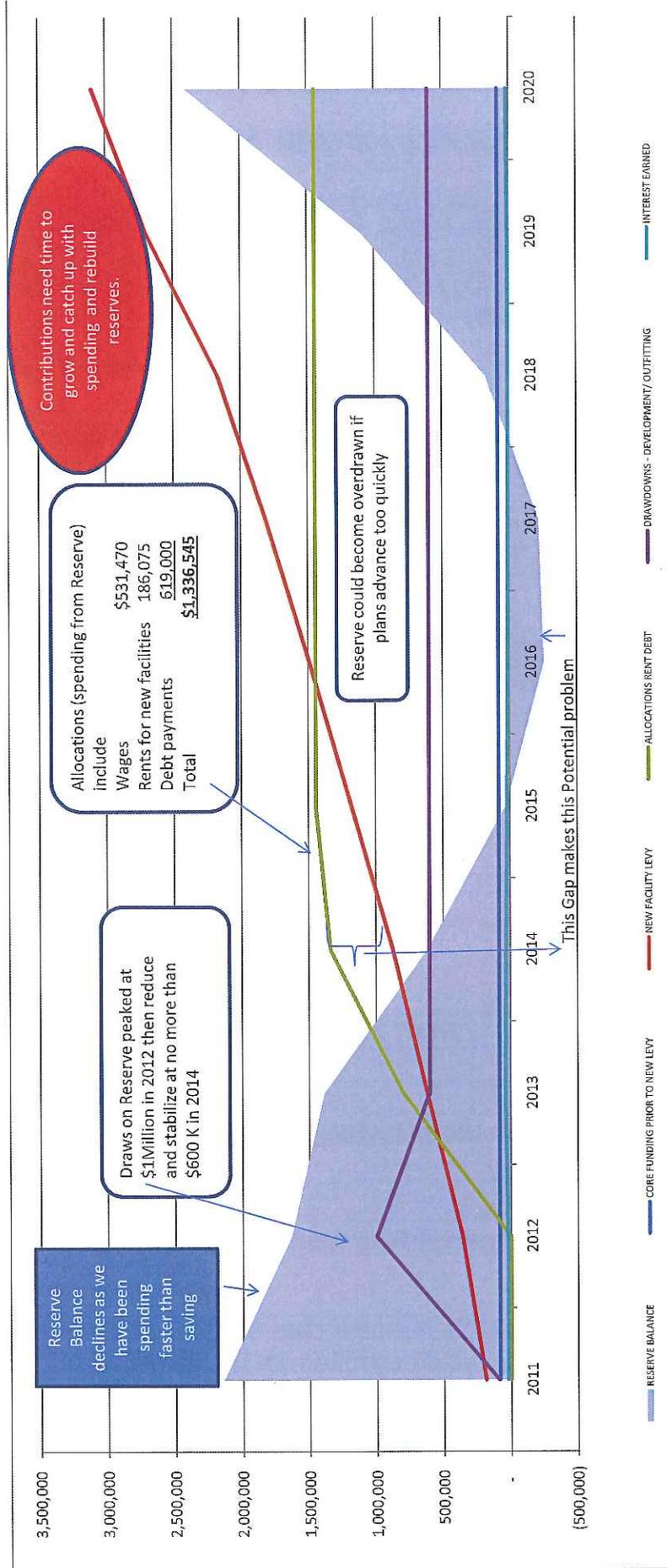
	<b>Staff Hours</b>	<b>Wages</b>	<b>Benefits</b>	<b>Total</b>
1 CUPE Staff	832	\$20,941	\$8,795	\$29,736
1 Page	208	\$2,142	\$171	\$2,313
<b>Total represents 0.18% on member levies or \$.08 per capita.</b>		\$23,083	\$8,966	<b>\$32,049</b>

**Analysis of alternative approaches and/or deferment**

Senior management has reviewed this business case in light of the Board’s investment and the delivery of service. To do nothing would compromise the investment in the new quarters and would put the level of service at risk. Realigning the hours of operation to coincide with the hours of the Post Office will maximize staff efficiencies and enable customers to receive their materials more quickly.

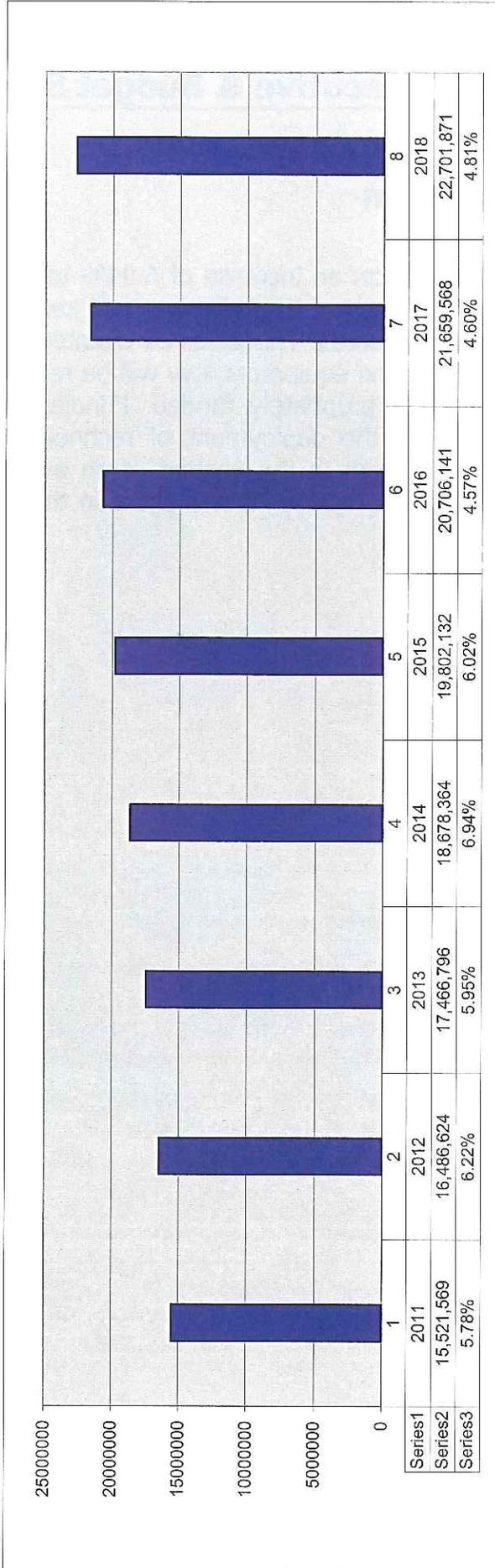
# Vancouver Island Regional Library

## Reserve for Outfitting New - Expanded Facilities



- 2014 - Harbourfront
- 2015 - Chemainus
- 2016 - Sooke
- 2017 - Campbell River

# Vancouver Island Regional Library Member Levies



	2014	\$	Per Cap
Net effect of inflation and other adjustments within operation	3.11%	542,416	1.29
IT Staff	0.43%	74,350	0.18
E Librarian / Support Technician	0.97%	169,750	0.40
Port Rentrow - staffing	0.18%	32,050	0.08
Maintenance Furniture Fixture and Equipment Levy	1.00%	174,667	0.42
Facility Levy for 10 years beginning in 2011	1.25%	218,335	0.52
	<b>6.94%</b>	<b>1,211,568</b>	<b>\$ 2.89</b>

Note: Approved by Board in June 2010 10 year plan Beginning in 2011 Special Levies of 1.0% - 5/8th to Maintenance, 3/8ths to Fixtures, Furniture & Equipment 1.25 % for Facilities Reserve

## ITEMS IN BUDGET AND FUNDED BY NEW LEVIES

Nanaimo North - New Branch Staffing	2.02%	353,500	0.84
Cowichan Lake - New Branch Staffing	0.56%	97,750	0.23
	<b>9.52%</b>	<b>1,662,818</b>	<b>\$ 3.96</b>

Item in Budget and Funded By Allocation from Prior Years Reserve  
Development of VIRL Intranet

	0.43%	75,000	0.18
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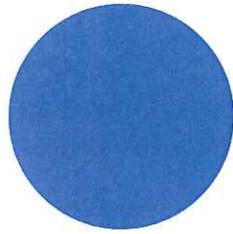
TOTAL if all included and funded solely by tax increase

	9.95%	1,737,818	4.37
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## Conclusion

The net increase to the 2014 Financial Plan reflects an increase of 6.94% to member levies. The approval of the funding and the launch of the initiatives will keep library services relevant to the communities the Board serves. The deferred maintenance list will decrease modestly and the furniture, fixture and equipment levy will be replenished to ensure future facility development will be appropriately funded. Funding will be directed to harnessing the advantage found in the deployment of technology. The budget changes are more understandable when put in the context of an average of \$2.89 per capita, and remembering that multiple property classes share in the cost of libraries.



**Vancouver Island Regional Library  
Administration**

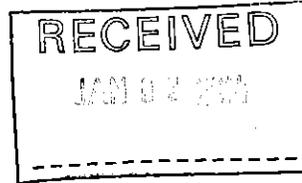
Box 3333 – 711 Poplar Street  
Nanaimo, BC Canada V9S 5L8  
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Office of the Chair  
Tel. 604 432-6215 Fax 604 451-6614

DEC 19 2013



File: CP-15-02-027

Mr. Zoran Knezevic, Port Manager / CEO  
Port Alberni Port Authority  
2750 Harbour Rd.  
Port Alberni, BC V9Y 7X2  
zknezevic@alberniport.ca

Dear Mr. Knezevic:

**Re: Proposed Port Alberni Trans-shipment Hub and Potential Short-sea Shipping Service to Metro Vancouver**

Thank you for taking the time to present to the Transportation Committee on October 9, 2013, about the proposed trans-shipment hub in Port Alberni and potential short-sea shipping service to Metro Vancouver. We understand that the Alberni Port proposal is in the early conceptual stage and a feasibility study is currently underway. Port Alberni Port Authority requested a letter of support for further study of the initiative. On December 13, 2013, the Metro Vancouver Board passed the following resolution:

*That the Board provide a letter to the Port Alberni Port Authority expressing support for their further evaluation of a proposed Port Alberni trans-shipment hub that could provide short-sea shipping service to the Metro Vancouver region.*

Short-sea shipping should be considered within the context of a comprehensive goods movement strategy for the region involving impacted agencies and stakeholders. Metro Vancouver supports the efforts of TransLink to initiate a collaborative process for developing a *Regional Goods Movement Strategy*. This will provide an opportunity for Port Alberni's proposal to be considered in the broader regional goods movement context which also considers the activities and jurisdictional authority of Port Metro Vancouver. In addition, Metro Vancouver's *Regional Growth Strategy* provides the land use context for the efficient and viable movement of goods through the region, as well as a policy basis for protecting the supply of industrial and agricultural lands. The *Integrated Air Quality and Greenhouse Gas Management Plan* supports efficient goods movement that reduces pollution and greenhouse gas emissions.

Please keep us advised of your activities with respect to this initiative.

Yours truly,



Greg Moore  
Chair, Metro Vancouver Board

GM/CM/EC/HM/ea

cc: Mr. John Douglas, Mayor, City of Port Alberni  
Mr. Russell Dyson, Chief Administrative Officer, Alberni-Clayoquot Regional District  
Mr. Robin Silvester, President and CEO, Port Metro Vancouver  
Mr. Ian Jarvis, CEO, TransLink

Encl: Report titled "Proposed Port Alberni Trans-shipment Hub and Potential Short-sea Shipping Service to Metro Vancouver", dated November 19, 2013, to the Metro Vancouver Board on December 13, 2013.

8313802



To: Transportation Committee

From: Eric Aderneck, Senior Regional Planner, Planning, Policy and Environment

Date: November 19, 2013 Meeting Date: December 3, 2013

Subject: **Proposed Port Alberni Trans-shipment Hub and Potential Short-sea Shipping Service to Metro Vancouver**

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#### **RECOMMENDATION**

That the Board provide a letter to the Port Alberni Port Authority expressing support for their further evaluation of a proposed Port Alberni trans-shipment hub that could provide short-sea shipping service to the Metro Vancouver region.

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#### **PURPOSE**

Responding to a request by the Port Alberni Port Authority for a letter of support, the Transportation Committee directed staff to prepare a report providing information about the proposed Alberni Port trans-shipment hub that could potentially provide short-sea shipping service to the Metro Vancouver region.

#### **BACKGROUND**

At the October 9, 2013, Transportation Committee, John Douglas, Mayor, City of Port Alberni, and Zoran Knezevic, CEO, Port Alberni Port Authority, as a delegation, presented their proposal for the development of a new container port facility in the Alberni Inlet, followed up by a letter (Attachment 1).

As described, the proposed Port Alberni trans-shipment hub could potentially supplement the existing port, rail, and highway goods movement transportation infrastructure within Metro Vancouver and result in reduced truck traffic congestion, related air and greenhouse gas emissions, and demand for truck parking. Further study is required to assess whether these benefits could be realized as well as if this trans-shipment hub is financially feasible.

#### **DISCUSSION**

##### **Studies of Short-Sea Shipping in Metro Vancouver**

The use of rivers and seas with barges as a 'marine highway' is common in certain parts of the world, and is often a response to reducing highway and railway congestion in metropolitan regions. The possibility of introducing a short-sea shipping hub serving the region has been raised before. Past studies have documented the potential opportunities and challenges, and recommended further study. However there has been limited investment by industry in short-sea shipping in the region to date.

A 2005 study<sup>1</sup> completed for the port and a number of other authorities explored the potential for short-sea shipping of goods movement within the region (Attachment 2). The study found that intra-regional short-sea container shipping in Metro Vancouver offers promising, commercially

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<sup>1</sup> 'Greater Vancouver Short-Sea Container Shipping Study – Pre-Feasibility Report'; by Novacorp International and JWD Group, 2005.

viable, private sector opportunities in the short to medium-term for several short-sea container terminals on the Fraser River, and that more detailed study is required.

Transport Canada commissioned a further study in 2007<sup>2</sup> (Attachment 3) exploring short-sea shipping potential in the Lower Mainland. With regards to feasibility and costs, the study concluded that short-sea shipping of containers is more expensive than drayage, however shippers are still motivated to examine short-sea shipping as an alternative due to perceptions of unreliability in the drayage sector. The most viable sites may be ones in close proximity to the Fraser River which can handle containers with minimal additional infrastructure requirements.

The topic was also studied<sup>3</sup> by BCIT in 2007 (Attachment 4). The study concluded that bulk and break-bulk shipments are the best candidates for shipments on the Lower Fraser River, although for shipments that would originate within the Lower Fraser River basin, rather than far in British Columbia's hinterland or in eastern provinces. Further, a 2013 BCIT study<sup>4</sup> found that short-sea shipping for container imports from DeltaPort to Sumas in Abbotsford could potentially be financially competitive with trucking (Attachment 5).

The Province of British Columbia also commissioned a study<sup>5</sup> exploring the potential for an inland container terminal to improve container flows in BC. The findings from the study indicated that the feasibility of an inland port in BC would be challenging, as efficiency for port-related rail and truck operations is maximized when activity take place as close as possible to the port terminals. The study concluded that the Lower Mainland will likely remain the focal point for container related economic activity because of the concentration of population and existing infrastructure base.

#### **Port Authority Alberni Port Location and Context**

The Alberni harbour is located on the west coast of Vancouver Island at the head of the Alberni Inlet. The Inlet offers a direct shipping route to the Pacific Rim, and can easily accommodate Panamax size vessels. The current port facilities are located within the City of Port Alberni. Port Alberni is located 85 km west of Nanaimo and 100 km east of Ucluelet via Highway 1. By sea, Alberni Port is approximately 350 km to Vancouver.

The Alberni Port was initially established in 1947 as a Harbour Commission, and in 1999 the Port Alberni Port Authority was formed. Under the *Canada Marine Act*, the Port's boundary covers over 190 km of shoreline. The Port Alberni Port Authority is responsible for the day-to-day operations of the harbour and the long term development and improvement of the waterfront facilities, including recreational marinas and certain secondary industries.

The Alberni Port currently has three deep-sea berths with a port terminal and storage assembly area of 17 acres. Port Alberni terminals has the necessary shore services required for international and coastal trade, including Canada Customs and Immigration, shipping agents, stevedoring companies, tugs and shipyards. The Port's primary exports are forest products (lumber, pulp, newsprint, plywood and logs) that have been produced in local mills destined to foreign markets.

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<sup>2</sup> 'Opportunities for Shortsea Shipping of Containers In British Columbia's Lower Mainland - Review and Critical Analysis', IBI Group, 2007.

<sup>3</sup> 'The Fraser River As A Commercial Highway Issues: Implications and Opportunities', BCIT Centre of Excellence Sustainability, Infrastructure & Transportation Economics, 2007.

<sup>4</sup> 'Economic Impact and Environmental Impact Assessment of Freight Transportation Options: Comparative Analysis of Short Sea Shipping and Trucking in the Lower Mainland Transportation Corridor', BCIT SITE Centre for Applied Research, 2013.

<sup>5</sup> 'Inland Container Terminal Analysis', IBI Group, 2006.

### **Alberni Port Proposed Concept**

Alberni Port is currently commissioning a study to determine the feasibility and business case for a trans-shipment hub. This study is expected to be completed in early 2014. The preliminary concept is for an approximately \$1-billion 300-acre container handling terminal built along the inlet at Port Alberni to serve both Vancouver and Seattle. According to Alberni Port representatives, ships could off-load their cargo at Port Alberni, and return to sea, cutting off three to four days of extra return sailing time from Asia normally spent visiting terminals in Vancouver or Seattle. These goods could potentially be barged from Alberni Port to the Fraser River directly to large distribution centres in Metro Vancouver.

The proposed Alberni Port trans-shipment development would be located on 750 hectares of Crown industrial land reserve located 30 km to the south of Port Alberni, within the Alberni-Clayoquot Regional District. Currently these undeveloped and un-serviced lands are accessible by a logging road. Significant land preparation, servicing, and transportation infrastructure investments would be required to use these lands.

### **Potential Benefits to Metro Vancouver Region**

Potential benefits to the Metro Vancouver region as stated by Alberni Port include the following:

- Increase terminal efficiencies and capacity
- Maximize use of port and transportation infrastructure investments
- Meet future capacity requirement
- Reduce road traffic congestion
- Respond to real estate prices which are high in Metro Vancouver and lower in Port Alberni
- Respond to the needs of industry – provide a variety of goods transportation options
- Benefit the environment – reduce truck generated pollution

It should be noted that other communities on the Coast and in the interior of BC are developing proposals for expanding existing ports and building distribution centres that they believe could reduce the negative impacts of expanded throughput on the Metro Vancouver region.

### **ALTERNATIVES**

1. That the Board provide a letter to the Port Alberni Port Authority expressing support for their further evaluation of a proposed Port Alberni trans-shipment hub that could provide short-sea shipping service to the Metro Vancouver region.
2. That the Transportation Committee receive for information the report dated November 19, 2013, titled "Proposed Port Alberni Trans-shipment Hub and Potential Short-sea Shipping Service to Metro Vancouver".

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

### **OTHER IMPLICATIONS**

In anticipation of the need for expanded capacity to handle projected throughput at Port Metro Vancouver facilities, TransLink is undertaking a goods movement strategy for the region, but it is focused primarily on road options. There are also some major transportation infrastructure projects being contemplated by the Province such as the George Massey Tunnel replacement which will

have implications on the wider transportation network and logistics industry in the region. Concurrently, Port Metro Vancouver is updating their land use plan.

Long-term planning for goods movement should involve a mix of all forms of transportation – marine, road and rail. Exploring alternative port facilities outside of the Metro Vancouver region, such as a short-sea shipping hub or an inland port, should be considered within the context of a comprehensive goods movement strategy for the region. The current situation requires a multi-jurisdictional approach that actively engages the industry and communities affected in the development of a comprehensive goods movement strategy.

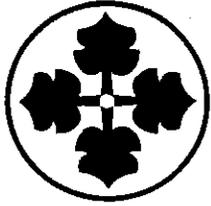
Further examination of the potential economic, logistics and environmental impacts of a trans-shipment hub could be useful in the development of a comprehensive goods movement strategy for Metro Vancouver. If the Board chooses Alternative 1, the proposed letter would indicate support for their further study of the proposal, and would neither involve additional work by Metro Vancouver nor endorsement of the ultimate Alberni Port project.

#### **SUMMARY / CONCLUSION**

Short-sea shipping may provide an opportunity to supplement goods movement infrastructure in the Metro Vancouver region. A proposed trans-shipment hub in Alberni Port and potential short-sea shipping service has been described to the Transportation Committee; the proponents are asking for a letter of support for a study to further examine the viability of their proposal. Metro Vancouver staff recommends providing a letter to the Port Alberni Port Authority expressing support for PAPA's continued work on this kind of study as it could provide useful input in the development of a comprehensive goods movement strategy for the region.

#### **Attachments:**

1. Letter titled "Port Alberni Delegation, October 9, 2013", from John Douglas, Mayor of City of Port Alberni, to Diane Watts, Chair Metro Vancouver Transportation Committee, dated October 18, 2013 (8241230)
2. 'Greater Vancouver Short-Sea Container Shipping Study – Pre-Feasibility Report', by Novacorp International and JWD Group, 2005 – Executive Summary Conclusions (8242235)
3. 'Opportunities for Shortsea Shipping of Containers In British Columbia's Lower Mainland - Review and Critical Analysis', 2007, IBI Group – Conclusions and Recommendations (8241168)
4. 'The Fraser River As A Commercial Highway Issues: Implications and Opportunities', BCIT Centre of Excellence Sustainability, Infrastructure & Transportation Economics, 2007 – Conclusions (8241064)
5. 'Economic Impact and Environmental Impact Assessment of Freight Transportation Options: Comparative Analysis of Short Sea Shipping and Trucking in the Lower Mainland Transportation Corridor', BCIT SITE Centre for Applied Research, 2013 – Executive Summary (8241643)



Office of the Mayor

## CITY OF PORT ALBERNI

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 www.portalberni.ca

October 18, 2013

Metro Vancouver – Transportation Committee  
 ATTN: Diane Watts, Chair  
 Metro Vancouver  
 4330 Kingsway  
 Burnaby, BC V5H 4G8

Via email: [delegations@metrovancover.org](mailto:delegations@metrovancover.org)

Dear Mayor Watts:

**Re: Port Alberni Delegation, October 9, 2013**

I wish to express my gratitude to you and the other members of the Metro Vancouver Transportation Committee for hearing our presentation on the proposed Port Alberni Transshipment Hub (PATH) on October 9, 2013.

Zoran Knezevic and I greatly appreciated the opportunity to inform your committee of this exciting concept and its benefits to the Lower Mainland. As discussed, we believe this development is very much complimentary to Port Metro Vancouver and a key to unlocking further value in our growing international trade and transportation sectors.

Please let us know how we can assist in providing relevant information in order to fulfill the motion put forward by Mayor Malcolm Brodie.

We look forward to speaking with you again in the near future to provide an update and gain further feedback.

Again, thank you for your time.

Yours truly,  
 CITY OF PORT ALBERNI

John Douglas  
 Mayor

c. Zoran Knezevic, CEO, Port Alberni Port Authority

**'Greater Vancouver Short-Sea Container Shipping Study – Pre-Feasibility Report', Novacorp International & JWD Group, 2005 – Executive Summary Conclusions**

The results of the work were revealing and provide reliable and practical guidance and direction for those private and public sector organizations who may wish to pursue the opportunity. A summary of the principal conclusions reached by the Consulting Team is included below:

- Intra-regional short-sea container shipping in Greater Vancouver offers promising, commercially viable, private sector opportunities in the short to medium-term for several short-sea container terminals on the Fraser River ... specifically in the Fraser Surrey area, the Tilbury Island area and the Coast 2000 area .... if route volume can be secured in the range of 200 containers per round trip or greater (i.e. a minimum of 20,000 to 40,000 containers annually).
- It is critical for short-sea container terminals to be strategically located close to (or have sufficient land to establish) a variety of container industry facilities and businesses and to have, on-site or nearby, rail inter-modal capability.
- The target market (i.e. intra-regional container transfer) share required to support commercially viable short-sea operations is quite small (i.e. 4½% to 9% of current - 2004 - demand and 2% to 4% of demand in 2010). It is expected that short-sea operators will need to secure 45% to 60% of the current container transfer business located close-by in the Fraser Surrey, Tilbury or Coast 2000 areas (and/or 20% to 30% of the same local area market in 2010) to maximize their opportunity for commercial success.
- Given the likely competitive positioning of short-sea shipping, it is expected that the levels of market share described in the previous paragraph are achievable for the locations specified.
- Short-sea container shipping, on selected routes with sufficient volume, can offer price competitiveness with trucking and some competitive advantages, which will likely expand dramatically over time, in the areas of delivery time and delivery time reliability.
- It will be critical for short-sea service investors and proponents to invest the capital and make the long-term commitment necessary to establish reliability and confidence in the market place.
- It will be critical for the short-sea operator to secure sufficient base, container transfer volume commitments from nearby importers, exporters, agents and/or logistics companies to approach the annual volume 'threshold' levels required for commercial success. These levels are relatively low and can likely be achieved in the Fraser Surrey, Tilbury Island and/or Coast 2000 areas over the next year or two.
- Expected increases in environmental emissions from the intra-regional transfer of containers by truck will be moderated to the extent that short-sea operations absorb some of the future growth. This is particularly true of the key greenhouse gas emission (CO<sub>2</sub>) as well as VOC emissions.

More detailed work is required before investors can be expected to commit to the opportunity, but the promotion of, and transfer to, the private sector can likely be achieved within six months. There is genuine private sector interest in this opportunity.

## **'Opportunities for Shortsea Shipping of Containers In British Columbia's Lower Mainland - Review and Critical Analysis', IBI Group, 2007 – Conclusions and Recommendations**

Based on current estimates of the barge and terminal costs for shortsea shipping of containers, it is more expensive than drayage. If capital investments are required for the development of terminal capacity on the river, or if drayage is required at either end of the trip, shortsea shipping is further disadvantaged. This limits the short term market potential to sites in close proximity to the river which can handle containers with minimal additional infrastructure requirements.

The cost estimates are based on assumptions regarding the charges which would be levied by service providers. For example, estimated terminal costs at the Inner Harbour terminals are based on the assumption that a throughput credit which would place containers delivered by barge on an equal footing with those delivered by rail or truck. The actual levels of these charges will depend on commercial negotiations among the parties so the possibility exists that costs might be reduced from the levels estimated in this study.

While in the short term it appears that shortsea shipping is more expensive than drayage, shippers are still motivated to examine it as an alternative due to perceptions of unreliability in the drayage sector. Several potential service providers are actively exploring development of a service for shortsea shipping of containers by barge.

There are several challenges to be overcome in realizing these ambitions. The first is access to the on-dock container terminals, which will require either finding suitable berth windows for handling barges with the quay cranes, or construction of alternative means of handling barge traffic. The second is ensuring a level of service which is compatible with shipper requirements. This is made more difficult by the increasingly stringent requirements for just-in-time delivery of containers to the on-dock terminals. The third is concentrating sufficient traffic in sites accessible to the river to eliminate the need for drayage.

From the public perspective, shortsea provides potential benefits in reducing air emissions associated with regional goods movement, and in the longer term through reductions in traffic congestion. In the short term, demonstration of a commitment to shortsea shipping as a means of mitigating local congestion and emissions impacts in affected communities may be a positive means of enhancing public support for expansion of port activities.

Based on these conclusions, our recommendations are as follows:

1. The focus for demonstrating the viability of a shortsea container barge service should be on the existing concentrations of export transload/empty storage capacity, Fraser Surrey or Fraser Richmond, to avoid drayage costs. The capital infrastructure required to demonstrate the concept is already in place, in the form of quay cranes at FSD and the on-dock terminals; Fraser Richmond (Coast 2000 would require equipment for loading barges). However, under the throughput rates applicable to deep-sea movements using FSD as a river terminal would be prohibitively expensive. A local firm is building barges suitable for this service, which can be operated relatively infrequently (a minimum of once a week) and still offer relatively low transit costs.

2. The key requirement for initiation of a service is access to the on-dock container terminals, and development of business and operating processes by the terminal operator to accommodate the traffic. Compliance with the on-dock terminal requirements (ERD's, etc.) requires close coordination between shippers, transload warehouses, and shipping lines. For this reason a viable pilot would require participation by members of each of these groups to a level which would aggregate a sufficient level of traffic to enable the trial.
3. The potential environmental and congestion reduction benefits are significant enough to justify financial assistance for a pilot by government agencies and the Port Authorities. The most effective means would be some form of subsidization of operations for a defined period. Investment in capital assets would be premature until the pilot has demonstrated the viability of the concept (and most particularly the compatibility of the service with efficient operations at the on-dock terminals).

Further research to identify innovative methods of handling containers shipped by barge should be undertaken, since high terminal costs are a major impediment to competitiveness for shortsea service.

## **'The Fraser River As A Commercial Highway Issues: Implications and Opportunities', BCIT Centre of Excellence Sustainability, Infrastructure & Transportation Economics, 2007 - Conclusions**

In examining these factors, the logical conclusion with respect to the Fraser River as an inland waterway is that bulk and break-bulk shipments are the best candidates for shipments on the Lower Fraser River. The proviso is that such shipments originate within the Lower Fraser River basin, rather than far in British Columbia's hinterland or in eastern provinces.

Bulk commodity transport by towed barge – wood products, aggregates, etc. – from the lower Fraser River Basin is already a fact of life. Trans-shipment of long-haul rail transported commodities such as coal, sulphur, potash, and grain, is likely to not be feasible, considering the added cost associated with off/on-loading and barging under a multi-modal approach.

Trans-shipment of containers is a possibility, provided the IWT haulage costs from the deep-sea port to the node port are not excessive relative to direct rail/truck from the tidewater port, and provided the additional transit time is acceptable to shipping customers.

An intermodal Fraser River transport 'solution' to container shipping would provide a number of environmental benefits to Lower Mainland residents. Most notable would be reductions in:

- Truck traffic on road arteries, resulting from the transport of Lower Mainland destined containers to inland node ports, and truck traffic associated with the inbound truck transport of bulk cargo and containers.
- Rail traffic on rail lines between the deep-sea and node ports.
- Lower Mainland air (and noise) pollution, attributable to reduced truck traffic on BC roads and reduced rail traffic on the sector between the deep-sea and node ports.
- Accidents involving trucks (and passenger vehicles) on BC roads.

Considering the Lower Mainland's relatively small population and industrial base, riverbased freight transport will likely play a relatively small role in the overall freight transportation system without an intermodal container shipment component.

Before a decision could be made with respect to the establishment of an intermodal container transportation system which includes an IWT element, a number of factors would need to be in place, including:

- A willingness and commitment on the part of the various public sector agencies, notably the Provincial and Federal Ministries and Departments, to seriously consider and examine the issue.
- Support, from the Lower Mainland port authorities, in the form of a willingness to consider an alternative to the current way of 'doing business'.
- Adequate funding to conduct a feasibility study which examines the economic, environmental and social costs and benefits associated with an inland intermodal freight transport system.
- The establishment of a multi-stakeholder transportation industry body to direct the research, and ultimately 'drive' the implementation of a viable transportation alternative.
- The 'up-front' involvement of various key stakeholders, such as the Fraser River Estuary Management Program (FREMP), the municipalities, and key environmental oversight groups.

**'Economic Impact and Environmental Impact Assessment of Freight Transportation Options: Comparative Analysis of Short Sea Shipping and Trucking in the Lower Mainland Transportation Corridor', BCIT SITE Centre for Applied Research, 2013 - Executive Summary**

As a gateway for freight traffic to Central and Eastern Canada and the United States, Port Metro Vancouver faces both opportunities for economic growth and significant challenges, not the least of which is difficulties associated with the efficient movement of goods across the population-dense Lower Mainland region.

Rapid urbanization and associated growth in vehicle traffic has significantly strained the existing road network. As well, land for new road and commercial development, particularly close to tide-water, is at a premium.

At present, containerized freight goods are transported by either rail, or 5 axle semi-trailer trucks. A third option exists, namely, to move the goods inland by tug/barge to a transfer point which is accessible to the TransCanada Highway and Rail Network. This option, prevalent on the Rhine River, has the potential of providing both economic and environmental benefits to British Columbians.

This study has attempted to answer the question "Truck or Barge?" for the transport of containerized goods across the Lower Mainland. The research has provided a number of important key insights for freight transporters and public policy makers, namely:

- Short-Sea-Shipping (SSS), the transport of goods along the Lower Fraser River, is more than competitive with trucking. It does however require a reasonable length route distance – for purposes of this study, the two transport nodes selected were Delta Port and Sumas (184 km by road, 164 km by river round trip).
- As trip duration time increases due to road traffic congestion, trucking becomes far more costly than the Short-Sea-Shipping alternative.
- Further economies of scale, and thus reduced transport cost/container, are achieved with higher capacity tug/barge equipment. This study examined two marine transport configurations: 200 TEU (100 40 ft containers), and 400 TEU vessels.
- Substantial operating cost and environmental savings are achievable using long-combination vehicles (LCVs) on roads instead of conventional semi-trailer trucks.
- Marine transport is far more "environmentally friendly" than truck transport, as a far lower tonnage of pollutant emissions are generated.
- Road transport of freight containers involves substantial public costs in terms of degradation of roadway pavement. Whereas the use of LCV trucks results in a 26 percent ESAL-km (a measure of roadway wear-and-tear) reduction. In comparison, the Short-Sea-Shipping option achieves a 100 percent reduction over the use of conventional semi-trailer trucks.
- Depending upon the dollar value of fleet and inland terminal investments required, and anticipated growth in container traffic volumes, such investments offer an internal rate of return of between 3% and 13%, and a payback of between 8 and 15 years.
- Efficiency gains are possible through fleet modernization (reduced fuel consumption) and inland transfer terminal automation.



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Meeting Date:** January 23, 2013  
**Subject:** Revenue Anticipation Borrowing Bylaw

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**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors give four readings to Bylaw F1108 cited as "Revenue Anticipation Borrowing Bylaw No. F1108, 2014".

**Background:**

A revenue anticipation borrowing bylaw was previously referred to as a temporary borrowing bylaw. This bylaw is created each January to ensure that the Regional District has authority to borrow money for expenditures that must be made before the related revenues are received. In essence, this bylaw is a tool for managing cash flow and is created annually whether it is believed to be required or not. Once received, the revenues are used to cancel the debt. The Regional District did go into overdraft in the operating account in July 2013; it is not known at this time whether borrowing will be needed in 2014.

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

Minimal.

**Financial:**

If overdraft or temporary borrowing are used then interest charges will be applied, otherwise there are no financial implications.

**Policy or Legislation:**

Section 821 of the Local Government Act provides the authority for revenue anticipation borrowing.

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

  
Teri Fong, CGA, Manager of Finance

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

  
Russell Dyson, Chief Administrative Officer



ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_ 2014, by an  
affirmative vote of at least two-thirds the votes cast.

Certified true and correct copy of  
**“Revenue Anticipation Borrowing  
Bylaw No. F1108, 2014.”**

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

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

\_\_\_\_\_  
Cindy N. Solda,  
Chairperson



## REQUEST FOR DECISION

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Meeting Date:** January 8, 2014  
**Subject:** Alberni Valley Wrestling Club

---

**Recommendation:**

That the Alberni-Clayoquot Regional District Board of Directors approve the Alberni Valley Wrestling Club grant-in-aid request for \$2,500 with the funds coming from the 2014 Region Wide Special Events budget.

**Summary:**

The grant-in-aid process does not close until January 31<sup>st</sup> but because this event is held on February 6-8<sup>th</sup> the Wrestling Club is in need of the funding as soon as possible. If this funding is approved the amount will be included into the 2014-2018 Financial Plan. All other grant-in-aid requests will be presented at the Committee of the Whole meeting on February 12<sup>th</sup> at 10am.

**Financial:**

The Regional District provided \$1,000 of funding in 2012 and \$2,500 of funding in 2013 for this event.

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

Teri Fong, CGA, Manager of Finance

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

Russell Dyson, Chief Administrative Officer

**Alberni Valley Wrestling Club**  
**10288 Bishop Drive, Port Alberni, BC, V9Y 9A6**

Dear Regional District Directors,

I am writing to submit a request for a grant from the Regional District to assist the Alberni Valley Wrestling Club to host the 2013 Alberni Invitational Wrestling Tournament February 6 – 8, 2014

The Alberni Invitational Wrestling Tournament is the largest athletic event held on an annual basis in the Alberni Valley. We once again expect over 800 athletes from over 70 programs to compete at this year's Invitational. This will include athletes from middle and secondary schools all over BC as well as elementary aged wrestlers in our Kids Division and college aged wrestlers in our Open Division. Over 200 local athletes from ADSS, Ucluelet, Dunn, Neill and our elementary schools will be participating.

The Alberni Invitational will attract well over 1000 people to the Valley for those three days in February. This will be the 31<sup>st</sup> year we have hosted this event in addition to hosting four BC High School Wrestling Championships. These events have brought thousands of dollars in economic activity to our area in addition to enhancing the knowledge and appreciation for what the region has to offer. Over 250 volunteers and many, many sponsors help make this event happen each year. Without support of our sponsors and the yearly grants we receive from the Regional District it would be impossible to host this event.

With costs increasing we are hoping the Regional District will again consider a grant of \$2,500 this year. Your \$2,500 last year enabled this event to be financially viable. We recognize you receive many requests and appreciate whatever support you can give us. Thank you for considering our request.

Sincerely,



Tom McEvay  
Alberni Wrestling  
250-724-0577  
[tmcevay@sd70.bc.ca](mailto:tmcevay@sd70.bc.ca)



## Grant-in-Aid Application Form

Name of Organization: <b>ALBERNI VALLEY WRESTLING</b>	
Mailing Address: <b>10288 BISHOP DR. PORT ALBERNI BC, V9Y 9A6</b>	
Contact Name: <b>Tom McEVA</b>	Phone Number: <b>250-724 0577</b>
Email Address: <b>tmceva@sd70.bc.ca</b>	

Grant Requested: # <b>2,500</b>	<input checked="" type="checkbox"/> Grant Assistance	<input type="checkbox"/> In-Kind Assistance
	Amount \$ <b>2500</b>	Details: _____

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

If yes, please provide your Society Registration Number: 50124

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

OUR ORGANIZATION IS DEVOTED TO THE DEVELOPMENT OF YOUTH THROUGH THE SPORT OF OLYMPIC WRESTLING AND COMMUNITY SERVICE. EACH YEAR WE INVOLVE UPWARDS OF 300 YOUTH AGES 8-18 IN OUR PROGRAM. WE PROVIDE HEALTHY PHYSICAL ACTIVITY, DISCIPLINE, MEMBERSHIP, GEAR SETTING AND CHARACTER BUILDING. OUR CLUB ARE GREAT AMBASSADORS OF OUR COMMUNITY ALL ACROSS BC + CANADA.

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

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

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

WE ARE DEVOTED TO YOUTH DEVELOPMENT WHICH IS A HUGE NEED IN OUR COMMUNITY. WE PROVIDE ACCESS AT MINIMAL COST IN ORDER TO GIVE OPPORTUNITIES TO DISADVANTAGED AND FIRST NATIONS YOUTH.

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

WE REQUEST SPONSORSHIP DONATIONS FROM LOCAL BUSINESSES FOR THIS EVENT. YOU CAN SEE FROM OUR BUDGET THAT WE PLAN ON \$ 2000 CASH + 7000 IN KIND.

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

Year: 2013    Amount: 2500  
Year: 2012    Amount: 1000

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

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

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

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

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

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

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

  
Signature of Applicant

November 7, 2013  
Date

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

## Alberni Invitational Wrestling Tournament

Port Alberni, February 6 – 8, 2014

### Budget Projections

#### Expense

- Facility - \$4,500
- Officials - \$4,500
- Medals - \$2,500
- Coaches Meals - \$3,000
- Social - \$1,500
- Awards - \$1,000
- Coaches Room - \$500
- Officials Acc - \$2,000
- Mat Tape - \$350
- First Aid Supplies - \$500
- 50/50/Raffles - \$850
- Mat Moving - \$800.
- Set-up & Supplies - \$500
- Staging - \$500
- Paper & Copying - \$200
- Copier - \$250
- Volunteers - \$600
- Radios - \$250

#### Income

- \* Entry Fees - \$10,000
- \* 50/50 & Raffles - \$800
- \* Coaches Meals - \$2,000
- \* Regional District - \$2,500 (requested)
- \* Cash Sponsors - \$2,000
- \* In-Kind Sponsors - \$7,000

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**TOTALS - Expenses \$24,300**

**Income- \$24,300**

## **Alberni Valley Wrestling Club**

### **Annual General Meeting**

**October 15, 2013, Alberni District Secondary**

Minutes:

Attending: Tom McEvay, John McDonald, Jeannette Badovinac, Richelle McKenzie, Chris Bodnar, Erin Anker, Ryan Dvorak, Kraig Duskotch, Russ Bodnar, Stu messenger, James Messenger, Hubert Vanderlee, Jennifer Johnson, Travis Cross, Wilma Keitlah, Aaron Keitlah, Daley Forbes, Jordie Bodnar

1. Motion to adopt the agenda with changes – moved Jennifer Johnson/Richelle McKenzie – **Carried 6:10pm**
2. Motion to adopt the minutes – Moved Jeannette Badovinac/ Hubert Vanderlee – **Carried**
3. Tom McEvay reviewed the past year – ADSS Girl's won team title and ADSS won aggregate for the 4<sup>th</sup> year in a row. Jordie Bodnar 5 time provincial champion. National placers Nolan Badovinac national cadet champion, Jonathan Spencer silver. Women's team won the provincial title. Nolan Badovinac selected to Team BC for the Canada Games in Quebec . Considerable discussion about too much falling on too few. We need to do a better job of communicating with parents and wrestlers around the importance of fundraising and everyone doing their part. Each school to hold parent meeting as beginning of season. Possible District meeting.
4. Financial Report- Hubert presented report: see attached - moved Ryan Dvorak/Chris Bodnar to accept the financial report – **Carried**
5. Island /Provincial report - James Messenger – Island is in good shape. New Island Director Andrew Tuck is getting info out quickly and accurately. Provincial level is in some trouble. Right now there is no executive director or executive committee for BCWA. Lori Douglas is the secretary and she is currently taking calls and accepting registrations.

6. 2013-2014 Start up –

- a) BC School Sports- teacher sponsors to ensure Athletic Director has registered Girls and Boys Wrestling as a sport for their school by September 31st. Deadline to register Athletes is DEC. 1. Middle schools only need to register grade 8's
- b) BC Wrestling- Registration fees due by WOF Elite tournament. ALL Athletes must be registered.
- c) District Permission forms- James Messenger to be responsible for getting permission from school district for travel
- d) Ferry Bookings and Letters- James to ensure coaches have letters and confirmation numbers
- e) Team Rosters- Coaches to ensure current info as well as email to Tom McEvay
- f) Coaches and sponsors
  - i) ADSS: John McDonald, Ryan Dvorak, Jeannette Badovinac, Richelle McKenzie, and Chris Bodnar (\*Russ Bodnar will assist at middle school)
  - ii) EJ Dunn: James Messenger and Russ Bodnar
  - iii) Neill MS: Erin Anker, Jennifer Johnson, Kraig Duskotch
  - iv) Club Coaches: James Messenger, Chris Bodnar, Travis Cross, Kraig Duskotch, John McDonald, Daley Forbes, Jordie Bodnar
  - v) Ucluelet: Mike Rhodes
- g) Practices:
  - i. ADSS: Mon and Wed 3:30-5:00
  - ii EJ Dunn Mon and Wed 3:00-4:30
  - iii Neill MS: Mon and Wed 3:00-4:30
  - iv Club Tues and Thurs (Neill) 6:00-8:00
- h) Introductory Packages should be prepared by coaches to give out to students.
- i) Fees: ADSS athletic fee may increase to \$65. All schools (ADSS, EJ Dunn and Neill ) will charge \$25 wrestling fee to cover BCWA fees. All schools to have t-shirt option as part of their registration costs.

## 7. Schedule of Events and coach responsible for the planning, booking, letter and press.

\*Discussion of Alberni Invitational – decision to stay as is for this year but Jeannette will talk to ADSS Administration to see if we can hold the 2015 invitational at ADSS

Event	Coach in charge of planning, booking, letter and press release	Coaches going (please let us know)	Photographer
Island Novice	Tom	James, Russ, Chris, Jen, Jeannette, Kraig	Stu
Roberts Rumble	TBA		
Abby Invite	Jeannette	Chris, Jeannette, Travis	Chris
Dec 11 <sup>th</sup> Dual Meet	Move ADSS practice to Dunn... James	Erin James, Russ, Jen	
Cougar	Jen	James, Erin, Chris, Jen	Stu
WOF	John	John Jeannette, Chris, Russ, Kraig	Jeannette
Campbell River Camp		Chris, Jeannette	
Elementary	Russ	Russ, Kraig, Jen	
Age Class	James	James, Richelle, Jeannette, Chris, Kraig, John	
Jan 22 Dual Meet	James	Erin, Russ, James, Jen, Kraig	
Island Practice			
Campbell River invite	Jeannette	James, Russ, Kraig, Jeanette	Stu
Miri Piri	Chris	Jeannette, Chris	Jeannette/Chris
Alberni Invite	Tom	All	Stu
Islands	James	John, James, Tom, Russ, Jen, Jeanette	
BC's	Tom	James, Tom, John, Chris, Richelle, Russ, Jeanette	
National's	James	Chris, Travis	
Awards Night (May 1)	Tom	All	
BC Summer Games July 17	James	TBD	
Summer Camps Kids camp 8,9,10 Elite 10,11,12,13	Tom and James		
North American Indigenous games	Aaron Keitlah (July 20-27)	Aaron Keitlah	

9. Summer Camp 2014: To take place at ADSS

- July 8, 9, 10 Kids Camp,
- July 10, 11, 12, 13 Elite Camp.

10. Potential Key Volunteers: Please give any names to Tom especially new parents that may be able to help

11. Fundraising: Submit hours to Russ. Reminder that funds belong to the club

<b>Event</b>	<b>Coordinator for 2013-2014</b>
Concessions	Richelle/Chris
Invite raffles/50/50	Mary Tilley
Sponsorship	Tom
Maktush Cleanup	James
Softball Fields	Will no longer be participating
Motor Cross	Russ
Dry Grad	TBD
ADSS Grad Parking	Ryan
Drags	James
Drags 50/50	Stu
Salmon Fest	Erin
Fall Fair	Richelle
Toy Run	Jen
Grants	Tom
Bottle Drive	TBD
Book Drive	TBD

12. Future International Trips: None planned at the present but some discussion about Rio in 2016. Also discussion about perhaps planning a smaller trip in the near future

13. Media Releases, Pictures etc. Press releases need to be to Scott McKenzie (Times) Evan Hammond (PEAK) and Suzie Quinn (News) Sun nights by 5pm at the latest. Tom to circulate emails.

14. Minor Equipment purchases: none needed at this time

15. Club Clothing: Some available and all is stored at ADSS now

16. Storage of Equipment: All equipment and supplies are now stored at ADSS

17. Election of Officers

President	Tom McEvay
Vice President	Stu Messenger
Treasurer	Hubert Vanderlee
Secretary	Erin Anker
Directors	John McDonald, Chris Bodnar, Travis Cross, Darral Clark, Deb Coates, James Messenger

18. Certification requirements

- Who has class 4 drivers licence? Russ, James, John, Ryan, Tom Jeannette and Chris are in the process of getting their class 4 licence
- First Aid: Daley Forbes will get on her own and bring in receipt
- Serve it right: Daley, Jeannette, Stu, James, Erin all have it

19. Other Business:

- North American indigenous game is for Cadet Wrestlers July 20-27 in Regina the Coach will be Aaron Keitlah
- Kids sport and Jumpstart applications are available – please get these to kids in need!

20. Motion to Adjourn



## **REQUEST FOR DECISION**

**To:** Board of Directors

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

**Meeting Date:** January 8, 2014

**Subject:** **2014 Board of Directors Schedule**

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**Recommendation:**

**That the Alberni-Clayoquot Regional District Board of Directors approves the 2014 Regular Board of Directors meeting schedule for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District as presented.**

**Desired Outcome:**

To set the meeting schedule for regular Board meetings for 2014.

**Background:**

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

ACRD Board meetings are held twice per month on the second and fourth Wednesday, with the exception of December. There is one meeting in December held on the first Friday after the first Monday in December. The Board meeting on September 24<sup>th</sup> is cancelled due to the UBCM Convention.

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

The attached 2014 Board Schedule is attached for approval by the Board of Directors.

Other Dates for Directors to Note:

Association of Vancouver Island & Coastal Communities Convention – April 11 – 13, 2014 – Parksville, BC  
Union of British Columbia Municipalities Convention – September 22 to 26, 2014 – Whistler, BC

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

n/a

**Financial:**

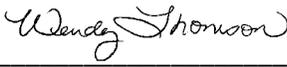
n/a

**Request for Decision – 2014 Schedule**

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**Policy or Legislation:**

Local Government Act & ACRD Procedures Policy

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

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



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

**2014 Meeting Schedule**  
(Tentative – Confirmed Each Month)

<b>Date</b>	<b>Meeting</b>	<b>Time &amp; Location</b>
Wednesday, January 8 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, January 8 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, January 22 <sup>nd</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, February 12 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, February 12 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday February 26 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, March 12 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, March 12 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, March 12 <sup>th</sup>	Special Board Meeting – Public Consultation 5 Year Financial Plan	6:00 pm, Regional District Board Room
Wednesday, March 26 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, April 9 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, April 9 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, April 23 <sup>rd</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, May 14 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, May 14 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, May 28 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room

Wednesday, June 11 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, June 11 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, June 25 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, July 9 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Location TBA
Wednesday, July 9 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, July 23 <sup>rd</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, August 13 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, August 13 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, August 27 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, September 10 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, September 10 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, October 8 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, October 8 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, October 22 <sup>nd</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, November 12 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Wednesday, November 12 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting
Wednesday, November 26 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Friday, December 5 <sup>th</sup>	Board of Directors Meeting	1:30 pm, Regional District Board Room
Friday, December 5 <sup>th</sup>	Regional Hospital District Meeting	Immediately following the above regular Board meeting



## Memorandum

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

**From:** Heather Dunn, Junior Planner / Bylaw Enforcement Officer

**Date:** January 2, 2014

**Subject:** Establishing Cherry Creek Dangerous Dog Bylaw

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### **Recommendation:**

That the Board of Directors give first, second and third readings to:

- Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014".

### **Background:**

The Regional District adopted a Dangerous Dog bylaw in 2006 for Electoral Area "D" (Sproat Lake) and Area "E" (Beaver Creek). Cherry Creek Area Director, Lucas Banton has directed staff to draft a Dangerous Dog bylaw for the Cherry Creek area. The Regional District receives approximately one call or complaint per month regarding dogs in the Cherry Creek electoral area and is unable to respond given that no dog bylaw exists for this area. The "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014" is identical to the bylaw adopted for the Sproat Lake and Beaver Creek areas.

Director Banton has requested a different fine scale for the Cherry Creek Dangerous Dog Bylaw than outlined in the Sproat Lake/Beaver Creek Dangerous Dog Bylaw. Director Banton has requested that a higher fine of \$500 rather than \$100 be implemented for any involvement of the animal control officer. The purpose of the higher fine would be to ensure dog owners are proactive in this area and to act as a deterrent.

The Cherry Creek Dangerous Dog Bylaw presented has not been modified from the Sproat Lake/Beaver Creek Dangerous Dog Bylaw. The options presented below include adopting the bylaw as presented, or requesting further information to implement a new fine structure for all three electoral areas.

### **Financial & Staff Time Requirements:**

The establishing bylaw for the service in Cherry Creek details the cost of providing the service. The annual costs shall be paid by:

- i. A maximum annual tax requisition of \$3000 in Cherry Creek Electoral area; and

- ii. The collection of fees set out in the dangerous dog bylaw. Section 6 of Bylaw No. R1026 details the impound fees that shall be collected by the Regional District:
  - a. An owner whose dog has been seized and impounded shall pay to the Regional District an impounding fee of \$100.00 for the first impoundment, \$200.00 for the second impoundment and \$500.00 for the third or subsequent impoundment; and
  - b. Maintenance costs of \$75.00 per day or portion of a day that the dog has been impounded.

**Legislation:**

Section 707.1 of the *Local Government Act* allows a Regional District Board to designate an animal control officer as defined in Section 49 of the *Community Charter*.

Section 49 of the *Community Charter* allows an animal control officer designated by the Regional District to seize a dog if the officer believes on reasonable grounds that the animal is a dangerous dog.

**Options**

1) Board of Directors give first, second and third readings to:

Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014".

2) Board of Directors request further information to assess repealing and amending the Sproat Lake/Beaver Creek Dangerous Dog Bylaw to include the Cherry Creek area, and amend the fee structure that Director Banton has proposed for the Cherry Creek area for all three electoral areas.

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



Heather Dunn, Junior Planner/Bylaw Enforcement Officer

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



Russell Dyson, Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. E1058**

**A BYLAW TO ESTABLISH A REGULATORY SERVICE WITHIN ELECTORAL AREA "F" (CHERRY CREEK) FOR THE REGULATION OF ANIMALS**

**WHEREAS** the Regional District may, by bylaw, establish and operate a Regulatory Service under provisions of the Local Government Act<sup>1</sup>;

**AND WHEREAS** the Regional District has been requested to establish a regulatory service within Electoral Area "F" (Cherry Creek) for the purpose of regulating animals;

**AND WHEREAS** the assent of the electors or consent on behalf of the electors is required before adopting a bylaw to establish a service;

**AND WHEREAS** the Board wishes to establish a regulatory service within Electoral Area "F" (Cherry Creek) for the purpose of regulating animals;

**AND WHEREAS** the approval of the Inspector of Municipalities is required under the Local Government Act<sup>2</sup>;

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

**Service being Established**

1. The Regulatory Service hereby established under this bylaw is for the purpose of regulating animals;

**Service Area Boundaries**

2. The Service Area is Electoral Area "F" (Cherry Creek).

**Participating Area Boundaries**

3. The Participating Area is Electoral Area "F" (Cherry Creek).

**Cost Recovery**

4. The annual cost of providing the service shall be recovered by:
  - a. the imposition of a land and improvements tax, not to exceed \$3,000.00, and;
  - b. by the imposition of fees or other charges.

**Citation**

5. This bylaw may be cited as the "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014"

Read a first time this                      day of                      , 2014

<sup>1</sup>Part 22, Division 1 – Regulation of Animals

<sup>2</sup>Section 801(1)(a)

Read a second time this        day of        , 2014

Read a third time this        day of        , 2014

I HEREBY CERTIFY THE FOREGOING to be true and correct copy of Bylaw No. E1058 cited as “Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014” as read a third time by the Regional Board of the Regional District of Alberni-Clayoquot at a meeting held on the        day of        , 2014.

Dated at Port Alberni, B.C. this        day of        , 2014.

\_\_\_\_\_  
Russell Dyson, CAO

APPROVED by the Inspector of Municipalities this        day of        , 2014

CONSENT was given on behalf of the electors this        day of        , 2014

ADOPTED this        day of        , 2014

Filed with the Inspector of Municipalities this        day of        , 2014

Certified a true and correct copy of “Cherry Creek Animal Control Regulatory Service Establishment Bylaw No E1058, 2014”

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

\_\_\_\_\_  
Russell Dyson, CAO

\_\_\_\_\_  
Chair of the Regional Board



## REQUEST FOR DECISION

**To:** Board of Directors

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

**Meeting Date:** January 8, 2014

**Subject:** Board Remuneration Review Committee

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**Recommendation:**

That the Board of Directors establish a three member committee, consisting of at least one former rural director and one former municipal director, to review Bylaw A1066-1 cited as "Board Remuneration, Expenses and Benefits Bylaw, 2012" and to provide their advice on changes that should be made to the bylaw, and further that the Chairperson select the three individuals to conduct this review.

**Summary:**

The Board's remuneration bylaw is structured to cover the three years of a term of office. The existing bylaw was amended in April of 2012 after significant Board discussion about the recommendations from the previous committee.

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

Staff time will be required to setup, meet and work with the three former Board members and to incorporate their recommendations into a bylaw for the Board's consideration. It is suggested that the committee would canvas all current directors for their input.

The committee will be asked to develop their recommendations and report back to the Board of Directors by June 30<sup>th</sup>.

**Financial:**

There is no financial impact for the current year as the bylaw would be effective January 1, 2015.

**Policy or Legislation:**

Changes to the Board's remuneration must be done by bylaw.

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

  
Teri Fong, CGA, Manager of Finance

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

  
Russell Dyson, Chief Administrative Officer



## MEMORANDUM

**TO:** Board of Directors  
**FROM:** Teri Fong, CGA, Manager of Finance  
**DATE:** January 2, 2014  
**RE:** Finance Warrant No.536

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### **Recommendation:**

That the Board of Directors approves Finance Warrant Number 536 in the amount of \$737,476.05 dated December 31, 2013.

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

Concur

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## IMPLICATIONS OF THE RECOMMENDATION

1. **GENERAL**

That the Board of Directors reviews the details of the expenditures made in the previous month and when satisfied, approves the finance warrant.

2. **TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS** – none

3. **FINANCIAL** – none

4. **POLICY OR LEGISLATIVE** – none

5. **RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN**

Improve financial controls by increasing the transparency of the Regional District's financial affairs.

6. **COMMUNICATION ISSUES** - none

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Submitted by: Teri Fong, CGA, Manager of Finance

## Cheque Register - Detail - Supp.



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Supplier : 0005 To T9193  
 Trans. Date : 01-Dec-2013 To 31-Dec-2013  
 Cheque Date : 01-Dec-2013 To 31-Dec-2013  
 Cheque No. : All  
 Batch No. : All

Bank : 1 To 3

Status : All

Medium :

M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>0030</b>	<b>ACKLANDS-GRAINGER INC.</b>					
34980	06-Dec-2013	Issued	280	C	125.12	
4354 0515719	01-4-2500-000	PAYABLES - TRADE		5.94		
Invoice Description --> BCWS SUPPLIES						
4354 0515569	01-4-2500-000	PAYABLES - TRADE		49.72		
Invoice Description --> SLVFD - BATTERIES						
4354 0515657	01-4-2500-000	PAYABLES - TRADE		69.46		
Invoice Description --> BCWS - SMALL TOOLS WRENCH						
<b>Total :</b>				125.12	0.00	125.12
<b>Supplier Total :</b>				125.12	0.00	125.12
<b>0054</b>	<b>ACTION DELIVERIES AND MOVING</b>					
35061	20-Dec-2013	Issued	292	C	306.30	
DEC18/13	01-4-2500-000	PAYABLES - TRADE		306.30		
Invoice Description --> ACRD OFFICE - DESKS AND OTHER SUPPLIES						
<b>Total :</b>				306.30	0.00	306.30
<b>Supplier Total :</b>				306.30	0.00	306.30
<b>0056</b>	<b>AIRGAS CANADA INC.</b>					
34981	06-Dec-2013	Issued	280	C	14.17	
172606	01-4-2500-000	PAYABLES - TRADE		14.17		
Invoice Description --> BCVFD - GAS SUPPLIES						
<b>Total :</b>				14.17	0.00	14.17
<b>Supplier Total :</b>				14.17	0.00	14.17
<b>0060</b>	<b>ALBERNI COMMUNICATIONS &amp; ELECTRONICS</b>					
35062	20-Dec-2013	Issued	292	C	57.02	
15688-CRMEMO	01-4-2500-000	PAYABLES - TRADE		-400.96		
Invoice Description --> CREDIT MEMO - MISPRICED REPLACE WITH INVOICE 15803						
15689	01-4-2500-000	PAYABLES - TRADE		22.35		
Invoice Description --> SLVFD - PAGER BATTERY						
15834	01-4-2500-000	PAYABLES - TRADE		22.35		
Invoice Description --> SLVFD - PAGER BATTERY						
15765	01-4-2500-000	PAYABLES - TRADE		49.28		
Invoice Description --> SLVFD - PAGER PROGRAMMING						
15803	01-4-2500-000	PAYABLES - TRADE		364.00		
Invoice Description --> LBA - VHF AIRBAND RADIO						
<b>Total :</b>				57.02	0.00	57.02
<b>Supplier Total :</b>				57.02	0.00	57.02
<b>0021</b>	<b>ALBERNI DISTRICT CO-OP ASSOCIATION</b>					
35060	20-Dec-2013	Issued	292	C		

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 Batch No. : All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
SLVFD - NOV/13	01-4-2500-000	PAYABLES - TRADE		353.56		
Invoice Description --> SLVFD - NOVEMBER 2013 FUEL COSTS						
BCVFD - NOV/13	01-4-2500-000	PAYABLES - TRADE		402.07		
Invoice Description --> BCVFD - NOVEMBER 2013 FUEL COSTS						
BCWS - NOV/13	01-4-2500-000	PAYABLES - TRADE		438.43		
Invoice Description --> BCWS - NOVEMBER 2013 FUEL COSTS						
ACRD - NOV/13	01-4-2500-000	PAYABLES - TRADE		785.44		
Invoice Description --> ACRD - NOVEMBER 2013 FUEL COSTS						
<b>Total :</b>				1979.50	0.00	1979.50
<b>Supplier Total :</b>				1979.50	0.00	1979.50

0213	ALBERNI TOWING					
34983	06-Dec-2013	Issued	280	C		193.20
16498	01-4-2500-000	PAYABLES - TRADE		193.20		
Invoice Description --> BCVFD - VEHICLE FOR TRAINING						
<b>Total :</b>				193.20	0.00	193.20
<b>Supplier Total :</b>				193.20	0.00	193.20

0455	ALBERNI VALLEY REFRIGERATION LTD.					
35064	20-Dec-2013	Issued	292	C		68.25
20138792	01-4-2500-000	PAYABLES - TRADE		68.25		
Invoice Description --> ACRD OFFICE - THERMOSTAT STUCK ON COOLING - ADJUSTED						
<b>Total :</b>				68.25	0.00	68.25
<b>Supplier Total :</b>				68.25	0.00	68.25

0206	ALPINE LINE PAINTING					
34982	06-Dec-2013	Issued	280	C		29305.50
135552	01-4-2500-000	PAYABLES - TRADE		29305.50		
Invoice Description --> LBA - REPAINTING RUNWAYS 07-25/16-34						
<b>Total :</b>				29305.50	0.00	29305.50
<b>Supplier Total :</b>				29305.50	0.00	29305.50

0207	ALPORT INSURANCE AGENCIES INC.					
35063	20-Dec-2013	Issued	292	C		18.00
91172	01-4-2500-000	PAYABLES - TRADE		18.00		
Invoice Description --> LBA - PLATE REPLACEMENT FOR STOLEN BACKHOE PLATES - AUGUST 2013						
<b>Total :</b>				18.00	0.00	18.00
<b>Supplier Total :</b>				18.00	0.00	18.00

0270	ANDREY SHERET LTD.					
00033-0001	10-Dec-2013	Issued	281	T		4994.74

**ALBERNI-CLAYQUOYT REGIONAL DISTRICT**  
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**Batch No. :** All

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
DISCOUNTNOV13	01-4-2500-000	PAYABLES - TRADE		-14.51		
Invoice Description --> BCWS - DISCOUNT FOR EARLY PAYMENT						
03-053247	01-4-2500-000	PAYABLES - TRADE		323.19		
Invoice Description --> BCWS - METER PROJECT						
03-053807	01-4-2500-000	PAYABLES - TRADE		435.72		
Invoice Description --> BCWS - METER PROJECT						
03-055655	01-4-2500-000	PAYABLES - TRADE		4250.34		
Invoice Description --> BCWS - METER PROJECT						
<b>Total :</b>				4994.74	0.00	4994.74
<b>Supplier Total :</b>				4994.74	0.00	4994.74

<b>0394 ASSOCIATED FIRE SAFETY EQUIPMENT</b>						
34984	06-Dec-2013		Issued	280	C	325.25
11652	01-4-2500-000	PAYABLES - TRADE			325.25	
Invoice Description --> SLVFD - NON LOCKING LEADER LINE EQUIPMENT						
<b>Total :</b>				325.25	0.00	325.25
<b>Supplier Total :</b>				325.25	0.00	325.25

<b>0556 BARKLEY SOUND MANAGEMENT</b>						
00034-0001	24-Dec-2013		Issued	291	T	10413.38
495479	01-4-2500-000	PAYABLES - TRADE			1488.37	
Invoice Description --> SALMON BEACH - SEWAGE PUMP & HAUL FIELD & TRUCK MAINT. \$962.50, TRANS GROUND M						
2013-013	01-4-2500-000	PAYABLES - TRADE			2974.99	
Invoice Description --> SB MGMT CONTRACT DECEMBER 15, 2013 TO DECEMBER 31, 2013						
2013-012	01-4-2500-000	PAYABLES - TRADE			5950.02	
Invoice Description --> SB MGMT CONTRACT NOVEMBER 16 TO DECEMBER 15, 2013						
<b>Total :</b>				10413.38	0.00	10413.38
<b>Supplier Total :</b>				10413.38	0.00	10413.38

<b>0660 BC HYDRO</b>						
35066	20-Dec-2013		Issued	292	C	5947.24
400002200023	01-4-2500-000	PAYABLES - TRADE			5947.24	
Invoice Description --> HYDRO - ACRD CONSOLIDATED						
<b>Total :</b>				5947.24	0.00	5947.24
<b>Supplier Total :</b>				5947.24	0.00	5947.24

<b>0740 BEAVER CREEK HOME CENTER</b>						
34986	06-Dec-2013		Issued	280	C	296.35
563836	01-4-2500-000	PAYABLES - TRADE			296.35	
Invoice Description --> AVRA - CULVERT FOR LANDSCAPING						
<b>Total :</b>				296.35	0.00	296.35

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
35067	20-Dec-2013		Issued	292	C	207.29		
560417	01-4-2500-000	PAYABLES - TRADE			19.03			
Invoice Description --> SLVFD - LAKESHORE (#1) HALL MAINTENANCE								
559795	01-4-2500-000	PAYABLES - TRADE			19.83			
Invoice Description --> SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE - DRYWALL REPAIRS								
566509	01-4-2500-000	PAYABLES - TRADE			54.56			
Invoice Description --> SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE - PAINT								
560254	01-4-2500-000	PAYABLES - TRADE			113.87			
Invoice Description --> SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE - TRIM & DOOR								
<b>Total :</b>						207.29	0.00	207.29
<b>Supplier Total :</b>						503.64	0.00	503.64
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<b>0745</b>	<b>BEAVER CREEK MARKET</b>							
34987	06-Dec-2013		Issued	280	C	698.38		
6422	01-4-2500-000	PAYABLES - TRADE			698.38			
Invoice Description --> AVRA - FENCE POSTS FOR LANDSCAPING								
<b>Total :</b>						698.38	0.00	698.38
<b>Supplier Total :</b>						698.38	0.00	698.38
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<b>0785</b>	<b>BERKS INTERTRUCK LTD.</b>							
35068	20-Dec-2013		Issued	292	C	552.16		
135378	01-4-2500-000	PAYABLES - TRADE			552.16			
Invoice Description --> BCWS - PUMPHOUSE GEN-SET BATTERY								
<b>Total :</b>						552.16	0.00	552.16
<b>Supplier Total :</b>						552.16	0.00	552.16
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<b>0791</b>	<b>BERRY &amp; VALE CONTRACTING LTD</b>							
00033-0002	10-Dec-2013		Issued	281	T	100071.57		
1251	01-4-2500-000	PAYABLES - TRADE			34392.75			
Invoice Description --> WCLF NOVEMBER CONTRACTOR AND FREON REMOVAL \$72								
1252	01-4-2500-000	PAYABLES - TRADE			65678.82			
Invoice Description --> AVLF NOVEMBER CONTRACTOR, FREON REMOVAL \$312, SCALE SHED REPAIR \$201.73								
<b>Total :</b>						100071.57	0.00	100071.57
00034-0002	24-Dec-2013		Issued	291	T	924.00		
1262	01-4-2500-000	PAYABLES - TRADE			924.00			
Invoice Description --> AVLF - TEST HOLES AT LANDFILL								
<b>Total :</b>						924.00	0.00	924.00
<b>Supplier Total :</b>						100995.57	0.00	100995.57
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<b>0530</b>	<b>BEST WESTERN BARCLAY HOTEL</b>							
34985	06-Dec-2013		Issued	280	C	544.72		

**ALBERNI-CLAYQUOT REGIONAL DISTRICT**  
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**Batch No. :** All

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
2013011008	01-4-2500-000	PAYABLES - TRADE	80.88				
Invoice Description --> COMMITTEE MTG FOOD - FIREFIGHTERS - NOVEMBER 21, 2013							
2013011007	01-4-2500-000	PAYABLES - TRADE	463.84				
Invoice Description --> AVHN - HALL RENTAL & FOOD FOR MEETING							
<b>Total :</b>			544.72	0.00			544.72
35065	20-Dec-2013			Issued	292	C	143.80
2013011353	01-4-2500-000	PAYABLES - TRADE	143.80				
Invoice Description --> SLVFD - OFFICERS MEETING							
<b>Total :</b>			143.80	0.00			143.80
<b>Supplier Total :</b>			688.52	0.00			688.52

**0825 BLACK PRESS GROUP LTD.**

35069	20-Dec-2013			Issued	292	C	118.12
32128282	01-4-2500-000	PAYABLES - TRADE	118.12				
Invoice Description --> REGIONAL PARKS - TRAIL PLAN - ADVERTISING - CAPITAL							
<b>Total :</b>			118.12	0.00			118.12
<b>Supplier Total :</b>			118.12	0.00			118.12

**0914 BOWERMAN EXCAVATING LTD**

00033-0003	10-Dec-2013			Issued	281	T	105934.68
4931	01-4-2500-000	PAYABLES - TRADE	105934.68				
Invoice Description --> BCWS - STRICT ROAD PUMP STATION - GAS TAX INITIATIVE PROGRESS PAYMENT #3- CAPIT/							
<b>Total :</b>			105934.68	0.00			105934.68
00034-0003	24-Dec-2013			Issued	291	T	2205.00
4925	01-4-2500-000	PAYABLES - TRADE	2205.00				
Invoice Description --> NEWCASTLE ROAD CLEAN UP							
<b>Total :</b>			2205.00	0.00			2205.00
<b>Supplier Total :</b>			108139.68	0.00			108139.68

**0950 BRETT, KENNETH**

00034-0004	24-Dec-2013			Issued	291	T	1000.00
BRE161721	01-4-2500-000	PAYABLES - TRADE	1000.00				
Invoice Description --> ALBERNI VALLEY AIRPORT SUPERVISION							
<b>Total :</b>			1000.00	0.00			1000.00
<b>Supplier Total :</b>			1000.00	0.00			1000.00

**1035 BUTLER, LES**

00033-0004	10-Dec-2013			Issued	281	T	2887.50
2013-11	01-4-2500-000	PAYABLES - TRADE	2887.50				
Invoice Description --> BWS - NOVEMBER CONTRACTOR							

**ALBERNI-CLAYOQUOT REGIONAL DISTRICT**  
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**Supplier :** 0005 To T9193  
**Trans. Date :** 01-Dec-2013 To 31-Dec-2013  
**Cheque Date :** 01-Dec-2013 To 31-Dec-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	
<b>Total :</b>				2887.50	0.00	2887.50
<b>Supplier Total :</b>				2887.50	0.00	2887.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>1110</b>	<b>CANADA POST</b>					
34989	06-Dec-2013	Issued	280	C	9.59	
9528385530	01-4-2500-000	PAYABLES - TRADE		9.59		
Invoice Description --> BUILDING BYLAW ENFORCEMENT						
<b>Total :</b>				9.59	0.00	9.59
<b>Supplier Total :</b>				9.59	0.00	9.59

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>1061</b>	<b>CARMOOR'S COOKERY LTD</b>					
35070	20-Dec-2013	Issued	292	C	1673.38	
NOV30/13	01-4-2500-000	PAYABLES - TRADE		1673.38		
Invoice Description --> SLVFD - CATERING FOR FIRE FIGHTERS AWARDS DINNER						
<b>Total :</b>				1673.38	0.00	1673.38
<b>Supplier Total :</b>				1673.38	0.00	1673.38

Supplier	Supplier Name	Status	Batch	Medium	Amount	
<b>1270</b>	<b>CDW CANADA INC</b>					
34990	06-Dec-2013	Issued	280	C	538.17	
HD99108	01-4-2500-000	PAYABLES - TRADE		-47.79		
Invoice Description --> BCWS RETURN OF COMPUTER SUPPLIES						
HJ72950	01-4-2500-000	PAYABLES - TRADE		44.71		
Invoice Description --> ACRD COMPUTER NETWORK EXPENSE						
HB05606	01-4-2500-000	PAYABLES - TRADE		47.79		
Invoice Description --> BCWS COMPUTER EXPENSE						
HJ71026	01-4-2500-000	PAYABLES - TRADE		205.09		
Invoice Description --> ACRD COMPUTER NETWORK EXPENSE						
HK58659	01-4-2500-000	PAYABLES - TRADE		288.37		
Invoice Description --> ACRD COMPUTER NETWORK EXPENSE						
<b>Total :</b>				538.17	0.00	538.17

Supplier	Supplier Name	Status	Batch	Medium	Amount	
35072	20-Dec-2013	Issued	292	C	1169.05	
HL52569	01-4-2500-000	PAYABLES - TRADE		164.40		
Invoice Description --> ACRD COMPUTER NETWORK EXPENSE - KEYBOARD FOR BOARD ROOM						
HL67540	01-4-2500-000	PAYABLES - TRADE		288.37		
Invoice Description --> ACRD COMPUTER NETWORK EXPENSE - HARD DRIVE FOR SERVER						
HN49023	01-4-2500-000	PAYABLES - TRADE		716.28		
Invoice Description --> BCWS COMPUTER EXPENSE - IPAD						
<b>Total :</b>				1169.05	0.00	1169.05
<b>Supplier Total :</b>				1707.22	0.00	1707.22

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Supplier : 0005 To T9193  
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 Cheque Date : 01-Dec-2013 To 31-Dec-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	
00033-0005	10-Dec-2013	Issued	281	T		5511.51
000134	01-4-2500-000	PAYABLES - TRADE		524.01		
Invoice Description --> AVLF & BCWS SCADA IT SUPPORT						
000133	01-4-2500-000	PAYABLES - TRADE		4987.50		
Invoice Description --> NOVEMBER 2013 IT SUPPORT SERVICES \$3450, BCWS SUPPORT \$1300						
<b>Total :</b>				5511.51	0.00	5511.51
<b>Supplier Total :</b>				5511.51	0.00	5511.51

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1065</b>	<b>CHARTERED PROFESSIONAL ACCOUNTANTS OF CANADA</b>					
35071	20-Dec-2013	Issued	292	C		99.75
327286	01-4-2500-000	PAYABLES - TRADE		99.75		
Invoice Description --> PUBLIC SECTOR - LICENCE FOR PSAB 12/18/13 TO 12/17/14						
<b>Total :</b>				99.75	0.00	99.75
<b>Supplier Total :</b>				99.75	0.00	99.75

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1378</b>	<b>CIT</b>					
35074	20-Dec-2013	Issued	292	C		245.28
JAN2014LEASE	01-4-2500-000	PAYABLES - TRADE		245.28		
Invoice Description --> FORMER BCID PRINTER LEASE 780-0460648-001 - INVOICE 14318687						
<b>Total :</b>				245.28	0.00	245.28
<b>Supplier Total :</b>				245.28	0.00	245.28

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1342</b>	<b>CITY OF PORT ALBERNI</b>					
34991	06-Dec-2013	Issued	280	C		10097.33
NOV26/13	01-4-2500-000	PAYABLES - TRADE		10097.33		
Invoice Description --> EMERGENCY PLANNING COORDINATOR - 4TH QUARTER 2013						
<b>Total :</b>				10097.33	0.00	10097.33
35073	20-Dec-2013	Issued	292	C		4132.50
DEC6/13A	01-4-2500-000	PAYABLES - TRADE		1732.50		
Invoice Description --> CANSCOTT SUPERVISOR TRAINING LEVEL 1 - DANIEL, DYER, MCGIFFORD						
DEC6/13	01-4-2500-000	PAYABLES - TRADE		2400.00		
Invoice Description --> BCVFD - USED FIRE FIGHTER EQUIPMENT - 6 AIR PACKS AND CYLINDERS						
<b>Total :</b>				4132.50	0.00	4132.50
<b>Supplier Total :</b>				14229.83	0.00	14229.83

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>1376</b>	<b>CMJ EQUIPMENT LTD.</b>					
34992	06-Dec-2013	Issued	280	C		273.00
003915	01-4-2500-000	PAYABLES - TRADE		273.00		
Invoice Description --> BCWS SERVICE & CALIBRATION ON GAS DETECTION SYSTEM						
<b>Total :</b>				273.00	0.00	273.00

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**Supplier :** 0005 To T9193  
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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>Supplier Total :</b>					273.00	0.00	273.00
-----							
<b>1382</b>	<b>COAST CATERING COMPANY</b>						
34993	06-Dec-2013		Issued	280	C	232.05	
130	01-4-2500-000	PAYABLES - TRADE			232.05		
Invoice Description -->		ACRD COMMITTEE - BOD LUNCH					
<b>Total :</b>					232.05	0.00	232.05
<b>Supplier Total :</b>					232.05	0.00	232.05
-----							
<b>1434</b>	<b>COLUMBIA ICE</b>						
34994	06-Dec-2013		Issued	280	C	220.25	
066853	01-4-2500-000	PAYABLES - TRADE			31.05		
Invoice Description -->		OFFICE SUPPLIES					
056544	01-4-2500-000	PAYABLES - TRADE			38.55		
Invoice Description -->		OFFICE SUPPLIES					
061439	01-4-2500-000	PAYABLES - TRADE			38.55		
Invoice Description -->		OFFICE SUPPLIES					
082712	01-4-2500-000	PAYABLES - TRADE			38.55		
Invoice Description -->		OFFICE SUPPLIES					
077479	01-4-2500-000	PAYABLES - TRADE			73.55		
Invoice Description -->		OFFICE SUPPLIES					
<b>Total :</b>					220.25	0.00	220.25
<b>Supplier Total :</b>					220.25	0.00	220.25
-----							
<b>1440</b>	<b>COMOX FIREFIGHTERS ASSOCIATION</b>						
35075	20-Dec-2013		Issued	292	C	495.00	
FIRE ATTACK 12131	01-4-2500-000	PAYABLES - TRADE			495.00		
Invoice Description -->		BCVFD - LIVE FIRE TRAINING - 1 MEMBER					
<b>Total :</b>					495.00	0.00	495.00
<b>Supplier Total :</b>					495.00	0.00	495.00
-----							
<b>0806</b>	<b>CORIX - CONTROL SOLUTIONS LP</b>						
00034-0005	24-Dec-2013		Issued	291	T	121.59	
INV32554	01-4-2500-000	PAYABLES - TRADE			121.59		
Invoice Description -->		BCWS - PUMPHOUSE MAINTANCE					
<b>Total :</b>					121.59	0.00	121.59
<b>Supplier Total :</b>					121.59	0.00	121.59
-----							
<b>1650</b>	<b>CUPE - LOCAL 118</b>						
35076	20-Dec-2013		Issued	292	C	1267.11	
DUESNOV13	01-4-2500-000	PAYABLES - TRADE			1267.11		
Invoice Description -->		NOVEMBER 2013 DUES					

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				1267.11	0.00	1267.11
<b>Supplier Total :</b>				1267.11	0.00	1267.11

<b>1661</b>	<b>DAGERT, TANIS</b>					
35077	20-Dec-2013		Issued	292	C	4662.75
117	01-4-2500-000	PAYABLES - TRADE			4662.75	
Invoice Description --> HEALTH NETWORK COORDINATOR - NOVEMBER 2013, PLUS \$79.42 EXPENSES						
<b>Total :</b>				4662.75	0.00	4662.75
<b>Supplier Total :</b>				4662.75	0.00	4662.75

<b>4002</b>	<b>DIGITAL POSTAGE ON CALL</b>					
35026	09-Dec-2013		Issued	284	C	1050.00
DEC9/13	01-4-2500-000	PAYABLES - TRADE			1050.00	
Invoice Description --> POSTAGE ACCOUNT 8000202700						
<b>Total :</b>				1050.00	0.00	1050.00
<b>Supplier Total :</b>				1050.00	0.00	1050.00

<b>1847</b>	<b>DUPERE, JOHANNE</b>					
35078	20-Dec-2013		Issued	292	C	200.00
DUP161722	01-4-2500-000	PAYABLES - TRADE			200.00	
Invoice Description --> SPROAT PARKS CARETAKER						
<b>Total :</b>				200.00	0.00	200.00
<b>Supplier Total :</b>				200.00	0.00	200.00

<b>0940</b>	<b>DUVALL, EDITH</b>					
34979	05-Dec-2013		Issued	278	C	1650.00
EDUVALL61524	01-4-2500-000	PAYABLES - TRADE			1650.00	
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL						
<b>Total :</b>				1650.00	0.00	1650.00
<b>Supplier Total :</b>				1650.00	0.00	1650.00

<b>1904</b>	<b>ECOTAINDER SALES INC.</b>					
34995	06-Dec-2013		Issued	280	C	848.19
33274	01-4-2500-000	PAYABLES - TRADE			848.19	
Invoice Description --> AVLF COMPOST AERATORS						
<b>Total :</b>				848.19	0.00	848.19
<b>Supplier Total :</b>				848.19	0.00	848.19

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**Supplier :** 0005 To T9193  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
34996	06-Dec-2013	Issued	280	C		116.44
711043	01-4-2500-000	PAYABLES - TRADE		116.44		
Invoice Description --> LBA REPAIR AND MAINTENANCE						
<b>Total :</b>				116.44	0.00	116.44
<b>Supplier Total :</b>				116.44	0.00	116.44

1990	EVITT ELECTRIC					
00034-0006	24-Dec-2013	Issued	291	T		817.59
33426	01-4-2500-000	PAYABLES - TRADE		83.48		
Invoice Description --> SLVFD - HAROLD BISHOP ELECTRICAL REPAIR - BASEBOARD HEATER						
33425	01-4-2500-000	PAYABLES - TRADE		132.81		
Invoice Description --> SLVFD - FABER ROAD HALL ELECTRICAL - REMOVE LIGHT & MODIFY BALLAST & REINSTALL						
33488	01-4-2500-000	PAYABLES - TRADE		273.25		
Invoice Description --> SLVFD - HAROLD BISHOP ELECTRICAL - CHECK AND REPLACE LIGHTS IN HALL						
33451	01-4-2500-000	PAYABLES - TRADE		328.05		
Invoice Description --> SLVFD - HAROLD BISHOP ELECTRICAL - EXTEND PHONE LINES						
<b>Total :</b>				817.59	0.00	817.59
<b>Supplier Total :</b>				817.59	0.00	817.59

2032	FIRST EDITION FIRST AID TRAINING INC.					
35080	20-Dec-2013	Issued	292	C		336.97
6641	01-4-2500-000	PAYABLES - TRADE		336.97		
Invoice Description --> SALMON BEACH - SERCURITY - AED SUPPLIES						
<b>Total :</b>				336.97	0.00	336.97
<b>Supplier Total :</b>				336.97	0.00	336.97

2067	FORTISBC					
34997	06-Dec-2013	Issued	280	C		268.73
NOV25/13	01-4-2500-000	PAYABLES - TRADE		268.73		
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL						
<b>Total :</b>				268.73	0.00	268.73
<b>Supplier Total :</b>				268.73	0.00	268.73

2116	GARAGE DOOR DOCTOR CANADA LTD.					
35081	20-Dec-2013	Issued	292	C		157.50
MI-6758	01-4-2500-000	PAYABLES - TRADE		157.50		
Invoice Description --> BCVFD - GENERAL SERVICE FOR 4 GARAGE DOORS						
<b>Total :</b>				157.50	0.00	157.50
<b>Supplier Total :</b>				157.50	0.00	157.50

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00034-0007	24-Dec-2013	Issued	291	T		863.00
78	01-4-2500-000	PAYABLES - TRADE		50.00		
Invoice Description --> SLVFD - AED/CPR HCP COURSE - STANDER						
RG-SLVFD0161725	01-4-2500-000	PAYABLES - TRADE		55.00		
Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT						
77	01-4-2500-000	PAYABLES - TRADE		350.00		
Invoice Description --> BCFVD - AED/CPR HCP COURSE (7 MEMBERS)						
RGDEC15/13	01-4-2500-000	PAYABLES - TRADE		408.00		
Invoice Description --> SLVFD - 3 DAYS TRAVEL FOR TRAINING IN FIRST RRESPONDER TRAINING						
<b>Total :</b>				863.00	0.00	863.00
<b>Supplier Total :</b>				863.00	0.00	863.00
-----						
<b>2233</b>	<b>GOVERNMENT FINANCE OFFICERS ASSOCIATION OF BC</b>					
35082	20-Dec-2013	Issued	292	C		315.00
2315	01-4-2500-000	PAYABLES - TRADE		315.00		
Invoice Description --> 2014 MEMBERSHIP FEE - PREPAID						
<b>Total :</b>				315.00	0.00	315.00
<b>Supplier Total :</b>				315.00	0.00	315.00
-----						
<b>2300</b>	<b>GRAND &amp; TOY</b>					
34998	06-Dec-2013	Issued	280	C		342.71
F466265	01-4-2500-000	PAYABLES - TRADE		143.07		
Invoice Description --> OFFICE SUPPLIES						
F429536	01-4-2500-000	PAYABLES - TRADE		199.64		
Invoice Description --> OFFICE SUPPLIES - PAPER						
<b>Total :</b>				342.71	0.00	342.71
-----						
35083	20-Dec-2013	Issued	292	C		255.03
F510667	01-4-2500-000	PAYABLES - TRADE		255.03		
Invoice Description --> OFFICE SUPPLIES - BINDERS, BOXES & FOLDERS						
<b>Total :</b>				255.03	0.00	255.03
<b>Supplier Total :</b>				597.74	0.00	597.74
-----						
<b>2322</b>	<b>GUILLEVIN INTERNATIONAL CO.</b>					
35085	20-Dec-2013	Issued	292	C		323.01
0428-484646	01-4-2500-000	PAYABLES - TRADE		323.01		
Invoice Description --> SLVFD - SCBA REPAIR & SMALL TOOLS						
<b>Total :</b>				323.01	0.00	323.01
<b>Supplier Total :</b>				323.01	0.00	323.01
-----						
<b>2366</b>	<b>HACH SALES &amp; SERVICE CANADA LP</b>					
35086	20-Dec-2013	Issued	292	C		

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
312960965	01-4-2500-000	PAYABLES - TRADE		281.88		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES - 1000 CHLORINE PILLOW PACKS						
<b>Total :</b>				281.88	0.00	281.88
<b>Supplier Total :</b>				281.88	0.00	281.88

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2600	06-Dec-2013		280	C	123.16	
35000						
010	01-4-2500-000	PAYABLES - TRADE		123.16		
Invoice Description --> BWS ADVISORY COMMITTEE MEETING EXPENSE						
<b>Total :</b>				123.16	0.00	123.16
<b>Supplier Total :</b>				123.16	0.00	123.16

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2485	20-Dec-2013		292	C	4233.08	
35087						
DEC10/13	01-4-2500-000	PAYABLES - TRADE		4233.08		
Invoice Description --> FIRE SERVICE COORDINATOR CONTRACTOR - NOVEMBER 2013 & EXPENSES						
<b>Total :</b>				4233.08	0.00	4233.08
<b>Supplier Total :</b>				4233.08	0.00	4233.08

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2491	24-Dec-2013		291	T	447.15	
00034-0008						
DEC6/13	01-4-2500-000	PAYABLES - TRADE		447.15		
Invoice Description --> SALMON BEACH SEWAGE						
<b>Total :</b>				447.15	0.00	447.15
<b>Supplier Total :</b>				447.15	0.00	447.15

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2499	20-Dec-2013		292	C	1097.81	
35088						
3706	01-4-2500-000	PAYABLES - TRADE		101.97		
Invoice Description --> BUILDING INSPECTION - JEEP LIBERTY REPAIR - OIL, LUBE FILTER& REPAIR BATTERY CONN						
3757	01-4-2500-000	PAYABLES - TRADE		168.99		
Invoice Description --> BUILDING INSPECTION - JEEP LIBERTY REPAIR - SPARK PLUGS R&R						
3762	01-4-2500-000	PAYABLES - TRADE		341.60		
Invoice Description --> BCWS - 94 DODGE DAKOTA - SUPPLY AND INSTALL REAR & FRONT LIGHTS						
3731	01-4-2500-000	PAYABLES - TRADE		485.25		
Invoice Description --> BCWS - TOYOTA TACOMA - BRAKES, CALIPERS & OIL, LUBE, FILTER						
<b>Total :</b>				1097.81	0.00	1097.81
<b>Supplier Total :</b>				1097.81	0.00	1097.81

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date				
Invoice No.	Account No.	Account Description		Debit	Credit
2560	20-Dec-2013		292	C	60.48
35089					

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
12582	01-4-2500-000	PAYABLES - TRADE		60.48		
Invoice Description --> BUILDING INSPECTION - DEMO PERMIT FORMS						
<b>Total :</b>				60.48	0.00	60.48
<b>Supplier Total :</b>				60.48	0.00	60.48

<b>2650 INGENIOUS SOFTWARE (530640 ONTARIO LTD.)</b>						
35090	20-Dec-2013		Issued	292	C	947.63
4667	01-4-2500-000	PAYABLES - TRADE			947.63	
Invoice Description --> BCVFD - SERVICE CONTRACT FOR TRAINING SOFTWARE DECEMBER 27, 2013 TO JUNE 26.2						
<b>Total :</b>				947.63	0.00	947.63
<b>Supplier Total :</b>				947.63	0.00	947.63

<b>2763 ISLAND ROOFING</b>						
35091	20-Dec-2013		Issued	292	C	2415.00
0849	01-4-2500-000	PAYABLES - TRADE			2415.00	
Invoice Description --> AVLF - 3RD AVENUE DEPOT - ROOFING REPAIR PARAPET WALL						
<b>Total :</b>				2415.00	0.00	2415.00
<b>Supplier Total :</b>				2415.00	0.00	2415.00

<b>2845 J. ROBBINS CONSTRUCTION</b>						
35003	06-Dec-2013		Issued	280	C	24509.85
2752	01-4-2500-000	PAYABLES - TRADE			24509.85	
Invoice Description --> BCVFD - FIREHALL SEISMIC UPGRADE - CAPITAL - PAYMENT CERTIFICATE #4						
<b>Total :</b>				24509.85	0.00	24509.85
<b>Supplier Total :</b>				24509.85	0.00	24509.85

<b>2787 JACKSON, ROBERT</b>						
35092	20-Dec-2013		Issued	292	C	60.00
CSPNOV1261724	01-4-2500-000	PAYABLES - TRADE			60.00	
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE						
<b>Total :</b>				60.00	0.00	60.00
<b>Supplier Total :</b>				60.00	0.00	60.00

<b>2797 JAMESON WATER SERVICES</b>						
35001	06-Dec-2013		Issued	280	C	3085.45
201311130	01-4-2500-000	PAYABLES - TRADE			3085.45	
Invoice Description --> WATER COURSE HOSTED BY ACRD - HALF EXTERNAL PARTICIPANTS TO BE BILLED						
<b>Total :</b>				3085.45	0.00	3085.45

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**Supplier :** 0005 To T9193  
**Trans. Date :** 01-Dec-2013 To 31-Dec-2013  
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**Batch No. :** All

Supplier	Supplier Name		Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date							
Invoice No.	Account No.	Account Description			Debit	Credit		
<b>Supplier Total :</b>						3085.45	0.00	3085.45
<hr/>								
<b>2828</b>	<b>JARDINE LLOYD THOMPSON CANADA</b>							
35093	20-Dec-2013		Issued	292	C	7845.00		
99JQSB	01-4-2500-000	PAYABLES - TRADE			7845.00			
Invoice Description -->		2014 ACCIDENTAL VOL FIREFIGHTERS INSURANCE						
<b>Total :</b>						7845.00	0.00	7845.00
<b>Supplier Total :</b>						7845.00	0.00	7845.00
<hr/>								
<b>2840</b>	<b>JUSTICE INSTITUTE</b>							
35002	06-Dec-2013		Issued	280	C	50.00		
277408	01-4-2500-000	PAYABLES - TRADE			50.00			
Invoice Description -->		BCVFD APPLICATION FEE FIRE FIGHTER 2						
<b>Total :</b>						50.00	0.00	50.00
<b>Supplier Total :</b>						50.00	0.00	50.00
<hr/>								
<b>2851</b>	<b>K.S. SIRENS INC.</b>							
35094	20-Dec-2013		Issued	292	C	342.50		
KS032972	01-4-2500-000	PAYABLES - TRADE			342.50			
Invoice Description -->		SLVFD - LICENSE PLATE TABS						
<b>Total :</b>						342.50	0.00	342.50
<b>Supplier Total :</b>						342.50	0.00	342.50
<hr/>								
<b>2854</b>	<b>KAMMA &amp; BLAKE INDUSTRIES</b>							
35004	06-Dec-2013		Issued	280	C	685.02		
361	01-4-2500-000	PAYABLES - TRADE			685.02			
Invoice Description -->		REG PARKS - CHINA CREEK BRIDGE - CAPITAL						
<b>Total :</b>						685.02	0.00	685.02
<b>Supplier Total :</b>						685.02	0.00	685.02
<hr/>								
<b>2866</b>	<b>KLITSA DOORS (2012) LTD.</b>							
35095	20-Dec-2013		Issued	292	C	4851.41		
508	01-4-2500-000	PAYABLES - TRADE			4851.41			
Invoice Description -->		BCVFD - FIREHALL SEISMIC UPGRADE - CAPITAL						
<b>Total :</b>						4851.41	0.00	4851.41
<b>Supplier Total :</b>						4851.41	0.00	4851.41
<hr/>								
<b>3026</b>	<b>L'HEUREUX, LAURIE</b>							
35008	06-Dec-2013		Issued	280	C	1122.28		
NOV28/13	01-4-2500-000	PAYABLES - TRADE			1122.28			

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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 --> AV EMERGENCY PLANNING - CONFERENCE COSTS						
<b>Total :</b>				1122.28	0.00	1122.28
<b>Supplier Total :</b>				1122.28	0.00	1122.28

3025	LADY ROSE MARINE SERVICES					
335007	06-Dec-2013		Issued	280	C	1230.08
2010-13260	01-4-2500-000	PAYABLES - TRADE			12.08	
Invoice Description --> BWS - SYSTEM SUPPLIES TRANSPORT						
2010-13266	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-13334	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-13354	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
2010-13413	01-4-2500-000	PAYABLES - TRADE			304.50	
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT						
<b>Total :</b>				1230.08	0.00	1230.08
<b>Supplier Total :</b>				1230.08	0.00	1230.08

3027	LADYBIRD ENGRAVING & WEB CREATIONS LTD					
335009	06-Dec-2013		Issued	280	C	1068.38
416	01-4-2500-000	PAYABLES - TRADE			185.37	
Invoice Description --> SLVFD AWARDS BANQUET						
410	01-4-2500-000	PAYABLES - TRADE			883.01	
Invoice Description --> SLVFD BANQUET COSTS						
<b>Total :</b>				1068.38	0.00	1068.38
<b>Supplier Total :</b>				1068.38	0.00	1068.38

3008	LAND TITLE AND SURVEY AUTHORITY OF B.C.					
335005	06-Dec-2013		Issued	280	C	24.20
DVD13005	01-4-2500-000	PAYABLES - TRADE			24.20	
Invoice Description --> DEVELOPMENT PERMIT DVD13005 - 10449 LAKESHORE RD						
<b>Total :</b>				24.20	0.00	24.20
335096	20-Dec-2013		Issued	292	C	24.20
DVC13004	01-4-2500-000	PAYABLES - TRADE			24.20	
Invoice Description --> DEVELOPMENT VARIANCE DVC13004 - 1022 SIXTH AVE, SALMON BEACH						
<b>Total :</b>				24.20	0.00	24.20
<b>Supplier Total :</b>				48.40	0.00	48.40

3011	LANDWORKS CONSULTANTS INC					
335006	06-Dec-2013		Issued	280	C	1230.08

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1413	01-4-2500-000	PAYABLES - TRADE		921.38		
Invoice Description --> ZONING BYLAW UPDATE FRAMEWORK						
<b>Total :</b>				921.38	0.00	921.38
<b>Supplier Total :</b>				921.38	0.00	921.38

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3030</b>	<b>LEM, TAWNEY M</b>					
35010	06-Dec-2013		Issued	280	C	1522.50
2013C2C	01-4-2500-000	PAYABLES - TRADE		1522.50		
Invoice Description --> 2013 WC EMERGENCY PLANNING C2C FORUM FACILITATOR						
<b>Total :</b>				1522.50	0.00	1522.50
<b>Supplier Total :</b>				1522.50	0.00	1522.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3117</b>	<b>LORDCO</b>					
35097	20-Dec-2013		Issued	292	C	225.04
SERVICE CHGS	01-4-2500-000	PAYABLES - TRADE		4.40		
Invoice Description --> SLVFD - SERVICE CHARGES						
226065	01-4-2500-000	PAYABLES - TRADE		15.67		
Invoice Description --> SLVFD - TRAINING CENTRE EXPENSES						
229233	01-4-2500-000	PAYABLES - TRADE		40.85		
Invoice Description --> SLVFD - HAROLD BISHOP HALL SUPPLIES						
229268	01-4-2500-000	PAYABLES - TRADE		43.22		
Invoice Description --> SLVFD - SAFETY SUPPLIES - PAPER ROLLS						
222056	01-4-2500-000	PAYABLES - TRADE		53.75		
Invoice Description --> SLVFD - SMALL HALL EQUIPMENT						
224725	01-4-2500-000	PAYABLES - TRADE		67.15		
Invoice Description --> SLVFD - TRAINING CENTRE EXPENSES						
<b>Total :</b>				225.04	0.00	225.04
<b>Supplier Total :</b>				225.04	0.00	225.04

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3205</b>	<b>MAGIC MOMENTS</b>					
35098	20-Dec-2013		Issued	292	C	1240.12
13-00622	01-4-2500-000	PAYABLES - TRADE		1240.12		
Invoice Description --> SLVFD - SERVICE AWRDS FOR ANNUAL BANQUET						
<b>Total :</b>				1240.12	0.00	1240.12
<b>Supplier Total :</b>				1240.12	0.00	1240.12

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3272</b>	<b>MCCONNELL, SHAWN</b>					
00032-0001	03-Dec-2013		Issued	272	T	974.61
574181	01-4-2500-000	PAYABLES - TRADE		236.25		
Invoice Description --> OCTOBER 2013 LONG BEACH AIRPORT WATER CONTRACTOR						
574180	01-4-2500-000	PAYABLES - TRADE		738.36		
Invoice Description --> OCTOBER 2013 MILLSTREAM WATER CONTRACTOR						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				974.61	0.00	974.61
00034-0009	24-Dec-2013	Issued	291	T		1699.62
574186	01-4-2500-000	PAYABLES - TRADE		811.65		
Invoice Description --> LONG BEACH AIRPORT WATER CONTRACTOR NOVEMBER 2013						
574185	01-4-2500-000	PAYABLES - TRADE		887.97		
Invoice Description --> NOVEMBER 2013 MILLSTREAM WATER CONTRACTOR						
<b>Total :</b>				1699.62	0.00	1699.62
<b>Supplier Total :</b>				2674.23	0.00	2674.23

<b>3270 MCCOY LAKE EXCAVATING LTD</b>						
335099	20-Dec-2013	Issued	292	C		5630.32
2478	01-4-2500-000	PAYABLES - TRADE		1254.46		
Invoice Description --> SL PARKS - BIKE PATH IMPROVEMENTS						
2485	01-4-2500-000	PAYABLES - TRADE		1729.61		
Invoice Description --> BCWS - 5985 HORNE PARK DRIVE - NEW SERVICE & P MOLE RUSH						
2477	01-4-2500-000	PAYABLES - TRADE		2646.25		
Invoice Description --> SL PARKS -TENNIS COURT IMPROVEMENTS						
<b>Total :</b>				5630.32	0.00	5630.32
<b>Supplier Total :</b>				5630.32	0.00	5630.32

<b>3269 MCCOY LAKE FARM</b>						
335011	06-Dec-2013	Issued	280	C		1290.00
519727	01-4-2500-000	PAYABLES - TRADE		1290.00		
Invoice Description --> AVRA - LANDSCAPING						
<b>Total :</b>				1290.00	0.00	1290.00
<b>Supplier Total :</b>				1290.00	0.00	1290.00

<b>3273 MCDUGALL'S LANDSCAPING</b>						
335100	20-Dec-2013	Issued	292	C		94.50
3074	01-4-2500-000	PAYABLES - TRADE		42.00		
Invoice Description --> AVLF - 3RD AVENUE DEPOT - SALT APPLICATION - NOVEMBER 20						
3073	01-4-2500-000	PAYABLES - TRADE		52.50		
Invoice Description --> ACRD OFFICE - SALT APPLICATION ON PARKING LOTS - NOV 20						
<b>Total :</b>				94.50	0.00	94.50
<b>Supplier Total :</b>				94.50	0.00	94.50

<b>3280 MCGILL &amp; ASSOCIATES ENGINEERING</b>						
00034-0010	24-Dec-2013	Issued	291	T		9285.41
14515	01-4-2500-000	PAYABLES - TRADE		106.31		
Invoice Description --> MILLSTREAM WATER - UCLUELET WATER CONNECTION - GAS TAX INITIATIVES						
14516	01-4-2500-000	PAYABLES - TRADE		153.56		

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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 --> AVLF GAS MANAGEMENT PLAN - CAPITAL							
14514	01-4-2500-000	PAYABLES - TRADE	441.00				
Invoice Description --> WCLF GENERAL CONSULTING COSTS							
14527	01-4-2500-000	PAYABLES - TRADE	8584.54				
Invoice Description --> AVLF TRANSFER STATION EXPANSION							
<b>Total :</b>			9285.41	0.00	9285.41		
<b>Supplier Total :</b>			9285.41	0.00	9285.41		
<b>3287 McLEAN &amp; HIGGINS LTD.</b>							
335101	20-Dec-2013			Issued	292	C	643.64
336137	01-4-2500-000	PAYABLES - TRADE	264.76				
Invoice Description --> AVRA - BATHROOM REPAIR							
336231	01-4-2500-000	PAYABLES - TRADE	378.88				
Invoice Description --> SL PARKS - COUGAR SMITH PARK - BATHROOMS LIGHTING							
<b>Total :</b>			643.64	0.00	643.64		
<b>Supplier Total :</b>			643.64	0.00	643.64		
<b>3505 MFA LEASING</b>							
AUTO61723	28-Dec-2013			Issued	286	E	2553.97
BAMFIRE61723	01-4-2500-000	PAYABLES - TRADE	2553.97				
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT							
<b>Total :</b>			2553.97	0.00	2553.97		
00035-0001	28-Dec-2013			Issued	296	E	1654.31
61402	01-4-2500-000	PAYABLES - TRADE	1654.31				
Invoice Description --> LBA TRACTOR LEASE							
<b>Total :</b>			1654.31	0.00	1654.31		
<b>Supplier Total :</b>			4208.28	0.00	4208.28		
<b>3340 MINISTER OF FINANCE</b>							
335012	06-Dec-2013			Issued	280	C	2065.50
MSPDEC13	01-4-2500-000	PAYABLES - TRADE	2065.50				
Invoice Description --> MSP PREMIUMS FOR DECEMBER 2013							
<b>Total :</b>			2065.50	0.00	2065.50		
<b>Supplier Total :</b>			2065.50	0.00	2065.50		
<b>3489 MRG INC. - (DBA SYNERGY MARKETING)</b>							
335102	20-Dec-2013			Issued	292	C	918.75
N17461	01-4-2500-000	PAYABLES - TRADE	918.75				
Invoice Description --> SLVFD - PERSONAL PROTECTIVE EQUIPMENT							
<b>Total :</b>			918.75	0.00	918.75		

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Supplier	Supplier Name							
Chq/Ref #	Cheque Date		Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description						
<b>Supplier Total :</b>						918.75	0.00	918.75
<hr/>								
<b>3500</b>	<b>MUNICIPAL FINANCE AUTHORITY OF BC</b>							
EFT-21	01-Dec-2013		Issued	294	E			3108.60
75-2/2013	01-4-2500-000	PAYABLES - TRADE				3108.60		
Invoice Description -->		DEBENTURE DEBT						
<b>Total :</b>						3108.60	0.00	3108.60
EFT-22	01-Dec-2013		Issued	294	E			199487.68
73-2/2013	01-4-2500-000	PAYABLES - TRADE				199487.68		
Invoice Description -->		DEBENTURE DEBT						
<b>Total :</b>						199487.68	0.00	199487.68
<b>Supplier Total :</b>						202596.28	0.00	202596.28
<hr/>								
<b>3490</b>	<b>MUNICIPAL PENSION PLAN</b>							
EFT-25	10-Dec-2013		Issued	298	E			8187.49
NOV24/13 - SUPER	01-4-2500-000	PAYABLES - TRADE				8187.49		
Invoice Description -->		PP ENDING NOVEMBER 24 - SUPERANNUATION						
<b>Total :</b>						8187.49	0.00	8187.49
EFT-26	20-Dec-2013		Issued	298	E			8163.30
DEC8/13 - SUPER	01-4-2500-000	PAYABLES - TRADE				8163.30		
Invoice Description -->		PP ENDING DECEMBER 8 - SUPERANNUATION						
<b>Total :</b>						8163.30	0.00	8163.30
<b>Supplier Total :</b>						16350.79	0.00	16350.79
<hr/>								
<b>3600</b>	<b>NEOPOST</b>							
335103	20-Dec-2013		Issued	292	C			1124.90
2044218	01-4-2500-000	PAYABLES - TRADE				503.33		
Invoice Description -->		ACRD OFFICE - FOLDING STUFFING MACHINE						
2044773	01-4-2500-000	PAYABLES - TRADE				621.57		
Invoice Description -->		POSTAGE METER RENTAL - JANUARY 6/14 TO JANUARY 5/2015						
<b>Total :</b>						1124.90	0.00	1124.90
<b>Supplier Total :</b>						1124.90	0.00	1124.90
<hr/>								
<b>3627</b>	<b>NEXCAR SALES LTD.</b>							
335104	20-Dec-2013		Issued	292	C			212.80
03632	01-4-2500-000	PAYABLES - TRADE				78.40		
Invoice Description -->		ACRD VEHICLES - FORD RANGER CLEANED AND DETAILED						
04426	01-4-2500-000	PAYABLES - TRADE				134.40		
Invoice Description -->		BCWS - 2003 DODGE DAKOTA						
<b>Total :</b>						212.80	0.00	212.80

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
<b>Supplier Total :</b>					212.80	0.00	212.80
<hr/>							
<b>3651</b>	<b>NORTH ISLAND LABORATORIES</b>						
35013	06-Dec-2013	Issued	280	C		6364.58	
88873	01-4-2500-000	PAYABLES - TRADE			131.25		
Invoice Description --> SALMON BEACH WATER TESTING							
88747	01-4-2500-000	PAYABLES - TRADE			3089.63		
Invoice Description --> AVLF WATER MONITORING							
88760	01-4-2500-000	PAYABLES - TRADE			3143.70		
Invoice Description --> WCLF WATER MONITORING							
<b>Total :</b>					6364.58	0.00	6364.58
<b>Supplier Total :</b>					6364.58	0.00	6364.58
<hr/>							
<b>3693</b>	<b>NUU-CHAH-NULTH TRIBAL COUNCIL</b>						
35014	06-Dec-2013	Issued	280	C		96.00	
5738	01-4-2500-000	PAYABLES - TRADE			96.00		
Invoice Description --> ADVERTISING FOR REGIONAL PARKS & TRAIL PLAN OPEN HOUSE							
<b>Total :</b>					96.00	0.00	96.00
<b>Supplier Total :</b>					96.00	0.00	96.00
<hr/>							
<b>2010</b>	<b>OUGHTRED COFFEE &amp; TEA LTD.</b>						
35079	20-Dec-2013	Issued	292	C		192.98	
CM6733	01-4-2500-000	PAYABLES - TRADE			-7.56		
Invoice Description --> OFFICE SUPPLIES							
INV102304	01-4-2500-000	PAYABLES - TRADE			100.27		
Invoice Description --> OFFICE SUPPLIES							
INV103891	01-4-2500-000	PAYABLES - TRADE			100.27		
Invoice Description --> OFFICE SUPPLIES							
<b>Total :</b>					192.98	0.00	192.98
<b>Supplier Total :</b>					192.98	0.00	192.98
<hr/>							
<b>3799</b>	<b>PACIFIC FIRE HYDRANT</b>						
35015	06-Dec-2013	Issued	280	C		2178.78	
BWSNOV2013	01-4-2500-000	PAYABLES - TRADE			2178.78		
Invoice Description --> BWS HYDRANT INSPECTIONS 2013							
<b>Total :</b>					2178.78	0.00	2178.78
<b>Supplier Total :</b>					2178.78	0.00	2178.78
<hr/>							
<b>4010</b>	<b>PETRO CANADA</b>						
35107	20-Dec-2013	Issued	292	C		113.16	
NOV28/13	01-4-2500-000	PAYABLES - TRADE			113.16		
Invoice Description --> FUEL RD VEHICLES							

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M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0005 To T9193  
**Trans. Date :** 01-Dec-2013 To 31-Dec-2013  
**Cheque Date :** 01-Dec-2013 To 31-Dec-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	
<b>Total :</b>				113.16	0.00	113.16
<b>Supplier Total :</b>				113.16	0.00	113.16

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3797</b>	<b>PITEAU ASSOCIATES</b>					
35105	20-Dec-2013		Issued	292	C	4074.00
16649	01-4-2500-000	PAYABLES - TRADE			4074.00	
Invoice Description --> AVLF WATER MONITORING						
<b>Total :</b>				4074.00	0.00	4074.00
<b>Supplier Total :</b>				4074.00	0.00	4074.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>3887</b>	<b>PLANNING INSTITUTE OF B.C.</b>					
35106	20-Dec-2013		Issued	292	C	1030.00
16868	01-4-2500-000	PAYABLES - TRADE			515.00	
Invoice Description --> MIKE IRG - 2014 MEMBERSHIP						
17485	01-4-2500-000	PAYABLES - TRADE			515.00	
Invoice Description --> ALEX DYER - 2014 MEMBERSHIP						
<b>Total :</b>				1030.00	0.00	1030.00
<b>Supplier Total :</b>				1030.00	0.00	1030.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4101</b>	<b>PLUMBING OFFICIALS' ASSOC. OF B.C.</b>					
35108	20-Dec-2013		Issued	292	C	80.00
RG2014DUES	01-4-2500-000	PAYABLES - TRADE			80.00	
Invoice Description --> ROB GAUDREAU - 2014 MEMBERSHIP DUES						
<b>Total :</b>				80.00	0.00	80.00
<b>Supplier Total :</b>				80.00	0.00	80.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>4145</b>	<b>PROFIRE EMERGENCY EQUIPMENT INC.</b>					
35016	06-Dec-2013		Issued	280	C	4679.90
INV010901	01-4-2500-000	PAYABLES - TRADE			532.26	
Invoice Description --> BCVFD PUMP INSPECTION & REPAIR UNIT E52						
INV010903	01-4-2500-000	PAYABLES - TRADE			597.19	
Invoice Description --> BCVFD PUMP INSPECTION & REPAIR UNIT E53						
INV010917	01-4-2500-000	PAYABLES - TRADE			759.16	
Invoice Description --> SLVFD PUMP INSPECTION & REPAIR UNIT P41						
INV010902	01-4-2500-000	PAYABLES - TRADE			863.10	
Invoice Description --> BCVFD PUMP INSPECTION & REPAIR UNIT E51						
INV010916	01-4-2500-000	PAYABLES - TRADE			949.06	
Invoice Description --> SLVFD PUMP INSPECTION & REPAIR UNIT P49						
INV010915	01-4-2500-000	PAYABLES - TRADE			979.13	
Invoice Description --> SLVFD PUMP INSPECTION & REPAIR UNIT P47						
<b>Total :</b>				4679.90	0.00	4679.90

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**Supplier :** 0005 To T9193  
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Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
<b>Supplier Total :</b>					4679.90	0.00	4679.90
-----							
<b>4180</b>	<b>PUROLATOR COURIER SERVICE</b>						
35110	20-Dec-2013		Issued	292	C	19.52	
422398957	01-4-2500-000	PAYABLES - TRADE			19.52		
Invoice Description -->		PLANNING - POSTAGE					
<b>Total :</b>					19.52	0.00	19.52
<b>Supplier Total :</b>					19.52	0.00	19.52
-----							
<b>4187</b>	<b>QUALITY FOODS-PORT ALBERNI</b>						
35111	20-Dec-2013		Issued	292	C	192.21	
62 #318568 65HEA	01-4-2500-000	PAYABLES - TRADE			37.79		
Invoice Description -->		OFFICE SUPPLIES					
67 #1056208 25OLV	01-4-2500-000	PAYABLES - TRADE			45.06		
Invoice Description -->		SLVFD - AWARDS BANQUET SUPPLIES					
61 #888566	01-4-2500-000	PAYABLES - TRADE			109.36		
Invoice Description -->		ACRD OFFICE SUPPLIES					
<b>Total :</b>					192.21	0.00	192.21
<b>Supplier Total :</b>					192.21	0.00	192.21
-----							
<b>4189</b>	<b>QUANTUM MURRAY LP</b>						
35112	20-Dec-2013		Issued	292	C	67.60	
REFUND-DEPAVLF	01-4-2500-000	PAYABLES - TRADE			67.60		
Invoice Description -->		AVLF - UNUSED DEPOSIT FOR PREPAID LANDFILL ACCOUNT					
<b>Total :</b>					67.60	0.00	67.60
<b>Supplier Total :</b>					67.60	0.00	67.60
-----							
<b>4220</b>	<b>RAYNER &amp; BRACHT LTD</b>						
35017	06-Dec-2013		Issued	280	C	1089.20	
2013243	01-4-2500-000	PAYABLES - TRADE			1089.20		
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES					
<b>Total :</b>					1089.20	0.00	1089.20
<b>Supplier Total :</b>					1089.20	0.00	1089.20
-----							
<b>4510</b>	<b>RBC ROYAL BANK VISA</b>						
35115	20-Dec-2013		Issued	292	C	587.95	
NOV25/13	01-4-2500-000	PAYABLES - TRADE			587.95		
Invoice Description -->		BCVFD - PHONE\$130, BUILD MAIN\$ 44.97, OFFICE \$46.96, TRAINING \$236.46, UNIFORMS \$54					
<b>Total :</b>					587.95	0.00	587.95

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Supplier : 0005 To T9193  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Supplier Total :</b>				587.95	0.00	587.95
<hr/>						
<b>4280</b>	<b>RECEIVER GENERAL FOR CANADA</b>					
35027	09-Dec-2013	Issued	284	C		11394.18
PD7A - NOV24/13-D	01-4-2500-000	PAYABLES - TRADE		378.45		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING NOVEMBER 24, 2013 - DIRECTORS						
PD7A - NOV24/13	01-4-2500-000	PAYABLES - TRADE		11015.73		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING NOVEMBER 24, 2013						
<b>Total :</b>				11394.18	0.00	11394.18
<hr/>						
35113	20-Dec-2013	Issued	292	C		11702.64
PD7A - DEC8/13 - DI	01-4-2500-000	PAYABLES - TRADE		933.69		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING DECEMBER 8, 2013 - DIRECTORS						
4280 - 61857	01-4-2500-000	PAYABLES - TRADE		10768.95		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING DECEMBER 8/13						
<b>Total :</b>				11702.64	0.00	11702.64
<hr/>						
<b>Supplier Total :</b>				23096.82	0.00	23096.82
<hr/>						
<b>4300</b>	<b>RECYCLING COUNCIL OF BRITISH COLUMBIA</b>					
35114	20-Dec-2013	Issued	292	C		175.00
M1858	01-4-2500-000	PAYABLES - TRADE		175.00		
Invoice Description --> RECYCLING HOTLINE MEMBERSHIP 2014						
<b>Total :</b>				175.00	0.00	175.00
<hr/>						
<b>Supplier Total :</b>				175.00	0.00	175.00
<hr/>						
<b>4374</b>	<b>RLR LAWYERS</b>					
35018	06-Dec-2013	Issued	280	C		64.63
NOV18/13	01-4-2500-000	PAYABLES - TRADE		64.63		
Invoice Description --> LEGAL FEES						
<b>Total :</b>				64.63	0.00	64.63
<hr/>						
<b>Supplier Total :</b>				64.63	0.00	64.63
<hr/>						
<b>4475</b>	<b>ROCKY MOUNTAIN PHOENIX</b>					
35019	06-Dec-2013	Issued	280	C		910.78
IN77609	01-4-2500-000	PAYABLES - TRADE		43.90		
Invoice Description --> SLVFD SAFETY EQUIPMENT						
IN77385	01-4-2500-000	PAYABLES - TRADE		866.88		
Invoice Description --> SLVFD FIRE FIGHTING FOAM						
<b>Total :</b>				910.78	0.00	910.78
<hr/>						
<b>Supplier Total :</b>				910.78	0.00	910.78
<hr/>						
<b>4491</b>	<b>ROMPRE, SUZANNE</b>					

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
00033-0006	10-Dec-2013	Issued	281	T		700.00
NOV1-30/13	01-4-2500-000	PAYABLES - TRADE		700.00		
Invoice Description --> NOVEMBER BAMFIELD TRANSFER STATION CONTRACTOR						
<b>Total :</b>				700.00	0.00	700.00
<b>Supplier Total :</b>				700.00	0.00	700.00

<b>4645 SHAW CABLE</b>						
35117	20-Dec-2013	Issued	292	C		672.62
09-DEC-13	01-4-2500-000	PAYABLES - TRADE		672.62		
Invoice Description --> ACCT# 012-80958259 - ACRD CONSOLIDATED INTERNET/CABLE - JANUARY 2014						
<b>Total :</b>				672.62	0.00	672.62
<b>Supplier Total :</b>				672.62	0.00	672.62

<b>4610 SIGNWORKS</b>						
35116	20-Dec-2013	Issued	292	C		224.00
5086	01-4-2500-000	PAYABLES - TRADE		224.00		
Invoice Description --> SLVFD - FIRE PREVENTION - HOLIDAY LIGHT REMINDER SIGN						
<b>Total :</b>				224.00	0.00	224.00
<b>Supplier Total :</b>				224.00	0.00	224.00

<b>4741 SMOKIN' MAD MIKE'S</b>						
35020	06-Dec-2013	Issued	280	C		144.85
SLVFD111613	01-4-2500-000	PAYABLES - TRADE		144.85		
Invoice Description --> SLVFD - TRAINING CENTRE LUNCHES						
<b>Total :</b>				144.85	0.00	144.85
<b>Supplier Total :</b>				144.85	0.00	144.85

<b>4728 SONBIRD REFUSE &amp; RECYCLING LTD.</b>						
00034-0011	24-Dec-2013	Issued	291	T		18917.30
17545	01-4-2500-000	PAYABLES - TRADE		18917.30		
Invoice Description --> NOVEMBER WC GARBAGE & RECYCLING						
<b>Total :</b>				18917.30	0.00	18917.30
<b>Supplier Total :</b>				18917.30	0.00	18917.30

<b>4752 SOUTHSIDE AUTO SUPPLY LTD.</b>						
35118	20-Dec-2013	Issued	292	C		270.53
65693	01-4-2500-000	PAYABLES - TRADE		81.86		
Invoice Description --> BCFVD - PAPER TOWEL FOR HALL						
445457	01-4-2500-000	PAYABLES - TRADE		188.67		
Invoice Description --> 144 - VEHICLE REPAIR						

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**Supplier :** 0005 To T9193  
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				270.53	0.00	270.53
<b>Supplier Total :</b>				270.53	0.00	270.53

**4788 STAPLES ADVANTAGE**

35120	20-Dec-2013		Issued	292	C	626.60	
34489338	01-4-2500-000	PAYABLES - TRADE			7.33		
Invoice Description --> ACRD OFFICE SUPPLIES							
34469515	01-4-2500-000	PAYABLES - TRADE			619.27		
Invoice Description --> ACRD OFFICE SUPPLIES \$406.52, PAPER \$146.40							
<b>Total :</b>					626.60	0.00	626.60
<b>Supplier Total :</b>					626.60	0.00	626.60

**4785 STEWART MCDANNOLD STUART**

35021	06-Dec-2013		Issued	280	C	752.90	
65427	01-4-2500-000	PAYABLES - TRADE			36.96		
Invoice Description --> LEGAL FEES							
65431	01-4-2500-000	PAYABLES - TRADE			78.97		
Invoice Description --> LEGAL FEES							
65428	01-4-2500-000	PAYABLES - TRADE			241.92		
Invoice Description --> LEGAL FEES							
65429	01-4-2500-000	PAYABLES - TRADE			395.05		
Invoice Description --> LEGAL FEES							
<b>Total :</b>					752.90	0.00	752.90

35119	20-Dec-2013		Issued	292	C	2181.16	
65693	01-4-2500-000	PAYABLES - TRADE			64.57		
Invoice Description --> LEGAL FEES							
65690	01-4-2500-000	PAYABLES - TRADE			107.52		
Invoice Description --> LEGAL FEES							
65692	01-4-2500-000	PAYABLES - TRADE			129.37		
Invoice Description --> LEGAL FEES							
65691	01-4-2500-000	PAYABLES - TRADE			430.08		
Invoice Description --> LEGAL FEES							
65694	01-4-2500-000	PAYABLES - TRADE			546.53		
Invoice Description --> LEGAL FEES							
65695	01-4-2500-000	PAYABLES - TRADE			903.09		
Invoice Description --> LEGAL FEES							
<b>Total :</b>					2181.16	0.00	2181.16
<b>Supplier Total :</b>					2934.06	0.00	2934.06

**4885 SUN COAST WASTE SERVICES**

00033-0007	10-Dec-2013		Issued	281	T	22469.91
110264	01-4-2500-000	PAYABLES - TRADE			22469.91	
Invoice Description --> NOVEMBER AV RECYCLING CONTRACT						

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**Supplier :** 0005 To T9193  
**Trans. Date :** 01-Dec-2013 To 31-Dec-2013  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>Total :</b>				22469.91	0.00	22469.91
00034-0012	24-Dec-2013	Issued	291	T		425.25
110865	01-4-2500-000	PAYABLES - TRADE		425.25		
Invoice Description --> 9211 NEWCASTLE ROAD CLEAN UP						
<b>Total :</b>				425.25	0.00	425.25
<b>Supplier Total :</b>				22895.16	0.00	22895.16
-----						
<b>5410</b>	<b>TD VISA</b>					
35127	20-Dec-2013	Issued	292	C		3863.27
DEC5/13	01-4-2500-000	PAYABLES - TRADE		3863.27		
Invoice Description --> ACRD OFFICE \$1149.83, LBA OFFICE 54.99, LBA SUB \$182.70, BCWS 174.41, BUILD INS \$1119.6						
<b>Total :</b>				3863.27	0.00	3863.27
<b>Supplier Total :</b>				3863.27	0.00	3863.27
-----						
<b>5405</b>	<b>TD VISA (SLVFD)</b>					
34978	02-Dec-2013	Issued	276	C		1400.00
PREPAY	01-4-2500-000	PAYABLES - TRADE		1400.00		
Invoice Description --> PREPAYMENT OF VISA TO ALLOW FOR BANQUET EXPENSES						
<b>Total :</b>				1400.00	0.00	1400.00
<b>Supplier Total :</b>				1400.00	0.00	1400.00
-----						
<b>4984</b>	<b>TELUS</b>					
35122	20-Dec-2013	Issued	292	C		2841.17
DEC7/13	01-4-2500-000	PAYABLES - TRADE		2841.17		
Invoice Description --> ACRD CONSOLIDATED						
<b>Total :</b>				2841.17	0.00	2841.17
<b>Supplier Total :</b>				2841.17	0.00	2841.17
-----						
<b>4983</b>	<b>TELUS MOBILITY (BC)</b>					
35121	20-Dec-2013	Issued	292	C		1019.92
020322435155	01-4-2500-000	PAYABLES - TRADE		1019.92		
Invoice Description --> ACRD CELLPHONES						
<b>Total :</b>				1019.92	0.00	1019.92
<b>Supplier Total :</b>				1019.92	0.00	1019.92

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**Supplier :** 0005 To T9193  
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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
<b>2320</b>	<b>THE GRAPHICS FACTORY</b>					
34999	06-Dec-2013	Issued	280	C		171.31
21422	01-4-2500-000	PAYABLES - TRADE		26.83		
Invoice Description --> NAME PLAQUE - WILFRED COOTES						
21426	01-4-2500-000	PAYABLES - TRADE		66.08		
Invoice Description --> BUSINESS CARDS - GAUDREAUULT						
21381	01-4-2500-000	PAYABLES - TRADE		78.40		
Invoice Description --> AVRA NO SMOKING SIGNAGE						
<b>Total :</b>				171.31	0.00	171.31
<b>35084</b>	<b>20-Dec-2013</b>	<b>Issued</b>	<b>292</b>	<b>C</b>		<b>246.40</b>
21460	01-4-2500-000	PAYABLES - TRADE		246.40		
Invoice Description --> REGIONAL PARKS - CHINA CREEK BRIDGE SIGNS						
<b>Total :</b>				246.40	0.00	246.40
<b>Supplier Total :</b>				417.71	0.00	417.71

<b>5025</b>	<b>TOM HARRIS CELLULAR LTD</b>					
35123	20-Dec-2013	Issued	292	C		11.20
PORTAIN81923	01-4-2500-000	PAYABLES - TRADE		11.20		
Invoice Description --> BCWS - TABLET SIM CARD						
<b>Total :</b>				11.20	0.00	11.20
<b>Supplier Total :</b>				11.20	0.00	11.20

<b>5069</b>	<b>TOTAL DELIVERY SYSTEMS</b>					
00032-0002	03-Dec-2013	Issued	272	T		18.54
159731	01-4-2500-000	PAYABLES - TRADE		18.54		
Invoice Description --> SALMON BEACH WATER FREIGHT						
<b>Total :</b>				18.54	0.00	18.54
00034-0013	24-Dec-2013	Issued	291	T		111.21
162033	01-4-2500-000	PAYABLES - TRADE		29.64		
Invoice Description --> WCLF WATER TESTING						
160420	01-4-2500-000	PAYABLES - TRADE		39.57		
Invoice Description --> BWS \$17.66, SB WATER \$20.03						
161320	01-4-2500-000	PAYABLES - TRADE		42.00		
Invoice Description --> ACRD POSTAGE \$19.97, SB WATER \$20.03						
<b>Total :</b>				111.21	0.00	111.21
<b>Supplier Total :</b>				129.75	0.00	129.75

<b>0900</b>	<b>TRACY BOND (PETTY CASH)</b>					
34988	06-Dec-2013	Issued	280	C		157.80
PCDEC3/13	01-4-2500-000	PAYABLES - TRADE		157.80		
Invoice Description --> ACRD OFFICE \$93.55, PLANNING \$6.8, BLDING INSPECT \$57.45						

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount		
Invoice No.	Account No.	Account Description	Debit	Credit					
<b>Total :</b>							157.80	0.00	157.80
35059	17-Dec-2013		Issued	287	C	156.75		156.75	
PCDEC16/13	01-4-2500-000	PAYABLES - TRADE							
Invoice Description --> ACRD OFFICE \$129.91, ACRD AUTO \$20.73									
<b>Total :</b>							156.75	0.00	156.75
<b>Supplier Total :</b>							314.55	0.00	314.55
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<b>5114</b>	<b>TRINEX INTERNET SOLUTIONS INC</b>								
35022	06-Dec-2013		Issued	280	C	420.00		420.00	
6494	01-4-2500-000	PAYABLES - TRADE				420.00			
Invoice Description --> DECEMBER 2013 WEBSITE MAINTENANE									
<b>Total :</b>							420.00	0.00	420.00
<b>Supplier Total :</b>							420.00	0.00	420.00
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<b>5145</b>	<b>UCLUELET CONSUMERS CO-OP ASSN</b>								
35124	20-Dec-2013		Issued	292	C	491.44		491.44	
162033	01-4-2500-000	PAYABLES - TRADE				491.44			
Invoice Description --> LBA - NOVEMBER 2013 FUEL									
<b>Total :</b>							491.44	0.00	491.44
<b>Supplier Total :</b>							491.44	0.00	491.44
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<b>5186</b>	<b>UCLUELET RENT-IT CENTER</b>								
00033-0008	10-Dec-2013		Issued	281	T	362.25		362.25	
17236	01-4-2500-000	PAYABLES - TRADE				362.25			
Invoice Description --> SALMON BEACH GARBAGE NOVEMBER HAULING AND DUMPING									
<b>Total :</b>							362.25	0.00	362.25
<b>Supplier Total :</b>							362.25	0.00	362.25
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<b>5195</b>	<b>UNISERVE COMMUNICATIONS CORPORATION</b>								
35023	06-Dec-2013		Issued	280	C	39.09		39.09	
000502023-1128201:	01-4-2500-000	PAYABLES - TRADE				39.09			
Invoice Description --> DECEMBER 2013 WCLF & BWS INTERNET SERVICE									
<b>Total :</b>							39.09	0.00	39.09
<b>Supplier Total :</b>							39.09	0.00	39.09
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<b>5263</b>	<b>VADIM SOFTWARE</b>								
35125	20-Dec-2013		Issued	292	C	10877.37		10877.37	
I-VC08870	01-4-2500-000	PAYABLES - TRADE				10877.37			
Invoice Description --> VADIM SUPPORT & LICENSING									

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



**AP5100** **Page : 29**  
**Date :** Jan 02, 2014 **Time : 11:42 am**  
**Bank :** 1 To 3  
**Status :** All  
**Medium :**  
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

**Supplier :** 0005 To T9193  
**Trans. Date :** 01-Dec-2013 To 31-Dec-2013  
**Cheque Date :** 01-Dec-2013 To 31-Dec-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	
<b>Total :</b>				10877.37	0.00	10877.37
<b>Supplier Total :</b>				10877.37	0.00	10877.37

**5278 VANCOUVER ISLAND PUBLISHING GROUP A/R**

00032-0003	03-Dec-2013		Issued	272	T	755.31	
AVTD00007415	01-4-2500-000	PAYABLES - TRADE			755.31		
Invoice Description --> ADVERTISING - PLAN \$530.88, AVHN \$70.56, PARKS PLAN \$102.90							
<b>Total :</b>					755.31	0.00	755.31
00034-0014	24-Dec-2013		Issued	291	T	749.74	
WNDI00002287	01-4-2500-000	PAYABLES - TRADE			97.76		
Invoice Description --> REG PARKS PLAN							
WNDI00002237	01-4-2500-000	PAYABLES - TRADE			103.01		
Invoice Description --> REGIONAL PARKS PLAN							
AVTD00007490	01-4-2500-000	PAYABLES - TRADE			266.73		
Invoice Description --> REGIONAL PARKS PLAN							
AVTD00007627	01-4-2500-000	PAYABLES - TRADE			282.24		
Invoice Description --> BUILDING INSPECTION							
<b>Total :</b>					749.74	0.00	749.74
<b>Supplier Total :</b>					1505.05	0.00	1505.05

**5423 WALCO INDUSTRIES LTD.**

00032-0004	03-Dec-2013		Issued	272	T	78.75	
22720	01-4-2500-000	PAYABLES - TRADE			78.75		
Invoice Description --> BCVFD HALL SEISMIC UPGRADE - SEACAN RETURN							
<b>Total :</b>					78.75	0.00	78.75
<b>Supplier Total :</b>					78.75	0.00	78.75

**4156 WSP CANADA INC.**

35109	20-Dec-2013		Issued	292	C	6000.49	
121-60095-01	01-4-2500-000	PAYABLES - TRADE			6000.49		
Invoice Description --> LBA - ACAP PROJECTS							
<b>Total :</b>					6000.49	0.00	6000.49
<b>Supplier Total :</b>					6000.49	0.00	6000.49

**5700 XPLORNET INTERNET SERVICES**

35024	06-Dec-2013		Issued	280	C	61.59	
INV04763483	01-4-2500-000	PAYABLES - TRADE			61.59		
Invoice Description --> LBA WIRELESS INTERNET DECEMBER 2012							
<b>Total :</b>					61.59	0.00	61.59



**Supplier :** 0005 To T9193  
**Trans. Date :** 01-Dec-2013 To 31-Dec-2013  
**Cheque Date :** 01-Dec-2013 To 31-Dec-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	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
<b>Supplier Total :</b>				61.59	0.00	61.59

6020	ZONE WEST ENTERPRISES LTD						
35025	06-Dec-2013		Issued	280	C	191.78	
38515	01-4-2500-000	PAYABLES - TRADE			191.78		
Invoice Description -->		SLVFD UNIFORMS					
<b>Total :</b>					191.78	0.00	191.78
<b>Supplier Total :</b>					191.78	0.00	191.78

<b>Total Computer Paid :</b>	<u>221,581.09</u>	<b>Total EFT PAP :</b>	<u>223,155.35</u>	<b>Total Paid :</b>	<u>737,476.05</u>
<b>Total Manually Paid :</b>	<u>0.00</u>	<b>Total EFT File Transfer :</b>	<u>292,739.61</u>		



## MEMORANDUM

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

**From:** Alex Dyer, Planner

**Date:** December 24, 2013

**Subject:** Rezoning Application RF13005 (5950 Strathcona Street) – Bylaw P1315

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### Background

An application to rezone property located at 5950 Strathcona Street was considered by the Board on September 25, 2013 at which point Bylaw P1315 to rezone the property from Small Holdings (A1) District to a combination of Acreage Residential (RA2) District and Acreage Residential (RA3) District was given first reading. A public hearing for Bylaw P1315 was held on November 06, 2013. Due to public opposition received at the public hearing to the rezoning as proposed the Board, at their November 13, 2013 meeting, deferred a decision on the Bylaw and requested that the applicants provide additional information to address some of the concerns raised at the public hearing. The Board also delegated a second public hearing to be held by the Electoral Area "F" Director, the Alternate Director or the Chairperson of the Regional Board.

The applicants have since amended their proposal and now wish to proceed with rezoning the entire property from Small Holdings (A1) District to Acreage Residential (RA2) District which would allow for a one acre minimum parcel size. The applicants intention is to subdivide the property into four (4) lots although being 5.14 acres in size there is still potential for a five (5) lot subdivision provided the bulk and site requirements in the RA2 District can be met. This change is reflected on Schedule A which is attached to and forms part of Bylaw P1315. The attached Bylaw text and Schedule A map have been amended to reflect the rezoning of the entire property from A1 to RA2.

### Procedure

As Bylaw P1315 has already received first reading, any changes require the Board to amend the Bylaw. The Board must first amend the Bylaw and then give it second reading as amended. A second public hearing has already been delegated by the Board. After the second public hearing is held the Bylaw can be considered by the Board for third reading.

### Recommendation

That the Board of Directors:

- 1) Receive the staff memorandum;
- 2) Amend Bylaw P1315 as attached;
- 3) Give Bylaw P1315 second reading as amended.

Submitted by: 

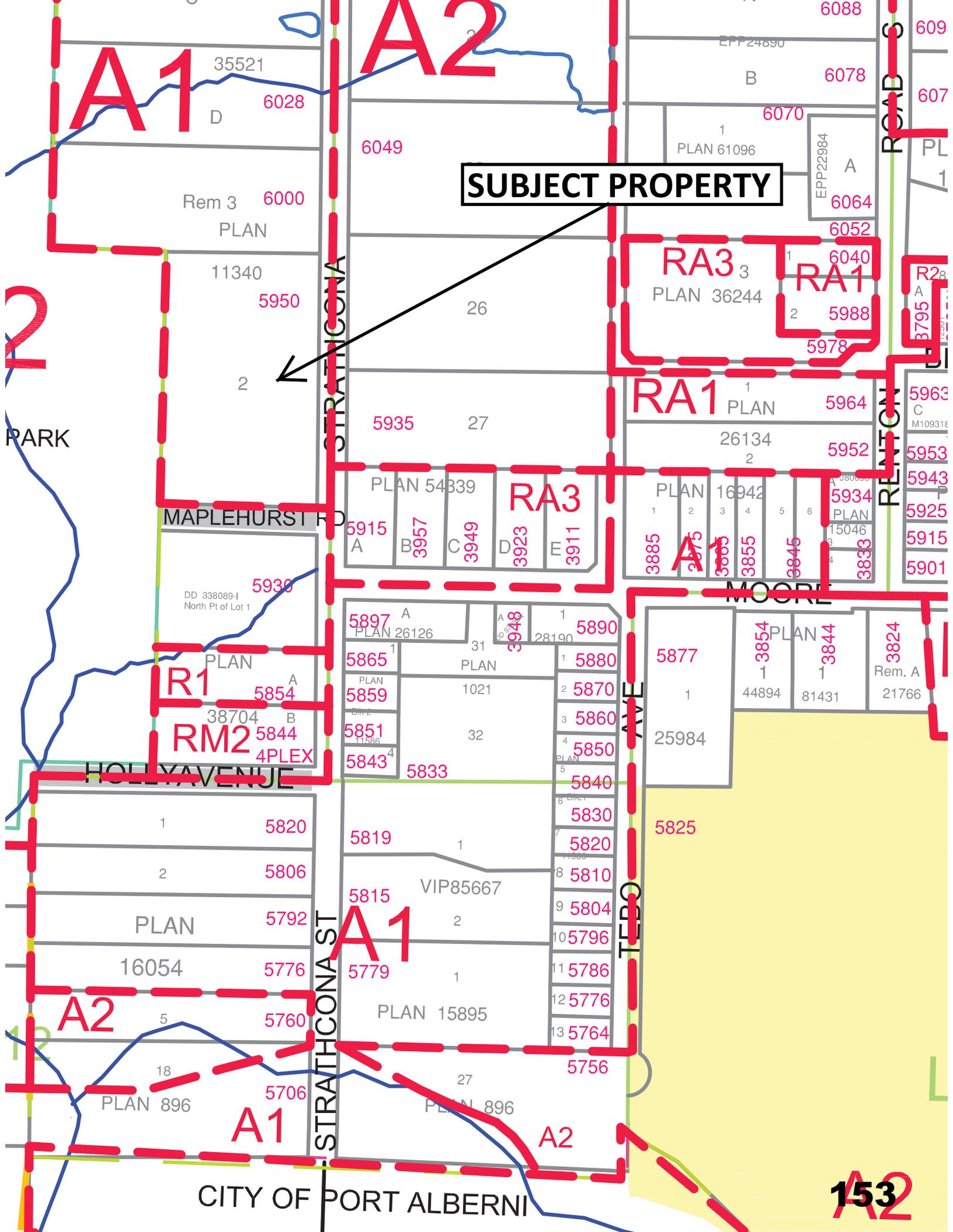
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Alex Dyer, Planner

Reviewed by: 

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Russell Dyson, Chief Administrative Officer



**SUBJECT PROPERTY**

**A1**

**A2**

**RA3**

**RA1**

**RA1**

**RA3**

**R1**

**RM2**

**A2**

**A1**

**A2**

**153**

CITY OF PORT ALBERNI

STRATHCONA ST

TEDO AVE

MOORE AVE

MAPLEHURST RD

HOLLY AVENUE

RENTON ROAD

35521

6028

6049

Rem 3 6000

PLAN

11340

5950

26

3

PLAN 36244

1

6040

2

5988

5978

2

5935

27

1

PLAN

5964

26134

2

5952

PLAN 54339

**RA3**

PLAN 16942

1

3885

3875

3865

3855

3845

3835

3825

3815

3805

3795

3785

3775

3765

3755

3745

3735

3725

3715

3705

3695

3685

3675

DD 338089-1  
North Pt of Lot 1

5930

PLAN

38704

A

5854

B

5844

4PLEX

5897

PLAN 26126

1

5865

PLAN

5859

1021

5851

5843

5833

5819

5815

5779

5760

5706

5776

5776

5764

5756

31

PLAN

1021

32

5833

5833

5830

5820

5810

5804

5796

5786

5776

5764

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PLAN

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**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT**

**BYLAW NO. P1315**

**OFFICIAL ZONING ATLAS AMENDMENT NO. 672**

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the Official Zoning Atlas of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE  
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1315.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 25<sup>th</sup> day of September, 2013

Read a second time this XXX day of XXX, 2013

Read a third time this XXX day of XXX, 2013

Adopted this XXX day of XXX, 2013

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Russell Dyson, CAO

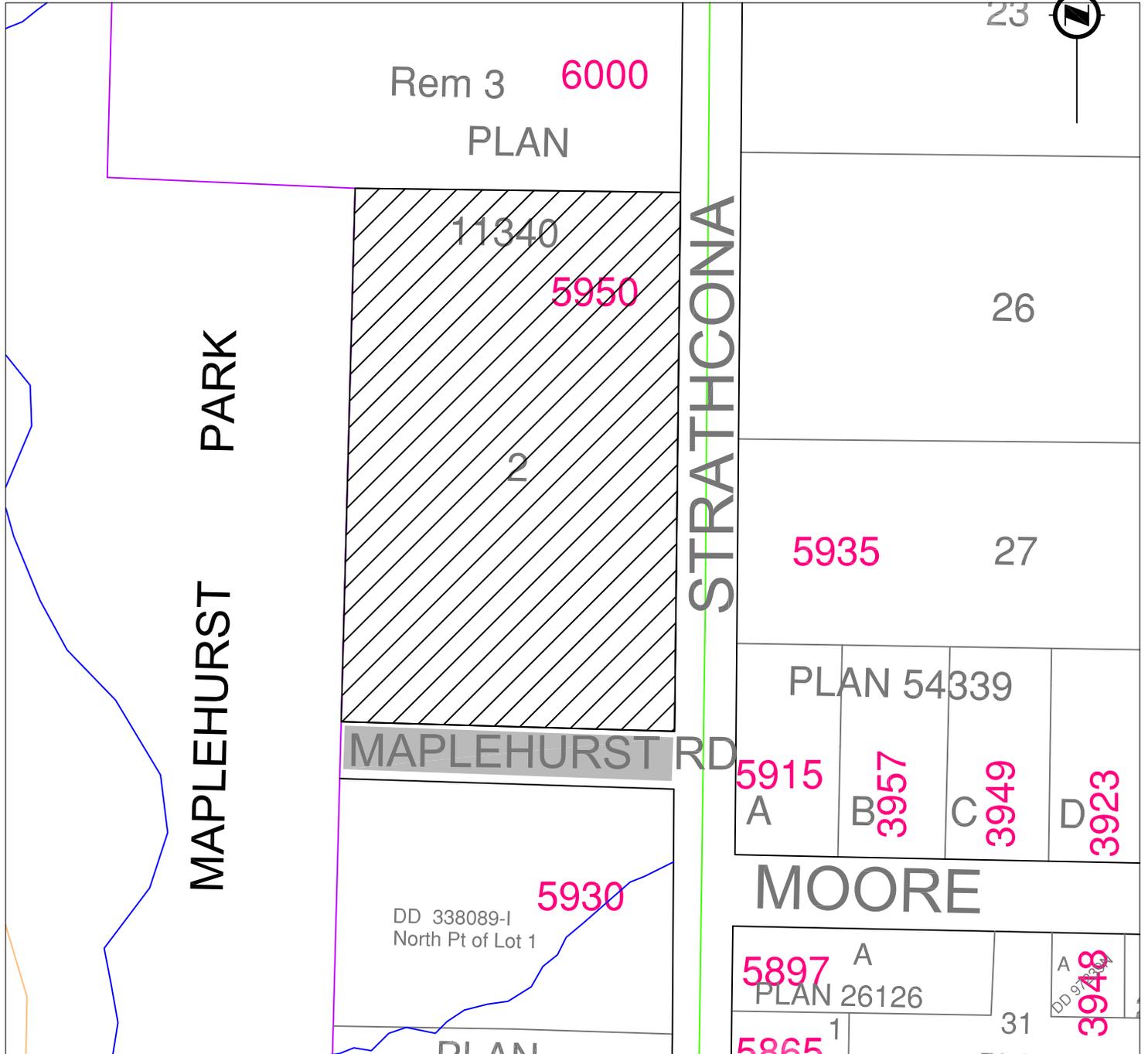
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Chair of the Regional Board

**RF13005**

# Schedule 'A'

This schedule is attached to and forms part of Bylaw P1315 as amended.



Legal Description: LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT  
REGIONAL DISTRICT

1:2000



**ALBERNI VALLEY CHAMBER OF COMMERCE**  
**BOARD OF DIRECTOR'S MEETING**

**THURSDAY, December 19/13**

**MINUTES:**

**CALL TO ORDER:** Teresa called the meeting to order at 7:03am

**IN ATTENDANCE:**

- Kim Heeks, Bill Collette, Les Toth, Gord Groves, Kris Patterson, Bob Kanngiesser, Cindy Solda, Peter Wienold, Teresa Bird, Jan Lavertu, Neil Malbon,
- Tardy: Pat Deakin
- Regrets: Cherie Williams,
- Not Notified: David McCormick, Jonathan Cross, Mark Aussem, John Bennie
- Absent: Matt Williamson, Knox Coupland, Matei Mateias, Kevin Wright,

**ACCEPTANCE OF AGENDA** Jan/Neil. **TO ACCEPT THE AGENDA. CARRIED**

**ACCEPTANCE OF MINUTES:** -

- **MOTION:** Jan/Les **"TO ACCEPT THE MINUTES OF November 21<sup>st</sup> CARRIED.**

**OLD BUSINESS:**

- **Membership Renewal Notice** Discussion moved to follow 'My Alberni APP' under New Business
- **Strat Plan –**
  - **Membership:** Reference to new members via Teresa and confirmation from Bill that Membership appears to be headed in the right direction
  - **Relevance:** Teresa highlighted recent accomplishments of the Civic Affairs Committee, the success of the 24 Days of Christmas Shop Local Program as two areas where relevance is obvious. Also commented on the success of the recent Dinner Meeting and implementation of Business Before Business with first one scheduled for January 17<sup>th</sup> at QF
  - **Finance:** Simplified system of reporting acknowledged as beneficial and appreciated.

- **Advocacy:** Teresa again referenced the Civic Affairs Committee and its success as led by Bob.
- **Executive Committee Reports**
  - **Presidents Reports:** Nothing to report; Teresa very busy at work and keeping up with email communication.
  - **Finance Report:** As submitted
  - **Executive Director's Report:** As submitted
- **MOTION:** Kris/Les **To accept the Finance Committee Report. CARRIED**
- **MOTION:** Jan/Gord **To accept the ED's Report. CARRIED**
- **NEW BUSINESS:**
  - **MMBC:** No real discussion occurred as Bill waiting for updates from BC Chamber of Commerce. All board members encouraged to educate themselves on the MMBC (Multi-Materials BC) recycling program as it will affect many business operations.
    - **TABLE DISCUSSION ON MMBC TO JANUARY MEETING**
  - **PAYWORKS:** Discussion on merits of moving to a Payworks automated payroll system at a cost of approximately \$500. Per year. Benefits of move consist of reduced labour, increased accuracy, elimination of internal needs to process ROE's, Govt Remittances, T4's etc. Some concern on costs as budget constraints remain.
    - **MOTION:** Neil/Jan **To go ahead with Payworks. CARRIED**
  - **BC FERRIES:** Discussion on the BC Ferries situation and the request the Chamber has to submit a letter in response to the proposed service and schedule changes. Cindy mentioned the Film Industry as one example of lost revenues for Vancouver Island as directly affected by BC Ferry rates.
    - **MOTION:** Bob/Jan **To submit the letter as drafted. CARRIED**
  - **BUSINESS B4 BUSINESS:** Bill/Gord confirmed plans to hold first one at QF (A Step Above) on Friday, January 17<sup>th</sup> from 7:30am – 9:00am. Other Chambers charge for these but we are doing so w/o charge until some point in the future. Gord suggested that we ensure we have a February one scheduled well ahead of the January date. Kris added that Jennifer Norm from Jowsey's has already mentioned an interest in the idea.
    - **ACTION:** Bill to see Jennifer about a February date around Valentine's Day if possible. The 14<sup>th</sup> is a Friday.
  - **MY ALBERNI APP:** Roundtable discussion on the APP itself and the merits and/or issues surrounding the 'Advertising' request from Signworks.

- **MOTION:** Jan/Peter To have Bill rework the agreement to confirm as a Five Year Agreement with the Option to Renew clearly stated in the agreement. Payment structure to be written as ½ upon signing, balance upon successful delivery of a workable APP. CARRIED
- **RENEWAL NOTICE (FROM OLD BUSINESS)** Discussion on inclusion of APP information on the Notice. Some concern raised that by doing so we might miss out on our own desires to gain website advertising. It was pointed out that we have few advertisers on the website at this time thus not really a major concern.
  - **MOTION:** Jan/Les To proceed with the Renewal Notice once the identified corrections have been made. CARRIED
- **DRINKING WATER STANDARDS:** Bob brought the board up to date on the issues faced by Mike Hudson and Todd Nicklin who are trying to develop property near the Somass Mill. Cindy stated that the draft letter be copied to the City, to the Ministry of Health and to MLA Scott Fraser. Pat added that other properties are faced with similar challenges and that some municipalities have opted out of the Government Regulations surrounding this matter thus paving the way for some exclusions.
  - **MOTION:** Jan/Bob To have Bill continue dialogue with Mike resulting in a letter being sent to the Ministry of Environment with appropriate cc's. CARRIED
- **In CAMERA SESSION**
- **Bill Collette left the meeting**
- **DIRECTOR RESIGNATION:** Jan suggested we approach Sarah Jones from Walk the Coast or check with Bill to see who else might be interested.
  - **MOTION:** Jan/Peter To fill the vacancy left by resignation of Charlene Patterson. CARRIED
- **ED COMPENSATION:** recommendation of the Executive to increase Bill Collette's wage to \$48,000.00 for 2014 effective January 1, 2014.
  - **MOTION:** Jan/Kris to accept executive recommendation to increase Bill Collette's wage to \$48,000.00 for 2014 effective January 1, 2014. CARRIED
- **CHAMBER LIAISON:** Cindy informed the board that Councillor Rob Cole will replace Councillor Hira Chopra as Chamber Liaison for the City of Port Alberni in the New Year.
- **COMMITTEE REPORTS:**
  - **BUSINESS COMMITTEE:** Jan reported that the 24 Days of Christmas Campaign is going well

- **SIGNAGE TASKFORCE:** Focus on Welcome sign and focal sign. Neil Malbon willing to chair committee. Kim Heeks would like to continue on the committee as well.
- **TRANSPORTATION COMMITTEE:** Neil explained we don't actually have a transportation committee but he does sit on the community Transportation committee. The committee is pursuing letters of support for an alternate route into the community. The Chamber has already provided one. Suggested that this report be moved to Other Reports in the future.
- **YOUNG PROFESSIONALS:** No report, no representative
- **JUNIOR ACHIEVEMENT:** As submitted
- **MEMBERSHIP:** As submitted.
- **CIVIC AFFAIRS:** As submitted. Letter to City of Port Alberni re Bylaw 4826, Building Standards be sent to City after spelling correction is made in 4<sup>th</sup> bullet point (hash = harsh).
  - **MOVED** Jan/Peter **CARRIED**
- **CIVIC AFFAIRS:** Letter to City of Port Alberni re: Business Licenses to be sent as presented.
  - **MOVED** Jan/Kris **CARRIED.**
- **AWARDS:** As submitted. Noted that previous sponsors have not yet been approached.
- **PAPA:** Dave McCormick not in attendance, no report
- **UPTOWN MERCHANTS ASSOCIATION:** Kevin not in attendance, no report
- **ECONOMIC DEVELOPMENT:** Pat Deakin confirmed that the City Billboard has been erected. Copies of the Business Retention Survey are being distributed and were made available for directors. Bill, Community Futures and Pat will be issuing monthly report cards on progress regarding the Top 10 issues from the survey. The Alberni Valley has been highlighted in recent magazine articles in Island Farm and Garden and The Scrivener. Copies were made available to the directors.
- **ALBERNI VALLEY TOURISM:** Jonathan Cross not in attendance, no report
  - **MOTION:** Jan/Les to accept the remaining reports as presented. **CARRIED**
    - **MOVED** To accept other reports as presented Peter/Jan **CARRIED**

**Guest Speakers: None**

**MOTION:** Les Adjourn. CARRIED

**DATES TO REMEMBER:**

- **Monday, January 6<sup>th</sup> @ 4:00pm.** Visitor Centre Financial Review at City Hall. Bill/Teresa
- **Wednesday, January 8<sup>th</sup> @ 9:30 am.** Awards Committee Meeting
- **Tuesday, January 14<sup>th</sup> @ 7:30am** Civic Affairs Committee Meeting
- **Friday, January 17<sup>th</sup> @ 7:30am – 9:00am.** Business B4 Business – A Step Above @ QF. Gord/Bill
- **Tuesday, January 21<sup>st</sup> @ 10:00am** Executive Meeting
- **Thursday, January 23<sup>rd</sup> @ 7:00am** Board Meeting
- **Wednesday, January 29<sup>th</sup> @ 5:30pm** Dinner Meeting – Hospitality Inn. **Guest Speakers: Tim McNeil – Electric Rail Options, Naomi Horvatch – WORLDHOST (With Anita from Valley Vision), Tom MacLean – Collette Vacations – re Chamber of Commerce trip to South Africa fall 2014**



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** December 31, 2013  
**Subject:** Finance Department Staff Report

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In addition to day-to-day activities, the finance department has been working on the following in December 2013:

- Met with the Beaver Creek Advisory Committee on December 9<sup>th</sup> to discussed proposed rate increases. Newsletter informing residents of the increases will be sent out with their January bills then a bylaw will be presented to the Board in February that is proposed to take effect in the second quarter.
- Investigated environmental liability insurance with our property insurance provider and will be presenting the proposal to the Board during budget discussions.
- Assisted the environmental services department with the amendment of the Long Beach Airport user fees.
- Prepared the annual honorarium cheques for both the Beaver Creek and Sproat Lake Volunteer Fire Fighters.
- Performed a major conversion on how payroll is processed to streamline the procedure as well as provide better information to employees. This eliminates the need to track vacation, overtime and sick time separately in an excel spreadsheet and instead has everything going directly through Vadim. Although this is probably not exciting to anyone else the finance department is thrilled to have finally completed this major project!
- Worked with the Ministry of Community, Sport and Cultural Development on developing a bylaw to convert the parcel tax from the former Beaver Creek Improvement District to the ACRD.
- Developed an internal accounts payable cut off policy to assist with year end. The policy will allow us to use January 31<sup>st</sup> as the cut off to receive prior year invoices and therefore enable us to close the prior year.
- Wrote a letter to UBCM to request that the Municipal Pension Plan funding shortfall be discussed at the 2014 convention.

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 January 3, 2014**

#	Date	Action Item	Assigned to	Target Date/Update
<b>Administration Department</b>				
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
2.	Feb. 27 <sup>th</sup> 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 meeting done/City of Port Alberni - ongoing
3.	July 10 <sup>th</sup> Board	Contact and work with the Nuu-chah-nulth Tribal Council and the Port Alberni Friendship Centre to develop a long term plan for reconciliation	Russell/ Cindy	In progress
4.	Sept. 25 <sup>th</sup> 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	In progress stakeholders meeting required
5.	Nov. 13 <sup>th</sup> AV Comm.	The Alberni Valley Committee passed a resolution support the future of the Air Quality Council and the City of Port Alberni be consulted to discuss options for the continuation of the Air Quality Council	Russell/ Teri	Met with City Manager – Budget discussions
6.	Nov. 13 <sup>th</sup> Board	The Board passed a resolution to take the Sproat Lake Marine Patrol Program to referendum in conjunction with the 2014 general election	Wendy	Planning for fall 2014
7.	Nov. 13 <sup>th</sup> Board	The Board agree to an office closure Monday January 6, 2014 to accommodate a mandatory training day for all ACRD staff – Prepare for the training day	Russell	Arranged
8.	Nov. 27 <sup>th</sup> Board	ACRD staff be instructed to work with Clayoquot Biosphere Trust staff to advertise to find a suitable individual and alternate to represent Area C on the Clayoquot Biosphere Trust	Wendy	Arranging
9.	Board December 6	Forward information from Ecotrust Canada and Clean Technology Community Gateway regarding West Coast Integrated Infrastructure project to the next West Coast Directors meeting	Wendy	Next meeting of the WC Committee
10.	Board December 6	Forward a letter to BC Ferries Corp expressing concerns and request a broader consultation process send copies to Jordan Sturdy, Parliamentary Secretary for the Ministry of Transportation and MLA	Shelli	Done

#	Date	Action Item	Assigned to	Target Date/Update
11.	Board December 6	BC Ferries feedback form further discussion regarding specific ideas regarding saving money ie. Cut out the employees (families) free ferry rides	Wendy	Ongoing
12.	Board December 6	UBCM EA Directors Meeting February 4 & 5 Tabled	Russell	January 8 Board Meeting
13.	Board December 6	Director Cote and Director Bennett attend the NTC Forum on Experiments on Students at the Alberni Indian Residential School December 11	Shelli	Registered by Tony
14.	Board December 6	Circulate the WC Emergency Planning Session Summary to all attendees and Directors	Russell	Done
15.	Board December 6	Refer the WC Emergency Planning Session Summary to the WC Committee	Wendy	Next meeting of the WC Committee
16.	Board December 6	Financial Plan Meeting Schedule put into email Calendar	Tracy	Done
17.	Hospital December 6	Invite the Chief of Staff, Director of Primary Care and the Medical Director from Tofino Hospital to the next West Coast Committee meeting	Wendy	Next meeting of the WC Committee
<b>Finance Department</b>				
18.	Nov. 13 <sup>th</sup> Board	Send a letter to UBCM requesting the Municipal Pension Plan be invited to have a session at the 2014 UBCM Convention to discuss the funding shortfall and copy all the other regional districts	Teri	Done
19.	Nov. 13 <sup>th</sup> Board	The Board approved membership in the Federation of Canadian Municipalities for 2014	Teri	Done
20.	Nov. 13 <sup>th</sup> Board	The Board approved 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 with the Improvement District staff on an agreement for the use of the funds	Teri	Drafting
21.	Nov. 13 <sup>th</sup> Board	Forward cost and budget for the regional parks service to Director Jack	Teri	In Progress
22.	Board December 6	VIU Chair Grant dollars spent update invite to Board Meeting	Teri	Awaiting Response
<b>Environmental Services Department</b>				
23.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	In Progress
24.	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 <sup>th</sup> Follow up

#	Date	Action Item	Assigned to	Target Date/Update
				Meeting in progress
25.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress
26.	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
27.	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
28.	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
29.	August 14 AV Comm	Organize a meeting with Tseshaht First Nation to discuss and tour the AV Landfill	Russell	Meeting Oct. 23 <sup>rd</sup>
30.	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	Completed
31.	Sept. 25 <sup>th</sup> 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 Tabled at LB Airport Advisory Committee Dec. 5th
32.	Oct. 16 <sup>th</sup> 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
33.	Nov. 13 <sup>th</sup> Board	The Board passed a resolution directing 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 – Report for budget process	Andy Mark	In progress
34.	Nov. 27 <sup>th</sup> Board	Send a response letter to the Ministry of Transportation regarding road maintenance in the Salmon Beach Recreational Village identifying that this is the Ministry's subdivision, there is no water access to the community and no dock and stress	Andy	In progress

#	Date	Action Item	Assigned to	Target Date/Update
		that this continues to be road access for the community		
35.	Board December 6	Stump Dump follow up	Andy	January Board
36.	Board December 6	Solid Waste Management Plan Update	Andy	January Board
<b>PLANNING DEPARTMENT</b>				
37.	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
38.	June 1/09	Bamfield OCP Review	Mike	Dec. for first reading
39.	n/a	Airport Zone Bylaw – Long Beach Airport	Mike	Ongoing
40.	n/a	Sproat Lake OCP Review	Mike	Sent to Referral Agencies, Public Hearing in January
41.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	Working with Agricultural Dev. Committee ongoing project
42.	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
43.	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 and part of Parks Plan
44.	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
45.	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
46.	March 13 <sup>th</sup>	Arrange a meeting with the Ministry of	Mike	Arranging

#	Date	Action Item	Assigned to	Target Date/Update
	Board	Environment, Ministry of Transportation, District of Ucluelet and Yuułuᑭᑦᑎᑦᑎᑦᑎᑦ First Nation to discuss access, safety and broader land use policies applying to the junction property		Meeting
47.	July 24 <sup>th</sup> 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	2014 Budget
48.	Board December 6	Proceed with acquiring a portion of the foreshore fronting Faber Park	Mike	Working with Couverdon
49.	Board December 6	Bamfield OCP Bylaw P1309	Mike	Out to referral agencies Public Hearing in New Year

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