



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JANUARY 22, 2014, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – January 8, 2014	7-15
<i>THAT the minutes of the Board of Directors meeting held on January 8, 2014 be adopted.</i>	
b. Alberni Valley Committee Meeting – January 8, 2014	16-17
<i>THAT the minutes of the Alberni Valley Committee meeting held on January 8, 2014 be adopted.</i>	
c. Alberni-Clayoquot Transportation Committee – December 18, 2013	18-21
<i>THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on December 18, 2013 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u>	
a. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for November and December 2013.	22-23
b. Jon Ambler, President, Debra Oakman, Secretary, North Island 9-1-1 Corporation regarding 9-1-1 Call Answer – RCMP MOU and Options Analysis.	24-26
c. Don Hall, Fisheries Program Manager, Nuu-chah-nulth Tribal Council	

regarding T'aaq-wiihak Fisheries Update.

- d. **Susan Roth, regarding Request for Radiation Monitoring** **27-28**

6. CORRESPONDENCE FOR ACTION

- a. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** **29-35**
Local Government Leadership Forum scheduled for February 5-7, 2014
at the Radisson Hotel Vancouver Airport in Richmond, BC

(Board Direction Requested)

- b. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE** **36-37**
Billboard Permit System

THAT the Board of Directors respond requesting the Ministry of Transportation and Infrastructure reconsider their position on permitting billboards.

7. CORRESPONDENCE FOR INFORMATION

- a. **ISLAND COASTAL ECONOMIC TRUST** **38-40**
RDMW Strategic Planning Gets Go-Ahead
- b. **CITY OF PORT ALBERNI** **41**
City of Port Alberni on Social Media
- c. **MINISTRY OF ENVIRONMENT** **42-47**
Overview and Update on the Work of the Species and Ecosystems at Risk (SEAR) Local Government Working Group
- d. **MINISTRY OF TRANSPORTATION AND INFRASTRUCTURE** **48-49**
Thank you
- e. **ALBERNI VALLEY HOSPICE SOCIETY – TY WATSON HOUSE** **50**
Thank you

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **51-53**
Parcel Tax Roll Review Panel

THAT the Board of Directors:

- 1. Set the date for the Parcel Tax Roll Review Panel sitting for **Tuesday, February 25, 2014, 9:00am** in the **Regional District Board Room**, located at 3008 Fifth Avenue, Port Alberni, BC;*
- 2. Appoint two directors , one member of the Beaver Creek Advisory Committee and one alternate director to the Parcel Tax Roll Review Panel;*

3. *Appoint Teri Fong, CGA, Manager of Finance for the ACRD as the Collector for 2014.*

b. **REQUEST FOR DECISION** **54-57**
2014 Committee Appointments

THAT the Board of Directors approves the 2014 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented.

c. **ADMINISTRATIVE MEMO** **58-110**
New Personnel Policies for the ACRD

THAT the Board of Directors of the Alberni Clayoquot Regional District adopt new policies with respect to Alcohol in the Workplace, Attendance, Drug Use in the Workplace, Prevention of Workplace Violence, Progressive Discipline, Standards of Conduct & Conflict of Interest, Workplace Bullying & Harassment and Working Alone as presented in the CAO's report.

d. **REQUEST FOR DECISION** **111-114**
Bylaw No. R1016-1 Amendment

THAT the Alberni-Clayoquot Regional District Board of Directors gives first reading to Bylaw No. R1016-1, "Tofino-Ucluelet Airport Fees Amendment, 2014".

THAT the Alberni-Clayoquot Regional District Board of Directors gives second reading to Bylaw No. R1016-1, "Tofino-Ucluelet Airport Fees Amendment, 2014".

e. **REQUEST FOR DECISION** **115-121**
By law No. F1106 – LBA Water Rates and Regulations

THAT the Alberni-Clayoquot Regional District Board of Directors gives first reading to Bylaw No. F1106, "Long Beach Airport Water System Rates and Regulations, 2014".

THAT the Alberni-Clayoquot Regional District Board of Directors gives second reading to Bylaw No. F1106, "Long Beach Airport Water System Rates and Regulations, 2014".

THAT the Alberni-Clayoquot Regional District Board of Directors gives third reading to Bylaw No. F1106, "Long Beach Airport Water System Rates and Regulations, 2014".

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw No. F1106, "Long Beach Airport Water System Rates and Regulations, 2014".

- f. **REQUEST FOR DECISION** **122-155**
Millstream and Long Beach Airport Waterworks Contractor Agreements

THAT the Alberni-Clayoquot Regional District Board of Directors enter into the following contracts with Mr. Shawn McConnell:

1. *To carry out the duties on the Millstream Water System as an Independent Waterworks Contractor at a rate of \$885.00 plus taxes per month for a period of three (3) years ending January 31, 2017.*
2. *To carry out the duties on the Long Beach Airport Water System as an Independent Waterworks Contractor at a rate of \$1,000.00 plus taxes per month for a period of three (3) years ending January 31, 2017.*

- g. **REQUEST FOR DECISION** **156-158**
Beaver Creek Water System Parcel Tax Roll Bylaw

THAT the Board of Directors gives first reading to Bylaw F1107 "Beaver Creek Water System Parcel Tax Roll Bylaw 2014".

THAT the Board of Directors gives second reading to Bylaw F1107 "Beaver Creek Water System Parcel Tax Roll Bylaw 2014".

THAT the Board of Directors gives third reading to Bylaw F1107 "Beaver Creek Water System Parcel Tax Roll Bylaw 2014".

THAT the Board of Directors adopts Bylaw F1107 "Beaver Creek Water System Parcel Tax Roll Bylaw 2014".

9. **PLANNING MATTERS**

9.1 **ELECTORAL AREA DIRECTORS ONLY**

- a. **RF13002, LANE/HANSON, 2970 ALBERNI HIGHWAY** **159-162**
Rezoning Application – Bylaws P1313 & P1314

THAT Bylaw P1313, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be adopted.

THAT Bylaw P1314, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

10. **REPORTS**

- a. Vancouver Island North INFILM Film Commission **163-165**
Minutes from Annual General Meeting – Dec. 18, 2013

- b. Regional Parks and Trails Master Plan Report – Winter 2013

166-176

THAT the Board of Directors receives reports a-b.

10.1 STAFF REPORTS

- a. Staff Action Items Report – January 16, 2014
- b. Building Inspector’s Report – November 2013
- c. Building Inspector’s Report – December 2013
- d. Board of Directors Meeting Schedule – February 2014

177-180

181

182

183

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

10.2 COMMITTEE REPORTS

- a. **Alberni-Clayoquot Transportation Committee**
Update on Meeting with Jordyn Sturdy , MLA – January 15, 2014
(Verbal) – J. McLeman
- b. **Committee-of-the-Whole**
Meeting of January 22, 2014 (Verbal) – Chair

THAT the Board of Directors receives verbal reports a-b.

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – C. Solda
- b. Vancouver Island Regional Library - P. Cote
- c. Central West Coast Forest Society – T. Bennett
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda
- e. Alberni Valley Chamber of Commerce – C. Solda
- f. Coastal Community Network – T. Bennett/B. Irving/C. Solda
- g. West Island Woodlands Advisory Group – J. Jack/L. Banton
- h. Island Coastal Economic Trust – C. Solda
- i. Air Quality Council, Port Alberni – J. McNabb
- j. West Coast Aquatic Board – T. Bennett
- k. Association of Vancouver Island & Coastal Communities – C. Solda

l. Beaver Creek Water Advisory Committee – J. McNabb

m. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

Next Board of Directors Meeting: Wednesday, February 12, 2014, 1:30 PM



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY 8, 2014

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

DIRECTORS

Cindy Solda, Chairperson, City of Port Alberni

PRESENT:

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

Eric Geall, Electoral Area "A" (Bamfield)

Mike Kokura, Electoral Area "B" (Beaufort)

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

John McNabb, Electoral Area "E" (Beaver Creek)

Lucas Banton, Electoral Area "F" (Cherry Creek)

Jack McLeman, Councillor, City of Port Alberni

Josie Osborne, Mayor, District of Tofino

Bill Irving, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułu?if?atḥ Government

Wilfred Cootes, Observer, Uchucklesaht

REGRETS:

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

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andy Daniel, Manager of Environmental Services

Andrew McGifford, Assistant Accountant

Mike Irg, Manager of Planning and Development

Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

The Chair recognized the meeting being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the agenda be approved as circulated with the addition of the following late item: Wendy Creek Bridge.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – December 6, 2013

MOVED: Director McLeman

SECONDED: Director Bennett

THAT the minutes of the Board of Directors meeting held on December 6, 2013 be adopted.

CARRIED

b. Beaver Creek Water Advisory Committee – December 9, 2013

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on December 9, 2013 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Mr. Tim McNeil regarding Vancouver Island Transit Presentation.

Mr. McNeil provided a power point presentation regarding unlocking the value and saving the E & N Railway. The delegation answered questions from Directors.

MOVED: Director Geall

SECONDED: Director Irving

THAT the Alberni-Clayoquot Regional District Board of Directors provide a letter of endorsement in support of presenting Mr. McNeil's E & N Railway concept to the Island Corridor Foundation for its consideration at the appropriate time.

CARRIED

6. CORRESPONDENCE FOR ACTION

a. Correspondence dated November 29, 2013 from the Union of British Columbia Municipalities regarding Electoral Area Directors Meeting scheduled for February 4th and 5th, 2014 at the Radisson Hotel Vancouver Airport in Richmond, BC.

MOVED: Director McNabb

SECONDED: Director McLeman

THAT the following motion tabled at the December 6, 2013 Board meeting be lifted from the table.

CARRIED

MOVED: Director Cote

SECONDED: Director Banton

THAT the Board of Directors authorize Rural Directors that have water systems to attend the Electoral Area Directors Meeting February 4th and 5th in Richmond, BC.

MOVED: Director McNabb

SECONDED: Director Geall

THAT the main motion be amended to authorize rural directors to attend.

CARRIED

The main motion as amended was

CARRIED

8. CORRESPONDENCE FOR INFORMATION

- a. TRANSPORT CANADA**
Boating Safety Contribution Program – Success Story - SLMP
- b. ISLAND COASTAL ECONOMIC TRUST**
Planning for a New Economy in Port McNeil
- c. UNION OF BRITISH COLUMBIA MUNICIPALITIES**
The Compass – News and Information
- d. MINISTRY OF TECHNOLOGY, INNOVATION AND CITIZENS' SERVICES**
Connectivity Crisis on Vancouver Island's West Coast
- e. MINISTRY OF COMMUNITY, SPORT AND CULTURAL DEVELOPMENT**
Second Phase of Local Government Elections Reform
- f. CANADIAN RADIO-TELEVISION AND TELECOMMUNICATIONS COMMISSION**
Fees Wireless Service Providers Charge Users for 911 Services
- g. PORT ALBERNI VICTIM SERVICES SOCIETY**
Alberni-Clayoquot Regional District Grant In Aid Annual Report 2013
- h. WESTERN FOREST PRODUCTS INC.**
Managing Wood Dust to Ensure Safer Mills
- i. VANCOUVER ISLAND REGIONAL LIBRARY**
2014-2018 Adopted Financial Plan
- j. RESPONSE FROM METRO VANCOUVER REGIONAL DISTRICT TO PORT ALBERNI PORT AUTHORITY**

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

MOVED: Director Kokura
SECONDED: Director McLeman

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

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Revenue Anticipation Borrowing Bylaw.

MOVED: Director Irving
SECONDED: Director Geall

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

CARRIED

MOVED: Director Kokura
SECONDED: Director McLeman

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

CARRIED

MOVED: Director Geall
SECONDED: Director Bennett

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

CARRIED

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw
F1108 cited as “Revenue Anticipation Borrowing Bylaw No. F1108, 2014”.

CARRIED

b. Request for Decision regarding Alberni Valley Wrestling Club.

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Alberni-Clayoquot Regional District Board of Directors approves the Alberni Valley Wrestling Club grant-in-aid request for \$2,000 with the funds coming from the 2014 Region Wide Special Events budget.

CARRIED

c. Request for Decision regarding 2014 Board of Directors Schedule.

MOVED: Director Bennett

SECONDED: Director Irving

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.

CARRIED

d. Request for Decision regarding Establishing Cherry Creek Dangerous Dog Bylaw.

MOVED: Director Banton

SECONDED: Director Cote

THAT the Board of Directors give first reading to Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014".

CARRIED

MOVED: Director Banton

SECONDED: Director Bennett

THAT the Board of Directors give second reading to Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014".

CARRIED

MOVED: Director Banton

SECONDED: Director McNabb

THAT the Board of Directors give third reading to Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014".

CARRIED

e. Request for Decision regarding Board Remuneration Review Committee.

MOVED: Director McNabb
SECONDED: Director McLeman

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.

MOVED: Director Osborne
SECONDED: Director McLeman

THAT the motion be tabled.

CARRIED

MOVED: Director Osborne
SECONDED: Director Irving

THAT Regional District staff be instructed to prepare a terms of reference for an Independent Review Committee to review Bylaw A1066-1, Board Remuneration, Expenses and Benefits Bylaw, 2012.

CARRIED

f. Request for Decision regarding Finance Warrant No. 536.

MOVED: Director Kokura
SECONDED: Director McNabb

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

CARRIED

MOVED: Director Bennett
SECONDED: Director Geall

THAT the ACRD Board write a letter to the appropriate Ministry requesting Wendy Creek Bridge be considered for repairs to allow for proper flow of industrial traffic in the Salmon Beach area.

CARRIED

9. PLANNING MATTERS

a. RF13005, LPV LAND DEVELOPMENT, 5950 STRATHCONA STREET

Rezoning Application – Memorandum and Bylaw P1315.

MOVED: Director Banton
SECONDED: Director Kokura

THAT the Board of Directors receives the staff memorandum.

CARRIED

MOVED: Director Banton
SECONDED: Director Kokura

THAT Bylaw P1315, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be amended as attached.

CARRIED

MOVED: Director Banton
SECONDED: Director Bennett

THAT Bylaw P1315, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time as amended.

CARRIED

10. REPORTS

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

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Board of Directors receives this report.

CARRIED

10.1 STAFF REPORTS

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

MOVED: Director Bennett
SECONDED: Director Kokura

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

CARRIED

10.2 OTHER REPORTS

Director McLeman provided an update on the Alberni-Clayoquot Transportation Committee. Meetings have been arranged next week with the Horne Lake Cabin Owners and Jordyn Sturdy, MLA to gain support for the highway connector.

Director Banton reported on his attendance at two meetings for the disbursement of the Celebrity Basketball Game funds. The first meeting addressed the process to apply for the funds and the second was to review the applications and award the funds. A lot of the funds went to the KidsSport Program.

Director McNabb reported on a meeting he attended in Nanoose on December 9th with Andy Daniel, Manager of Environmental Services and Island Timberlands to discuss their plans for 2014. He reported on a possible opportunity of working with local small manufacturers to utilize waste wood.

Director Cote reported on her attendance at a forum on Human Biological Research at Residential Schools and in Aboriginal Communities on December 11th. Participants came from all over BC for this session.

The Chair provided an update on the Mayor's Breakfast meeting held earlier today. The guest speaker was Mayor Josie Osborne. She provided an excellent presentation on being a Mayor. The meeting was hosted by Coulson Forest Products.

MOVED: Director Osborne

SECONDED: Director Bennett

THAT the Board of Directors receive the verbal reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN-CAMERA

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the meeting be closed to the public 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.*

CARRIED

The meeting was closed to the public at 3:30 pm.

The meeting was re-opened to the public at 3:50 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

MOVED: Director McNabb

SECONDED: Director McLeman

THAT this meeting be adjourned at 3:50 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY COMMITTEE MEETING HELD ON WEDNESDAY, JANUARY 8, 2014

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

DIRECTORS

Cindy Solda, Councillor, City of Port Alberni

PRESENT:

Mike Kokura, Electoral Area "B" (Beaufort)

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

John McNabb, Electoral Area "E" (Beaver Creek)

Lucas Banton, Electoral Area "F" (Cherry Creek)

Jack McLeman, Councillor, City of Port Alberni

Eric Geall, Electoral Area "A" (Bamfield)

REGRETS:

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

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andy Daniel, Manager of Environmental Services

Andrew McGifford, Assistant Accountant

Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the in-camera portion of the meeting to order at 12:30 pm.

The Chairperson recognized the meeting being held today in the Tseshaht First Nation and Hupacasath First Nation territories.

2. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

3. RECESS TO IN-CAMERA

MOVED: Director Cote

SECONDED: Director Jack

THAT the meeting be closed to the public to discuss matters relating to the purchase or sale of land or improvements, disclosure of which the Board considers could be harmful to the Regional District's interests.

CARRIED

4. RE-OPEN MEETING

The meeting was re-opened to the public at 1:08 pm.

5. ADJOURN

MOVED: Director McNabb

SECONDED: Director McLeman

THAT this meeting be adjourned at 1:09 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



**MINUTES OF THE ALBERNI-CLAYOQUOT TRANSPORTATION COMMITTEE
MEETING HELD ON DECEMBER 18, 2013, 9:00AM**

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

MEMBERS

Jack McLeman, ACRD, Co-Chair

PRESENT:

Darren Deluca, Port Alberni Port Authority, Co-Chair

Neil Malbon, Alberni Valley Chamber of Commerce

Bob Cole, Alberni Valley Chamber of Commerce

Bill Irving, Mayor, District of Ucluelet

Mike Lang, Port Alberni Labour Council

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

Rob Cole, City of Port Alberni

Harold Frechette, Western Forest Products

Ken Watson, City of Port Alberni

GUEST:

Mike Newton, Binnie Engineering

STAFF PRESENT:

Shelli Lyle, Administrative Assistant, ACRD

Russell Dyson, CAO, ACRD

Robert Gunn, Committee Secretariat

Pat Deakin, Economic Development Manager, City of Port Alberni

1. CALL TO ORDER

The Chairperson called the meeting to order at 9:02 am.

2. APPROVAL OF AGENDA

MOVED: Rob Cole

SECONDED: Mike Lang

*THAT the agenda be approved as circulated with the following changes:
Item 6a preparation for January 15th meeting be moved to the last item
to discuss.*

CARRIED

3. ADOPTION OF MINUTES

a. Transportation Committee Meeting held July 30, 2013.

MOVED: Rob Cole

SECONDED: Bill Irving

THAT the minutes of the Transportation Committee meeting held on

July 30, 2013 be adopted with amendments.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE FOR ACTION/INFORMATION

6. REPORTS

a. Preparation for January 15th Meeting with the Parliamentary Secretary Jordan Sturdy, MLA

The meeting will take place January 15 @ 2:30 at the Coast Bastion Hotel, Nanaimo, BC in the Malahat Room 8 – 10 people. The objective will be to put us on the radar for the connector and to gain a meeting with the Minister.

Planning is underway to prepare an agenda, a briefing binder which includes letters of support, studies, business cases, etc. and a 3-5 minute video. J. McLeman and D. DeLuca to finalize invite list 8-10 members.

b. Member Updates (verbal)

D. DeLuca reported the Trade mission to China was quite successful.

P. Deakin reported the results from the business survey demonstrate merchants are unanimous in thinking a second road would improve the business environment.

R. Cole reported Island Timberlands is definitely on side and want to continue working with the committee. Their priority is the connector and want to keep selling the whole plan, road network.

L. Banton reported to Cherry Creek Improvement District supports the ring road if the road is upstream of the highway there will be no issue however if its downstream of the highway there will be some challenges, need protection built into the plan so the costs aren't on Cherry Creek residents.

R. Dyson reported the ACRD is involved with a transportation study the AC Health Network is conducting. The Health Network is trying to improve the indicators of health, their number one priority in improving health is transportation. A contractor has been hired and will be conducting interviews of all stakeholders to determine synergies and opportunities. Results will be presented in late February early March with recommendations.

D. DeLuca reported a technical review of all studies will be conducted.

K. Watson reported the Harbor Road is still in planning stages.

b. Presentation to the Comox Valley Mayors – Darren DeLuca (verbal)

D. DeLuca reported he, J. McLeman and P. Deakin attended the Comox Valley

Mayors' meeting on August 1st and delivered a presentation and gained support in principle for the proposed route

c. **PAPA Business Case Study 3 – Darren Deluca** (verbal)

D. Deluca reported a business case “Alberni Connector Highway 19 to Highway 4” -June 5, 2013 was prepared by Peter Lyle and will be released after the PAPA meeting Friday, December 20th.

e. **Vancouver Island Transportation Strategy (VITS) – Darren Deluca/Jack McLeman** (verbal)

The purpose of this strategy is to assess the condition and performance of the existing Vancouver Island transportation system, identify key improvement priorities and opportunities and develop a series of short, medium and long term deliverable and achievable transportation initiatives for implementation over the next ten years.

Concern regarding the successful proponent, who is the project director and is this going to be a fair process we need to stay on top of who is involved, is there representation from health, economic development, employers, communities, etc.

f. **Draft Transportation Committee Stakeholder and Communications Matrix**

R. Gunn will maintain the Transportation Committee Stakeholder and Communications Matrix and distribute.

MOVED: Rob Cole
SECONDED: Bill Irving

THAT the Transportation Committee receives reports a – f.

CARRIED

7. **NEW BUSINESS**

8. **NEXT MEETING**

The next Committee meeting will be at the call of the Co-Chairs.

9. **ADJOURN**

MOVED: Rob Cole
SECONDED: Bill Irving

THAT this meeting be adjourned 10:20 am.

CARRIED



PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during November and December 2013. I have included an update on policing activities thus far in 2013 and a comparator to previous years.

During the months of November and December the Port Alberni Detachment received and responded to 891 and 849 calls for service. The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during these months.

Property related offences experienced increases over the two months:

- Thefts of all types with 229 reported incidents. Many of these are crimes of opportunity and community members are encouraged to ensure that property is locked and secured. Arrests have been made and charges laid in multiple cases. It has been determined that these thefts were being committed by more than one group of individuals
- 124 incidents of mischief were reported

During November and December traffic offences were actively investigated by Detachment members.

- Traffic Collisions: 57 (39 City, 18 ACRD)
- Traffic Tickets and Warnings: November 224, December 235
- 34 criminal code driving incidents were investigated. This resulted in 17 cases where a driver was removed from the road and given a licence suspension.

December marks the end of the third quarter of the Port Alberni Detachment's Annual Performance Plan. Below is an update as to how the Detachment is progressing on the policing concerns of the ACRD.

a. Visibility and engagement

- Goal to conduct 30 high visibility patrols (boat and bicycle). Conducted 30 patrols
- Goal to attend 15 events within the community. Have attended 18

b. Controlled Drugs and Substances

- Goal to increase the solve rate by 10% bringing the total to 100 incidents of controlled drugs and substances. 79 cases solved

c. Violence in Relationships

- Goal to reduce violence in relationship files by 5% to 300 files. 181 investigated

d. Crime Reduction

- Goal to conduct 1200 curfew checks. 1184 have been conducted
- Goal to reduce mischief complaints by 5% for a total of 530 complaints. 353 investigated thus far

Next month I will present a more detailed review for the 2013 year.

Detailed Crime - 2013 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	39	36	40	39	40	56	46	50	55	29	37	42	509
Relationship Violence	6	8	9	9	9	16	4	6	10	8	4	9	98
Thefts	51	44	70	79	105	99	101	79	68	79	93	82	950
Break and enter	15	25	18	27	16	31	29	20	18	18	21	33	271
Mischief	33	37	44	45	65	64	57	65	70	44	64	60	648
Drugs	14	21	32	15	18	36	34	38	32	20	30	23	313
Provincial Traffic	88	81	84	110	98	105	132	91	89	80	78	63	1099
Criminal Code Traffic	28	18	26	29	29	35	40	14	21	20	17	16	293
Motor Vehicle Incidents	26	25	19	26	21	30	54	30	29	28	29	33	350
Calls for Service	832	774	864	877	1007	1110	1259	1148	1045	882	891	849	11538

5 Year Average

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

Insp Mac Richards
 OIC Port Alberni Detachment



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

File: 9-PD

November 27, 2013

Sent via email: rdyson@acrd.bc.ca

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

Attention: Russell Dyson, chief administrative officer

Dear Sir:

Re: 9-1-1 call answer – RCMP MOU and options analysis

Further to the rise and report motion at the November 20, 2013 in-camera meeting of the NI 9-1-1 board, this memo is confirmation that communication between the NI 9-1-1 Corporation and the 9-1-1 call answer service providers regarding the upcoming call answer options analysis has been completed. This completes the requirement set out by the board as a condition of the rise and report.

As requested by Director Solda, Jon Ambler, president and Debra Oakman, secretary of the NI 9-1-1 Corporation are available to attend the January 22nd, 2014 meeting of the Alberni-Clayoquot Regional District board to provide clarification and answer any questions your board may have.

Should you have any questions or concerns please don't hesitate to contact me via email at djoakman@comoxvalleyrd.ca or telephone at 250-334-6000.

Sincerely,

D. Oakman

Debra Oakman, CMA
Secretary

Enclosure: Option analysis scope of work

cc: W. Thompson, manager of administrative services
J. Ambler, president NI 9-1-1 Corporation
J. Hambides, Pomax

600 Comox Road, Courtenay, B.C. V9N 3P6
Telephone (250) 334-6000 • Fax No. (250) 334-4358
TOLL FREE: 1-800-331-6007

9-1-1 CALL ANSWER SUSTAINABLE SERVICE – OPTIONS ANALYSIS

Scope of Work

Project:

To analyze options and develop a recommendation for 9-1-1 call answer sustainable service delivery. The objective is to develop a recommendation and implementation plan that will ensure the sustainable service delivery of 911 call answer service for the shareholders of the North Island 9-1-1 Corporation.

Methodology:

The consultant will analyze the existing service delivery model along with other options in order to prepare a recommendation and implementation plan for the long term sustainability of 9-1-1 call answer services provided through the North Island 9-1-1 Corporation.

A long term sustainability of 9-1-1 call answer services would include, as a minimum the consideration of the following factors: no reduction to the high level of professional service delivery currently received; call answered within industry standards; most efficient; most cost effective; business continuity plans; expertise in industry knowledge;

Background:

Local government throughout the Province of British Columbia have been providing 9-1-1 call answer services throughout their regions for many years. The North Island 9-1-1 Corporation has since 1995 provided two 911 call answer functions through the use of contracted service providers.

1. 9-1-1 Primary Public Safety Answering Point (PSAP) is a function that allows the public to use a 3-digit number (namely 9-1-1, to access emergency services. The RCMP has, since 1995, provided exceptional professional service on behalf of the North Island 9-1-1 Corporation. A challenge from the beginning has been the cost related to providing the service from the perspective of the 24/7 operations and the link to federal treasury board RCMP wages. In 2013, the RCMP advised that the function of 911 PSAP is not a core function of the RCMP call and have implemented a full cost recovery model that will now include corporate administration costs. The RCMP and the North Island 9-1-1 Corporation have a memorandum of understanding (MOU) (Appendix A) in place and have recently received a letter from the RCMP proposing a new MOU. (Appendix B). In addition, the advancement of technology for the public including mobile devices, text messaging, etc is moving the 9-1-1 call answer service into an ever increasing specialized industry. Added challenges impacting costs related to abandoned 9-1-1 calls.
2. 9-1-1 Secondary Public Safety Answering Point (SSAP) being fire dispatch services is the second function offered by the North Island 9-1-1 Corporation. The City of Campbell River has, since 1995 provided exceptional professional service on behalf of the North Island 9-1-1 Corporation. The City of Campbell River and the North Island 9-1-1 Corporation have a contract in place for the delivery of the service (Appendix C).

Scope of Work:

- Conduct an options analysis for the North Island 9-1-1 Corporation to determine a recommended sustainable model for the delivery of 9-1-1 call answer services.
- Analyze the following five options to deliver 911 call answer services through the North Island 9-1-1 Corporation for the North Island 9-1-1 Corporation geographic coverage area:
 1. Continue with existing two contract service delivery model:
 - a. PSAP, (initial 911 call) – RCMP (new MOU)
 - b. SSAP, fire dispatch – City of Campbell contract
 2. Develop a stand-alone 9-1-1 Corporation Call Answer Centre service delivery model:
 - a. PSAP (initial 911 call) and b. SSAP, fire dispatch.
 3. One contract service delivery model:
 - a. PSAP (initial 911 call) and b. SSAP, fire dispatch – City of Campbell River
 4. Two contract service delivery model:
 - a. PSAP (initial 911 call) – ECOMM
 - b. SSAP, fire dispatch – City of Campbell River
 5. One contract service delivery model:
 - a. PSAP (initial 911 call) and b. SSAP, fire dispatch – ECOMM
- Analyze the following option for the delivery of 911 call answer services for the North Island 9-1-1 Corporation geographic coverage area:
 1. Dissolve the 9-1-1 Corporation and have each regional district contract with E-COMM or other service provider for
 - a. PSAP (initial 911 call)
 - b. SSAP, fire dispatch
- Prepare a report that includes the options analysis, recommendation and implementation plan.
- Present the report to the North Island 9-1-1 Corporation Board.
- Provide for the option to present the report to each of the six shareholder regional districts (Appendix D) of the North Island 9-1-1 Corporation.

Budget:

The budget allocated to this scope of work is \$20,000.00 inclusive of all applicable taxes and expenses.

Subject: FW: Request for Radiation Monitoring -- January 22nd meeting

From: s_roth61@hotmail.com

To: rdyson@acrd.bc.ca

Subject: Re: Request for Radiation Monitoring -- January 22nd meeting

Date: Mon, 6 Jan 2014 13:52:30 -0800

Attention: Russell Dyson and ACRD Board of Directors

Re: Request to monitor radiation levels in Alberni Valley

Please monitor the radiation levels in the Alberni Valley in a consistent and ongoing basis. My request is based on the following information:

1. We do not know the ACTUAL risk for Pacific Coast residents from Fukushima radiation. The information provided by Health Canada dates back to 2011. Government officials may have ignored or glossed over the potential long-term health risks and CUMULATIVE effects of radiation. Radiation Damage is Cumulative.
2. To the best of my knowledge, Alberni Valley has not been previously tested.
3. Considering that we live in a valley that is subject to inversions it is important to know this information: An inversion can lead to radiation and other contaminants being trapped close to the ground, with possible adverse effects on health.
4. On the one hand, there is fear-mongering and "we're all going to die" type hysteria all over the Internet, in particular Facebook. On the other hand, there is a tendency for governments to downplay issues in order to avoid panic.
5. Testing equipment is relatively inexpensive - $\$5,000 / 20,000 = \0.25 each ratepayer (rough costs). Ongoing monitoring could be undertaken by the Air Quality Control Committee and/or volunteers. I will provide a cost estimate for the equipment from Acklands Grainger. Please note when I requested the price quote from Acklands Grainger, the person behind the counter told me I was the third person to request information about Geiger Counters in the past four days. One of the people bought protective masks and other gear to shield themselves from radiation contamination.

Sincerely,
Susan Roth



Hover over the image to zoom in

RAE SYSTEMS

RADIATION DETECTOR

Product # CTR047-0501-000

Manufacturer # CTR047-0501-000

Multi-Gas Detectors

GammaRAE II R gamma radiation detector and dosimeter in one. Sensitive CsI scintillator for excellent search capability and fast response. Alerts first responders to radioactive threats. Continuous digital readout in Rem/hour (?R/h & mR/h) or in Sievert/hour (?Sv/h & mSv/h) and counts per second.

CATALOGUE PRICE

\$ 2,643.80 /EA

FREE SHIPPING!

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In Our Catalogue

[View Catalogue Page 2584 \(PDF\)](#)
[View other products from page 2584](#)

Product Specifications

Unit of Measure	EA
Brand Name	RAE SYSTEMS

Other Popular Terms for this Product

Detectors (393) | Radiation (3)



LGLA 2014 Leadership Forum, Feb 5-7

Jan 8, 2014

WEEK 1 (January 7, 2014) 4 WEEKS OUT...

2014 Program now Available!

Program details for the LGLA's 2014 Leadership Forum (Feb. 5-7, 2014) are now available! Click on the following link for the full line-up of speakers and panelists as well as session and event descriptions. [2014 LGLA Leadership Forum Program.](#)

Registration is available at: www.civicinfo.bc.ca/event/2014/LGLAForum.asp.

Forum Highlight #1 - You don't want to miss this year's Keynote Speaker, Emeritus Mayor of Concord, Australia and United Cities and Local Governments Asia Pacific Ambassador Peter Woods, coming all the way from Down Under to open the 2014 Leadership Forum. Get ready for an engaging, inspiring and uniquely participatory keynote address. Read more here...*Think Locally and ACT Globally.*

Forum Highlight #2 - We have a must-see plenary panel lined up for Thursday evening. Join Mike Harcourt, Jennifer Clarke and Dr. Gerald Baier of UBC's Centre for the Study of Democratic Institutions for a candid discussion of Building Public Trust in Local Government. Read more here...*Building Pubic Trust in Local Government.*

Accommodation can still be booked at the Radisson, although the special \$99 UBCM/LGLA Group Rate is now oversubscribed. Rooms are available for a secondary special rate of \$119/night on February 4th and 5th, and there is currently a waitlist for rooms on February 6th (with good possibility of getting in). Act soon to ensure you get a room onsite! (www.radisson.com/ubcm.lgla2014)

Follow Us On

- Twitter: @ubcm

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THROUGH THE LOOKING GLASS: REFLECTIONS ON LEADERSHIP

LOCAL GOVERNMENT LEADERSHIP ACADEMY
2014 LEADERSHIP FORUM
FEBRUARY 5-7, 2014
RICHMOND, BC



PROGRAM

As we enter the final year of the current electoral term, it's time to take a look at ourselves as leaders, our impact on the community, the relationships we have built, and the legacies we are leaving. Like Alice stepping through the looking glass, when we move past our reflection and look at the real implications of our public service, we may be confronted by a world that is both clear and recognizable, but also different than we expect. How does your experience over the past two years compare with your original vision of elected office or as a public servant? Have you encountered challenges you could not have foreseen? Have you achieved successes you could never have anticipated? This is your chance to look back and reflect; to share your experiences and to learn from the experiences of others. The 2014 LGLA Forum will provide an opportunity for thoughtful reflection, as well as inspiration, education, and practical tools and advice you can take with you into your post-electoral life, your campaign, your next term of office, or your continued service in local government.

Within the context of the overall conference theme, we will focus on three main topic streams: **Reflecting on the Personal, Reflecting on the Community, and Reflecting on Relationships**. Thursday will see six concurrent sessions running under these streams, with delegates having an opportunity to attend four of the six. After the Thursday concurrent sessions, there will be a fantastic evening session you will not want to miss.

To set the context, we have Peter Woods, a seasoned local government leader and exciting keynote speaker coming all the way from Down Under. His address will be followed by a brief welcome to Ken Cameron, our returning 2013 Forum Rapporteur. Next up a plenary panel of young local government leaders discussing their experiences over the current electoral term; and then a networking reception where delegates will have an opportunity to connect with old friends and extend their network of local government colleagues.

Friday the focus will be on six "Interactive Information Sessions" where our experts will provide a brief overview of their topics and then open the floor to questions, comments and discussion. Come prepared with your burning local government legal, ethics, planning, wellness, parliamentary/meeting procedure, and financial questions!

As well, we offer two early-morning clinics, one presented by the Union of BC Municipalities and the other by the Municipal Insurance Association, and a wrap-up by our Forum Rapporteur before we say our goodbyes on Friday. Please see below for program details...



THURSDAY, FEBRUARY 6TH

Early Morning Clinic (7:15-8:15 am), Union of BC Municipalities

Rise and shine for a special early morning clinic brought to you by the folks at UBCM. Details to come...

Morning Concurrent Sessions (8:30-10:00 am; repeat 10:30-noon) – Choice of Two

1) Reflecting on the Personal – Best of Both Worlds: Achieving Work-Life Balance, Joyanne Landers

Are you striving to be everything you think you should be at work and at home? If so, this workshop is for you. It will help you:

- identify solutions to bring you more balance and harmony at work and at home;
- integrate successful and fulfilling professional and personal lives; and
- develop effective strategies for coping with the time/energy balance.

Join Joyanne Landers – trainer, speaker and leadership coach extraordinaire – for an invigorating, interactive session that will provide you with practical skills, tips and workable solutions that you can implement immediately to improve your work-life balance. Joyanne presented a shorter session at the 2013 Leadership Forum to rave reviews...don't miss out on this one!

2) Reflecting on the Community – Community Outreach, Dr. Greg Halseth

Join Dr. Greg Halseth for an informative and interactive session exploring community outreach strategies through storytelling. The focus will be on the three main topic areas of youth, service provision and regional collaboration. Through these examples, Dr. Halseth will explore how people in leadership roles have mobilized citizens to resolve community development issues in a positive way, and how partnership building enables us to accomplish more than can be achieved individually. Come prepared to listen and learn, as well as to share your community's outreach stories. Greg Halseth is a Professor in the Geography Program at the University of Northern British Columbia, where he is also the Canada Research Chair in Rural and Small Town Studies and Director of UNBC's Community Development Institute. His research examines rural and small town community development, and community strategies for coping with social and economic change.

3) Reflecting on Relationships – Relationship Building, A Chief, A Chair and Two Mayors

Attend this session to learn about some unique and interesting efforts at relationship building. Mayor John Ruttan of Nanaimo will discuss his community's institution of e-Town Hall Meetings to engage and build relations with the public. Mayor Phil Kent of Duncan will discuss council relations and the establishment of a Council Code of Conduct. And Chair Edwin Grieve of the Comox Valley Regional District and Chief Rob Emerson of the Komoks First Nation will discuss local government-First Nations relationship building between their communities.

Thursday Afternoon Concurrent Sessions (1:00-2:30 pm; repeat 3:00-4:30 pm) – Choice of Two

1) Reflecting on the Personal – Finding Your Joy Spot: The Art and Science of Happiness at Work, Carol Ann Fried

What makes the human heart sing? In this multimedia, experiential, playful and applications-oriented session, learn:

- Why being happy comes first, engagement and productivity come second;
- How to reap the benefits of a positive mindset; and
- 5 habits that will dramatically increase happiness.

Based on cutting-edge research from the world of positive psychology. Laughter guaranteed. Naturally!

interest, elected official conduct, citizen conduct, etc.) and will take questions from participants in this informal, interactive session.

2) Ethics Information Session, Dr. Alberto De Feo

Join Dr. Alberto De Feo, Adjunct Professor with the Department of Political Science at UNBC and a local government practitioner since 1987, for a look at questions of ethics in local government. Bring your questions, queries and quandaries...this will be an interactive session with plenty of opportunity to discuss the ethical issues facing elected officials and staff alike.

3) Planning Information Session, Ken Cameron

Drawing on his many years of experience in local government, and particularly on his role as Metro Vancouver's Manager of Policy and Planning, Ken Cameron will give an overview of some of the top planning challenges and opportunities for BC local governments and will then open the floor to a discussion of all things related to planning at the local level.

Concurrent Interactive Information Sessions (9:45-10:45 am)

1) Wellness Information Session, Mayor Christina Bentley

Join former Wellness Coach and Golden's current Mayor Christina Bentley for an informative session on self-care for politicians. Mayor Bentley will touch on nutrition, fitness, rest and the importance of your personal life in maintaining health and well-being.

2) Parliamentary Information Session, Ian Izard, QC

Learn how to run effective Council and Board meetings and ask UBCM's official Parliamentarian your burning procedural questions.

3) Financial Information Session, Isabel Gordon

Isabel Gordon, Director of Finance for the City of North Vancouver, will cover the main points of concern relating to local government finance and will then open the floor to questions and a general discussion of financial issues.

Forum Rapporteur's Report (10:50-11:20), Ken Cameron

Ken Cameron wraps up this year's Forum with his summary of the sessions and events and his unique take on the topics, and ideas up for discussion: the perfect finale to your LGLA experience.

Forum Closing (11:20-11:30)

LGLA Chair Mayor Mary Sjostrom officially closes the 2014 Forum.

~

Updated January 7, 2014



LOCAL GOVERNMENT LEADERSHIP ACADEMY

2014 Leadership Forum

**Radisson Hotel Vancouver Airport
February 5 - 7, 2014, Richmond, BC**

Registration Information

- Location:** Radisson Hotel Vancouver Airport
8181 Cambie Road, Richmond, BC, Canada V6X 3X9
www.radisson.com/vancouverca
- Cost:** \$290 + GST
Registration fees cover the costs of the conference, the opening reception, two breakfasts, lunch on day two and refreshment breaks.
- Payment Methods:** ONLY Visa and MasterCard payments will be accepted with your online registration.
- Registration Deadline:** January 31, 2014
- Refund Policy:** Full refund if notice received 30 days before the seminar date (February 5, 2014). No refunds after that date.
- Documents:** [Forum Notice \(PDF\)](#)
- Accommodations:** Place your reservation with the hotel directly by emailing reservations@radissonvancouver.com or calling 604-276-8181 and asking for 'in-house reservations'.

Instructions

1. Complete the entire on-line form. Fields marked with * are required. Once the form is complete, click the "Register" button at the bottom of this page.
2. After clicking "Register", your registration will be confirmed.
3. After you have registered, refer to the on-screen instructions for your payment options. Payment is accepted by credit card only.

If you have questions, please contact Eydie Fraser at 250.356.5275 or efraser@lgl.ca
If you experience any difficulties with this form, please contact CivicInfo BC at 250-383-4898.

Delegate Information

*Delegate First Name:

*Surname:

*Representing:

*Position:

*Mailing Address:

*City:

*Province: ▼

*Postal Code:

*Phone: () -

Fax: () -

*E-mail Address:

List any Dietary Restrictions: None Specify:

Forum Sessions

To assist us with conference planning, please check the Sessions you plan to attend.

Wednesday, February 5, 2014.

Registration (12:30 pm - 1:30 pm)

Welcome by the LGLA (1:30 pm - 1:45 pm)

Keynote Address (1:45 pm - 3:00 pm)

Introduction of Forum Rapporteur (3:00 pm - 3:10 pm)

Break (3:10 pm - 3:30 pm)

Leaders Plenary Panel (3:30 pm - 5:00 pm)

Networking Reception (5:00 pm - 6:00 pm)

Thursday, February 6, 2014.

Breakfast (7:00 am - 8:30 am)

Early Morning Clinic (7:15 am - 8:15 am)

Morning Concurrent Session (8:30 am - 10:00 am) - CHOOSE ONE

- (1) Reflecting on the Personal - Achieving Work-Life Balance
- (2) Reflecting on the Community - Community Outreach
- (3) Reflecting on Relationships - Relationship Building

Break (10:00 am - 10:30 am)

Morning Concurrent Session (10:30 am - 12:00 pm) - CHOOSE ONE

- (1) Reflecting on the Personal - Achieving Work-Life Balance
- (2) Reflecting on the Community - Community Outreach
- (3) Reflecting on Relationships - Relationship Building

Lunch - Minister Oakes Invited to Speak (Noon - 1:00 pm)

Afternoon Concurrent Session (1:00 pm - 2:30 pm) - CHOOSE ONE

- (4) Reflecting on the Personal - Finding Your Joy Spot
- (5) Reflecting on the Community - Citizen Engagement
- (6) Reflecting on Relationships - Managing the Council/Board-CAO Relationship

Break (2:30 pm - 3:00 pm)

Afternoon Concurrent Session (3:00 pm - 4:30 pm) - CHOOSE ONE

- (4) Reflecting on the Personal - Finding Your Joy Spot
- (5) Reflecting on the Community - Citizen Engagement
- (6) Reflecting on Relationships - Managing the Council/Board-CAO Relationship

Dinner - on your own (5:00 pm - 7:00 pm)

Evening Plenary Dialogue (7:00 pm - 9:00 pm)

Friday, February 7, 2014.

Breakfast (7:30 am - 8:30 am)

Early Morning Clinic (7:15 am - 8:15 am)

Break (8:15 am - 8:30 am)

Morning Information Session (8:30 am - 9:30 am) - CHOOSE ONE

- Legal Information Session
- Ethics Information Session
- Planning Information Session

Break (9:30 am - 9:45 am)

Morning Information Session (9:45 am - 10:45 am) - CHOOSE ONE

- Wellness Information Session
- Parliamentary Information Session
- Financial Information Session

Forum Rapporteur's Report (11:00 am - 11:20 am)

Forum Closing (11:20 am - 11:30 am)

Total Fees

Forum: \$

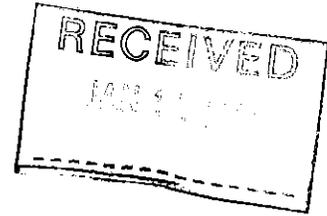
5% GST #10815 0541: \$

TOTAL PAYMENT DUE : \$

You are not officially registered until payment is received.

NOTE: If the total is not correct you may not have Javascript enabled. In order to enable Javascript, please [click here](#)





JAN 10 2014

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

Reference: 221101

Dear Chair Solda:

Re: Billboard Permit System

Thank you for your letter requesting the ministry implement a billboard permit system for all signs within 300 metres of a controlled access highway.

As you may be aware, the ministry has an active system for addressing private signs placed within provincial rights-of-way, which as a general rule are not permitted. Instead, business owners across the province, where eligible, may utilize the ministry's Service and Attraction Sign program which provides access to consistent, designated highway signage. Local ministry staff encourage business owners in their communities to take advantage of this program.

It is not the ministry's practice to address private signs on private land adjacent to our rights-of-way. Only in cases where private signs are determined by ministry staff to create a safety hazard for highway travellers do we work with the owners to ensure their signs are removed or relocated to ensure our safety concerns are resolved.

I recognize you would like to see measures taken to prevent new billboards from being erected alongside the highway leading into Port Alberni. However, as our current practice satisfies the ministry's safety requirements, the ministry will not be considering a permitting system for private billboards or other private signs on private land at this time.

...2/

If you have further questions about this matter, or if you have concerns about specific signs, please contact Renée Mouteney, the ministry's District Manager for Vancouver Island. She can be reached by telephone at 250 751-3282 or by e-mail at Renee.Mouteney@gov.bc.ca.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Stone', written over a horizontal line.

Todd G. Stone
Minister

Copy to: Renée Mouteney, District Manager
Vancouver Island District

From: Island Coastal Economic Trust [<mailto:info@islandcoastaltrust.ca>]
Sent: Tuesday, January 07, 2014 12:26 PM
To: Wendy Thomson
Subject: [Press Release] RDMW STRATEGIC PLANNING GETS GO-AHEAD



Press Release

RDMW STRATEGIC PLANNING GETS GO-AHEAD

January 7, 2014

COURTENAY – A much-needed integrated approach to regional planning can now go ahead thanks to \$25,000 of partnered funding from the Island Coastal Economic Trust (ICET).

"The Regional District of Mount Waddington is facing a decline in many resource industries, and this impacts their ability to efficiently and effectively provide services and infrastructure," said ICET Chair Phil Kent. "A comprehensive development plan helps to ensure that priority issues are addressed in a strategic, focused way."

ICET is providing \$12,500 through its Economic Development Readiness Program to match \$10,000 from the RDMW and \$2,500 contributed by Community Futures.

"By taking an integrated, region-wide approach to planning for telecommunications, internet coverage, hydro, transportation, forestry and more, we can provide the best support to communities as they undergo their own planning processes," said Dave Rushton, RDMW Chairperson. "We can focus our regional activities on the things that will have the most significant impact on local economic development."

The RDMW planning project will examine all strategic sectors in the region and develop a work plan that summarizes economic and demographic trends and identifies key infrastructure and resources that will impact future development options. The strategic plan will outline economic development tasks for each sector over the next five years.

"Developing a regional plan at the district level will be a big help in supporting our local entrepreneurs," said Community Futures of Mount Waddington General Manager David Mitchell. "Much of what needs addressing in terms of service and infrastructure stretches beyond the scope of our area

municipalities. Having a clear course of action provides a great benefit to people in this area.”

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.

-end-

For further information:

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

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

Pat English, Manager of Economic Development
Regional District of Mount Waddington
Tel. 250-956-3301
penglish@rdmw.bc.ca



Download PDF



Visit us Online at www.IslandCoastalTrust.ca

[Unsubscribe from broadcast news releases](#)

MEDIA RELEASE



Thursday, January 9, 2014

CITY OF PORT ALBERNI ON SOCIAL MEDIA

In an effort to engage our citizens and businesses more fully and to provide additional avenues for communication, the City of Port Alberni has now established a social media presence.

A small team of key staff will be monitoring our social media accounts, posting information and responding to questions as quickly as possible.

Twitter: send us tips, notifications or comments via **@cityportalberni**

Our twitter feed will be updated regularly with details regarding programs and events as well as other news

Facebook: find us at **City of Port Alberni Local Government**. Information regarding programs and initiatives will be posted here. Comments and feedback welcome.

We have also established a Facebook page specific to the upcoming five year financial planning process. Provide your comments related to the City's budget at **City of Port Alberni Budget 2014**.

Website: www.portalberni.ca

Social Media Etiquette

The City of Port Alberni encourages open dialogue and seeks honest opinions on our social media channels. However, the City reserves the right to remove offensive or inappropriate content.

##

FOR MORE INFORMATION

Theresa Kingston, Director of Corporate Services
City of Port Alberni
250-720-2506

Davina Hartwell, City Clerk
City of Port Alberni
250-720-2810

From: Welsh, Leah ENV:EX [<mailto:Leah.Welsh@gov.bc.ca>] **On Behalf Of** Dale, Alec R ENV:EX
Sent: Monday, January 13, 2014 1:53 PM
Subject: Overview and Update on the Work of the Species and Ecosystems atRisk Local Government Working Group

Happy New Year to all.

For your information, I have attached an overview and update on the work of the Species and Ecosystems at Risk (SEAR) Local Government Working Group.

For more information on the SEAR Local Government Working Group, please visit the website http://www.env.gov.bc.ca/wld/searl_gwg/ or contact Lynn Campbell, Species at Risk Biologist, Ministry of Environment, at Lynn.Campbell@gov.bc.ca.

Alec Dale

Executive Director
Ecosystems Branch
Ministry of Environment
Mailing: PO Box 9338 Stn. Prov. Govt. Victoria BC V8W 9M1
Courier: 4th Floor, 2975 Jutland Rd.
Tel: 250-387-9731
Fax: 250-387-9750
Email: alec.dale@gov.bc.ca



Reference: 200094

January 9, 2014

Dear Mayors, Regional District Chairs and Directors:

RE: Provincial and local governments working together to protect biodiversity.

I am writing to provide you with an overview and update on the work of the Species and Ecosystems at Risk (SEAR) Local Government Working Group. As you may know, this group was initiated in 2009 by the BC Ministry of Environment to work with local governments to enhance habitat protection for species and ecosystems at risk on private lands and local government lands in BC. The Ministry of Environment recognises the importance of a shared stewardship approach and the key role that local governments play in the protection of biodiversity, particularly on private lands.

An important accomplishment of the group has been the joint publication, in 2011, of the Discussion Paper [*Working Together to Protect Species at Risk: Strategies Recommended by Local Government to Improve Conservation on Municipal, Regional and Private Lands in British Columbia*](#). The Discussion Paper contains 45 recommendations from local governments for the provincial government, Union of British Columbia Municipalities (UBCM) and local governments. These recommendations were formally endorsed by the UBCM in March 2012 (see attached newsletter).

Although the Discussion Paper was a major milestone for the group, they have continued to make progress and the Ministry of Environment continues to support their work (see attached letter of support). To date, there are over 140 participants, including 24 regional districts and over 60 municipalities. The group has become a forum for communication on SEAR, providing opportunities for sharing lessons learned and encouraging networking on SEAR issues within and between regions in BC. In the words of one of the participants, Wayne Stetski, Mayor of Cranbrook, *"It's a great group dealing with an important issue"*.

This year, following one of the recommendations within the Discussion Paper, the Ministry of Environment sponsored a UBCM Community Excellence Award in the Leadership and Innovation category to highlight the great work that communities have undertaken to protect biodiversity in their regions. The award, announced at the September 2013 UBCM Convention, was presented to the District of Tofino for their contribution toward stewardship of an important mudflats ecosystem. Congratulations to Mayor Josie Osborne and all the partners who were involved with [this initiative](#).

In October of this year, the Ministry of Environment and the South Coast Conservation Program, with a grant from the Real Estate Foundation of BC, hosted the third annual SEAR Local Government Working Group Symposium in Richmond. The symposium was a great success with about 65 participants attending to discuss SEAR-related incentives and other tools to enhance habitat protection on private and local government lands. Day two included regional discussions on SEAR and a field trip to Terra Nova in Richmond.

The work of the SEAR Local Government Working group provides an excellent example of how we can work together to accomplish mutually beneficial objectives. In conclusion, I would like to encourage the continued participation of both staff and elected representatives from your jurisdiction if you are already involved, and invite you to consider joining us if your jurisdiction is not already participating.

For more information on the SEAR Local Government Working Group please visit the website http://www.env.gov.bc.ca/wld/searl_gwg/ or contact Lynn Campbell, Species at Risk Biologist, Ministry of Environment, at Lynn.Campbell@gov.bc.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Alec Dale', with a long horizontal line extending to the right.

Alec Dale
Executive Director

Attachments:

1. UBCM formal endorsement of the Discussion Paper recommendations by local governments
2. Letter of support for the SEAR LGWG from Ministry of Environment

Species at Risk: Local Government Discussion Paper

In February, UBCM reviewed the Species at Risk Local Government Working Group discussion paper, *Working Together to Protect Species at Risk*. This paper was designed to raise awareness, align resources for shared priorities, outline options for local government engagement, and identify tools for species at risk protection. The paper identifies some key concerns around local governments and species at risk protection, and offers a series of recommendations to the Province under five key strategies:

- Increase local government awareness of species at risk.
- Facilitate use of effective tools and techniques.
- Identify and collaborate on shared responsibilities.
- Conduct ecosystem mapping and encourage data sharing.
- Engage landowners in species at risk habitat protection.

Continued on page 10

ENVIRONMENT POLICY IN BRIEF

Continued from page 9

Within these strategies, there are also several recommendations that highlight what UBCM could do to help facilitate species at risk protection.

The Executive endorsed the recommendations in the paper, and will be convey to the Province the need for provincial leadership in both enacting strong species at risk protection legislation and providing the necessary resources for addressing species at risk protection; and the need for provincial monitoring of the cost incurred by local governments in implementing any of the strategies contained with the species at risk discussion paper, should local governments choose to implement said strategies.

The discussion paper is available online at <http://www.env.gov.bc.ca/wld/documents/SAR%20Paper%20January%202011%20FINAL.pdf> or you can find it on the Ministry of Environment website under Ecosystems Branch, Stewardship Information "Read the discussion paper" link.

To date, 13 regional districts and 35 municipalities have been contacted and 60 local government staff and elected officials have joined the working group. For more information please contact Lynn Campbell (250) 387-9676, Lynn.Campbell@gov.bc.ca or Jennifer Heron (604) 222-6759, Jennifer.Heron@gov.bc.ca "



Reference: 177121

September 4, 2012

To: The Species and Ecosystems at Risk Local Government Working Group Members and Associates

I would like to acknowledge the Local Government Working Group for your efforts in developing the Discussion Paper; *Working Together to Protect Species and Ecosystems at Risk: Strategies Recommended by Local Government to Improve Conservation on Municipal, Regional and Private Lands in British Columbia (BC)*.

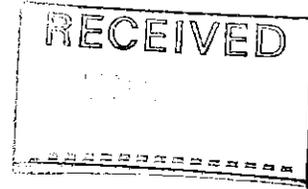
My thanks on behalf of the Province to each of the Working Group members including the support of elected officials, and the communities that you represent, for your ongoing dedication to this unique partnership between the Province, UBCM and local governments.

The Discussion Paper is an important piece of work to help the Province develop policy that is consistent with the needs of British Columbia's local governments. To this end, the paper was included as a submission as part of the background supporting materials for the Provincial Species at Risk Task Force. The recommendations from the paper will also be considered by the Province in the future planning for species at risk in BC.

I also appreciate the on-going input and engagement of local governments through the provincial Species at Risk Working Group to clarify an approach for species and ecosystems at risk protection in the context of local government and private land.

Sincerely,

Alec Dale
A\Executive Director



December 19, 2013

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

Reference: 221366

Dear Chair Solda:

Re: Thank You

I am writing to thank you for your letter of October 1, 2013, and for taking the time to meet with me at this year's annual Union of British Columbia Municipalities (UBCM) Convention. It was great to have the chance to discuss the Regional District's request to participate in the ministry's Vancouver Island Transportation Strategy, for improved local transportation access to health services in Tofino and Port Alberni.

The yearly UBCM convention is an important opportunity for our two levels of government to come together and work collaboratively on the issues that matter to British Columbians. The thoughtful dialogue and informative discussion exchanged during this event serves a vital role in giving our province's communities a clear voice on how we can make our transportation network the safest and most reliable possible.

While I am relatively new to my portfolio as Minister of Transportation and Infrastructure, it is easy to see the outstanding level of commitment our province's local representatives share in supporting the success of our local communities. I was pleased to experience firsthand the valuable role the UBCM gathering serves in promoting a strong and positive working relationship between B.C.'s elected officials. I have asked ministry staff to follow up with you directly regarding your health consultation study and how it might pertain to the ministry's Vancouver Island Transportation Strategy.

.../2

If you have further questions about this matter, or if you have concerns about specific signs, please contact Renée Mounteney, the ministry's District Manager for Vancouver Island. She can be reached by telephone at 250 751-3282 or by e-mail at Renee.Mountenay@gov.bc.ca.

Thank you again for taking the time to write.

Sincerely,

A handwritten signature in black ink, appearing to read 'Todd G. Stone', written over a horizontal line.

Todd G. Stone
Minister

Copy to: Renée Mounteney, District Manager
Vancouver Island District



Alberni Valley Hospice Society

Ty Watson House



Alberni Valley Hospice Society Ty Watson House
2649 2nd Avenue
Port Alberni, BC, V9Y 1Z8

Alberni-Clayoquot Regional District
3008 Fifth Ave
Port Alberni, V9Y 2E3

Attn: Corporate Secretary

Lenore Benedict
*Executive Director
House Manager*

Tel 250.723.4478
Fax 250.723.4471

Email
info@albernihospice.ca
www.albernihospice.ca

Board of Directors 2013 / 2014

Cole, Jan
President

Collins, Lyn
Director

Falconer, Sheena
Director

Johnson, Rhonda
Director

Oldfield, Marilyn
Director

St. Jacques, Dianne
Director

St. Jacques, Terri
Director

The Alberni Valley Hospice Society/Ty Watson House would again like to express our deep appreciation and sincere thanks to the ACRD for the \$10,000.00 Grant-In-Aid we received for the year 2013.

Part of why we requested the Grant-In-Aid was to increase the services provided by our Grief and Bereavement support program. This is a free service that we offer to the community. Through this grant we have been able to maintain the increased hours for our current Grief and Bereavement Counsellor and we are now looking at hiring another part-time counsellor as the need for this service continues to grow. We were also able to continue with the "Walk and Talk" and "Finding My Way" Grief Support Groups. The Walk and Talk group is an 8 week group facilitated by trained volunteers, and the Finding My Way support group is facilitated by the professional Bereavement Services Counsellor and is a structured 10-week program. Future plans include community outreach in the form of volunteer led drop in support (e.g. Men's coffee group, etc.). We are still working on recruiting volunteers in preparation for our "Bereavement Volunteer" training course. This is on-going.

We also offered educational workshops and presentations to educate the community on topics surrounding end of life care and grief/bereavement as well as advanced care planning; and to open up dialogue around cultural and spiritual beliefs around these topics. These workshops are offered to the community as a whole, as well as to professionals.

We would not have been able to provide these additional, and much needed services to the community without this grant. Again we would like to thank you for supporting us to continue to provide compassionate end of life care as well as bereavement and grief support.

Sincerely

Lenore Benedict
Executive Director/House Manager
Alberni Valley Hospice Society/Ty Watson House
Ph: 250-723-4481 or 250-723-4478 Fax: 250-723-4471
<http://www.albernihospice.ca>
<http://www.facebook.com/albernihospice>



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: January 22, 2014

Subject: Parcel Tax Roll Review Panel

Recommendation:

That the Board of Directors:

1. Set the date for the Parcel Tax Roll Review Panel sitting for **Tuesday, February 25, 2014, 9:00am** in the **Regional District Board Room**, located at 3008 Fifth Avenue, Port Alberni, BC;
2. Appoint two directors, one member of the Beaver Creek Advisory Committee and one alternate director to the Parcel Tax Roll Review Panel;
3. Appoint Teri Fong, CGA, Manager of Finance for the ACRD as the Collector for 2014.

Desired Outcome:

To hold a Review Panel to update the Parcel Tax Roll for 2014.

Summary:

The ACRD operates several services in which bylaws have been adopted authorizing the collection of a parcel tax. These include:

- Arena – Beaver Creek
- Arena – Cherry Creek
- Arena – Sproat Lake
- Bamfield Water System
- Beaver Creek Water System
- Sproat Lake Community Association
- South Long Beach Multi-Purpose Path
- Salmon Beach Garbage
- Salmon Beach Power
- Salmon Beach Security
- Salmon Beach Sewage
- Salmon Beach Recreation
- Salmon Beach Transportation
- Salmon Beach Water

The ACRD must prepare and authentic the parcel tax assessment roll each year before February 28th. As there are no new parcel taxes in 2014 the tax roll only requires an update but this must still be done by a Parcel Tax Roll Review Panel sitting. The Regional District is required to appoint at least three people to sit on the review panel and set the date, time and place of the sitting.

Owners of properties located in the rural areas of the ACRD will be able to view the roll after February 3, 2014 at the Regional District office in Port Alberni during regular office hours. The portion of the roll that is applicable to Electoral Area 'C' - Long Beach will also be available at the District of Ucluelet office during regular office hours.

In 2013 the finance department performed an internal audit of the Beaver Creek Water System Parcel Tax properties and found several properties that appear as though they should be subject to the water system tax. In order to comply with the Community Charter requirements for public notice, the ACRD will issue parcel tax assessment notices to these property owners in early February to notify them of their inclusion in the parcel tax roll. Due to the fact that a number of the updates involve the Beaver Creek Water System, staff recommends that at least one of the appointees is a member of the Beaver Creek Water Advisory Committee.

As per Section 205 of the Community Charter, a person may make a complaint to the parcel tax roll review panel for the following:

- a. There is an error or omission respecting a name or address on the assessment roll;
- b. There is an error or omission respecting the inclusion of a parcel;
- c. An exemption has been improperly allowed or disallowed.

In order for a request to be considered by the panel, it must be made in writing and received at the ACRD office at least 48 hours prior to the sitting of the Parcel Tax Roll Review Panel. The complaints received will be reviewed by the collector and those that qualify under the above criteria, will be added to the Parcel Tax Roll Review Panel meeting agenda for consideration by the panel. Any complaints regarding the amount of the various parcel taxes is not for consideration by the parcel tax roll review panel.

Advertisements will be placed in both the AV Times and the Westerly to notify the public of the process to update the parcel tax roll. These notices will be issued no less than 14 days prior to the panel meeting date.

Once the parcel tax roll has been authenticated by the panel members, the parcel tax data is sent electronically to the Surveyor of Taxes. The Province will then include the parcel tax on the rural property tax notices that they issue each May to all rural property owners. The Province is responsible for collection of the parcel taxes on behalf of the ACRD and remits the funds collected to the ACRD in August each year.

Time Requirements – Staff & Elected Officials:

Updating the Parcel Tax Roll does require some staff time each year based on the requirements of the Community Charter. A limited amount of elected officials' time will also be required to conduct the Review Panel sitting.

Financial:

The additional parcels added to the Beaver Creek Water System will have a positive impact on revenue and will generate approximately \$9,500 of additional capital funds. There are no other financial implications anticipated.

Policy or Legislation:

Part 7, Division 4 – Parcel Taxes of the Community Charter applies.



Submitted by: _____

Teri Fong, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



Request for Decision

To: Board of Directors
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: January 22, 2014
Subject: 2014 Committee Appointments

Recommendation:

That the Board of Directors approves the 2014 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented.

Desired Outcome

To make appointments to Regional District Committees, Outside Boards, Agencies and Commissions for 2014.

Background

In January of each year the Board of Directors make appointments to its' Committees and Outside Boards, Agencies and Commissions. The 2014 appointments have been reviewed by the Chairperson, with input from Directors and is attached for consideration by the ACRD Board of Directors.

Policy/Legislation

ACRD Policy

Financial

Directors are paid remuneration for Committee meetings which they have been appointed to by the ACRD Board as per Bylaw No. A1066, Board Remuneration & Expenses Bylaw.

Submitted by: 
Wendy Thomson, Manager of Administrative Services

Approved by: 
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District 2014 Committee Appointments

Alberni Valley Committee

- Cindy Solda, Chair
- Lucas Banton
- Jack McLeman
- John Jack
- John McNabb
- Mike Kokura
- Penny Cote
- Wilfred Cootes

Electoral Area Directors Committee

- Penny Cote, Chair
- John McNabb
- Mike Kokura,
- Lucas Banton
- Tony Bennett
- Eric Geall

AV Emergency Planning Committee

- John McNabb
- Penny Cote
- Mike Kokura
- Cindy Solda

A-C Transportation Committee

- Jack McLeman, Co-Chair
- Darren De Luca, Co-Chair, PAPA
- Lucas Banton
- Gillian Trumper, PAPA
- Bill Irving
- Neil Malbon, AV COC
- Bob Cole, AV COC
- Pat Deakin. City of PA
- Hupacasath FN Rep.
- Tshesht FN Rep.
- Mike Lang, PA Labour Council
- Scott Fraser, MLA
- Dr. James Lunney, MP
- Harold Frechette, Western Forest Products
- Justin Kumagai, Western Forest Products
- Brian Chipman, Catalyst Paper
- Randy Orr, Island Timberlands

West Coast Committee

- Tony Bennett, Chair
- Bill Irving
- Josie Osborne
- Alan McCarthy

Fisheries Resource Committee

- Bill Irving, Chair
- Cindy Solda
- Tony Bennett
- Penny Cote
- Jack McLeman
- Josie Osborne
- John Jack
- Dennis Chalmers, Province
- Don Hall, NTC
- Bill Shaw, Fisheries & Oceans Canada
- Andrew Day, WC Aquatic

Agricultural Advisory Committee

- Bill Thomson, Chair
- Mike Kokura
- Ann Collins
- Lisa Aylard
- Robert Haynes
- Vicki Lee
- John Ostrom
- Ron Emblem
- Wayne Smith
- Rosemarie Buchanan

Agriculture Development Committee

- Bob Collins
- Janice Nairne
- Guy Langlois
- Robert Haynes
- Vicki Lee
- Ann Siddall
- Bill Thomson

Salmon Beach Committee

- Tony Bennett
- Len Jerritt
- Kel Roberts
- Gina Skippen
- Jill Maibach
- Terry Graff

Bamfield Parks Commission

- Eric Geall, Chair
- Eileen Scott
- Heather Cooper
- Roger Demontigny

Beaver Creek Water Advisory Committee

- John McNabb, Chair
- Harold Carlson
- Gord Blakey
- Wayne Hasler
- Kelly Schutte
- Ron Barkley

Long Beach Airport Advisory Committee

- Bill Irving, Chair
- Alan McCarthy
- Tony Bennett
- Josie Osborne, Dist. Tofino
- Jackie Godfrey, PRNP
- Darlene Rouleau, Ucluelet Chamber
- Jennifer Steven, Tofino/Long Beach Chamber
- Moses Martin, TFN
- Charles McDiarmid, Member at Large

Sproat Lake Parks Commission

- Joe Lamoreaux, Chair
- Chris Law
- Kim Regimbal
- Ursula Henning
- Paul Andrew
- Kathy Burkowsky
- Gail Horvath
- Sabrina Zimmerman
- Brian Calendar
- Jackie Chambers
- Bob Aston
- Jo Priestland
- Terry Ketler
- Penny Cote

Bamfield Water Committee

- Eric Geall, Chair
- Max Salamon
- Linda Myres
- Mark Kelly
- Brian McKay
- Brad Anholt

Log Train Trail Advisory Committee

- Mike Kokura, Chair
- John McNabb, Alternate
- Judy Carlson
- Deb Oaks
- Linda Scobbie
- Brian Clozza
- Erica Blake

Solid Waste Plan Monitoring Advisory Committee

Alberni Valley Landfill

- Mike Kokura, Chair
- Lucas Banton
- Penny Cote
- John McNabb
- Jack McLeman
- Gary Swann
- Al McGill, Engineer
- Guy Cicon, City of PA
- Andy Daniel, Man. Env. Svs.
- Landfill Operator Rep.
- Collection Company Rep.

West Coast Landfill

- Bill Irving, Chair
- Josie Osborne
- Alan McCarthy
- Tony Bennett
- Chris Bird
- PRNP Rep.
- CAO, Dist. Tofino
- CAO, Dist. Ucluelet
- Arlene Armstrong
- Al McGill, Engineer
- Andy Daniel, Man. Env. Svs.
- Landfill Operator Rep.
- Collection Co. Rep.



**Alberni-Clayoquot Regional District
2014 Appointments to Outside Board, Agencies, Commissions**

Municipal Finance Authority

- Mike Kokura
- Lucas Banton, Alternate

West Coast Aquatic Board

- Tony Bennett
- Josie Osborne, Alternate

Barkley Salmon Working Group

- Penny Cote

Municipal Insurance Association of BC

- Mike Kokura
- Lucas Banton, Alternate

Air Quality Council

- John McNabb

Local Marine Advisory Group

- Eric Geall

West Island Woodlands Advisory Group

- John Jack
- Lucas Banton

Island Coastal Economic Trust

- Cindy Solda

E911 Corporation

- Cindy Solda
- Eric Geall, Alternate

AV Chamber of Commerce

- Cindy Solda
- John McNabb, Alternate

Vancouver Island Regional Library Board

- Penny Cote
- Eric Geall, Alternate

Vancouver Island Film Commission

- Cindy Solda
- John Jack, Alternate

AV Museum & Heritage Board

- Penny Cote
- Jack McLeman, Alternate

Coastal Communities Network

- Tony Bennett
- Bill Irving
- Cindy Solda

Central West Coast Forest Society

- Tony Bennett

Clayoquot Biosphere Trust

- Vacant

West Coast Emergency Planning

- Crystal Bolduc
- Bill Irving
- Josie Osborne

SD# 70 Liaison

- John McNabb
- John Jack, Alternate

Bamfield Harbour Authority

- Eric Geall



Administrative Memo

To: Board of Directors

From: Russell Dyson, CAO

CC: Managers

Meeting Date: Wednesday January 22, 2014

Subject: **New Personnel Policies for the ACRD**

Recommendation:

That the Board of Directors of the Alberni Clayoquot Regional District adopt new policies with respect to Alcohol in the Workplace, Attendance, Drug Use in the Workplace, Prevention of Workplace Violence, Progressive Discipline, Standards of Conduct & Conflict of Interest, Workplace Bullying & Harassment and Working Alone as presented in the CAO's report.

Desired Outcome

To establish specific policy with respect to the conduct of personnel to provide for a safe and healthy work place as prescribed by the Regional Districts Occupational Health and Safety Policy.

Background

The Board of Directors of the Regional District adopted its current occupational health and safety policy in April of 2012. The Joint Occupational Health and Safety Committee and management staff have been taking appropriate actions to implement procedures that improve health and safety in the workforce and ensure compliance with the Workers Compensation Act and its regulations and standards.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

The attached policies are required to ensure appropriate procedures and an understanding of expectations. A recent requirement of the WCA is for implementation of policy relating to bullying and harassment, the policy is one step to ensure that the ACRD complies with the standards.

Financial

New procedures will take time and effort on the part of staff. But appropriate policies help to eliminate the risk of workplace injury, reducing the risk of lost time, claims and or fines – which would otherwise exceed the time and resources to implement the required procedures.

Submitted by:



Russell Dyson, CAO



Alberni-Clayoquot Regional District

ALCOHOL IN THE WORKPLACE

Policy Issued by: Board of Directors

Date Adopted: XXXX

Date(s) Amended:

No employee shall come to work or be at work, during normal work hours or other times when required to be at work, while under the influence of alcohol, or in an impaired or “hung over” condition. This includes employees who are being paid to be on standby.

No employee shall consume alcohol while in the normal course of his or her duties. This prohibition includes meal breaks and/or rest periods.

No employee shall consume alcohol or bring alcohol on the Alberni-Clayoquot Regional District premises except for approved ACRD social functions. All approved ACRD social functions require that all liquor licensing regulations are followed.

While attending any approved functions where alcohol may be served, on or off premises, no employee shall drive after the consumption of alcohol causing impairment.

In order to support employees who wish to address issues relating to drug or alcohol consumption, the Employee Family Assistance Program (EFAP) will provide counseling and resources to assist such efforts.

1. PURPOSE

The Alberni-Clayoquot Regional District is committed to ensuring the safety of all employees and the public at large and to ensure the integrity of the ACRD.

2. SCOPE

This policy applies to all employees.

3. RESPONSIBILITY

Managers are responsible for ensuring the consistent administration of this policy.

Each individual is responsible for his or her own consumption alcohol and any resulting consequences.

If a Manager has reason to believe that an employee is intoxicated, the Manager shall take such steps as are necessary to prevent the person from causing injury.

4. DEFINITIONS

“Intoxicated” means the condition of a person who is showing signs of physical and behavioural change including the smell of alcohol on the breath, red rimmed eyes, staggering and/or aggressive or loud behaviour not typical to the person.

“Impaired” means a reduction in the performance of critical tasks due to the effects of alcohol or other drugs. Impaired also includes the after affects of alcohol use including being “hung over”. In relation to driving, it refers to both driving while your ability is impaired (driving a vehicle after consuming alcohol such that you were less able than you ordinarily would be, even to the slightest degree, to drive the vehicle with safety to yourself and to the public) and “drunk driving” (operating a motor vehicle while one’s blood alcohol content is above the legal limit set by statute). An employee who is impaired is deemed to be ‘unfit’ for work.

“Workplace” means where the employee works. This may include customer’s premises, conference locales or an employee’s car if used for business purposes during working hours.

“Temporary Suspension” for the purpose of this policy, means immediate removal from the workplace and safely escorted home.

5. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

BC Workers Compensation Act and Regulations – Part 4 (Impairment – 4.19, 4.20)

Progressive Discipline Policy & Procedure

6. PROCEDURE

In the judgment of a Manager, if an employee attends work in an impaired or “hung over” condition, the Manager shall take such steps as are necessary to prevent the person from causing injury, including placing the employee on a Temporary Suspension. Managers have a clear obligation under the WCB regulations to ensure the health, safety and welfare at work of all employees.

The Alberni-Clayoquot Regional District will periodically remind employees that consuming alcohol “on the job” or on regional district premises will not be tolerated. Employees are not permitted to consume alcoholic beverages during meal breaks or rest periods.

An employee who is discovered to be consuming alcohol while on duty, during a meal break or rest period or who reports for work intoxicated will be subject to discipline. Discipline may include a reprimand, suspension or termination.

Under some circumstances, the Alberni-Clayoquot Regional District may sponsor special events at which alcoholic beverages may be available. At such functions all individuals serving alcohol must have the Serving it Right certification and refrain from any alcohol consumption.

The Alberni-Clayoquot Regional District will arrange for alternate transportation for individuals who have consumed alcohol to the point of impairment. Such transportation may include the use of designated drivers, taxis, etc.

The Alberni-Clayoquot Regional District will call police if an employee refuses alternate transportation and it appears likely that the employee will drive while impaired.

An employee who breaches the provision of this policy is subject to discipline ranging from a warning, suspension from work without pay and up to and including termination of employment.

7. ATTACHMENTS

Notice to employees

Alberni-Clayoquot Regional District – Notice to Employees

Alcohol in the Workplace

The Alberni-Clayoquot Regional District is committed to maintaining a safe workplace. This is a responsibility that involves every employee and every Manager in the ACRD. Employees must not attend work in an intoxicated or impaired condition or consume alcohol while on duty, during meal breaks or other rest periods during the work shift. The Alberni-Clayoquot Regional District recognizes that there may be exceptions to this policy during ACRD sponsored social events. Employees and Managers are representatives of the ACRD and should act in a proper and responsible manner.

Furthermore, we require that individuals attend work sober. Employees who are “under the influence” or “hung over” make mistakes and endanger their own safety and the safety of others.

On occasion employees may be required to work outside their normal shift. This policy applies to these situations where an employee may be called in. If they have consumed alcoholic beverages or are “hung over”, they must inform their Manager and not report to work.

The primary responsibility for implementing this policy rests with each and every employee. Managers are, however, empowered to suspend employees who are visibly impaired and will arrange for an employee to safely return home. Managers are also empowered to discipline those employees who disobey this policy.

The Alberni-Clayoquot Regional District recognizes that there may be social functions where alcohol is consumed. The Alberni-Clayoquot Regional District will advise employees in advance of a function which includes the service of alcohol. No employee or guest under the age of 19 is permitted to consume alcohol during ACRD functions or on ACRD premises. There are not exceptions to this rule. Additionally, employees must arrange for alternative transportation if they are impaired. The ACRD will facilitate this process by developing a designated driver program.

The Alberni-Clayoquot Regional District also recognizes that some employees may find it difficult to conform to this policy due to alcohol dependency. Alcohol dependency is considered to be a medical condition. The ACRD will accommodate individuals who seek medical treatment for this condition, but will not tolerate employees who risk their own (and others’) health and safety by being intoxicated or impaired on the job.



Alberni-Clayoquot Regional District

ATTENDANCE

Policy Issued by: Board of Directors

Date Adopted: XXXX

Date(s) Amended:

1. POLICY

As a condition of employment, all employees are responsible for and expected to report for work, ready and able to work, at the appointed time.

When it is necessary for an employee to be absent from work, permission must be obtained from their Manager. In all cases, it is the employee's responsibility to notify the employer if s/he cannot attend to her/his duties as scheduled.

2. PURPOSE

The Alberni-Clayoquot Regional District considers regular attendance at work to be an integral part of satisfactory job performance. The ACRD also recognizes that there are many reasons for absences from work. This policy and procedure outlines expectations for employees in the event they need to be absent from work.

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

Employees are responsible for being at work on days scheduled, on time and not leaving early without authorization from their immediate Manager. Employees shall notify their Manager at the earliest possible time in the event that they are going to be absent. Employees will be expected to give reasons for any absence from work and the expected date of return. Calling in and stating only that you will not be in today is not sufficient. Failure of an employee to call in when absent can be grounds for discipline.

Managers are responsible for approving absences from work. Managers will monitor absenteeism in their department.

5. DEFINITIONS

“Absence” – an employee is absent when s/he fails to report for and remain at work as scheduled. This definition applies to time loss resulting from sickness, injury or other personal matters, and includes unauthorized absences from the job for other reasons.

Not included in this definition are pre-authorized vacations, lieu time and leaves of absences since employees have advance knowledge and permission that they are not scheduled for work.

“Lateness” is defined as not being at one’s work station at the appropriate shift starting time or the scheduled starting time after a rest period or lunch period.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

CUPE Local 118 Collective Agreement

7. PROCEDURE

Employees are required to give notice and obtain authorization for planned absences, providing as much notice as possible.

For unplanned absences, employees who are going to be unavoidably late or absent must notify their Manager as early as possible, but not later than 15 minutes after the start of the shift. If the immediate Manager is not available, another departmental Manager should be notified. An employee who is absent from work for reasons other than illness covered by a physician’s certificate must continue to notify his/her Manager on a daily basis. Late employees must report to their Manager upon arriving at work.

Employees who need to leave work early for unavoidable reasons must obtain approval from their Manager, preferably at least one day prior to the day requested.

Unless covered by other personnel policies and the collective agreements, (i.e. sick leave), absences from work will result in deduction from pay. It is the employee’s responsibility to provide, justifiable and acceptable reasons for absences.

If an employee is absent from work without notifying the Employer, s/he may be subject to discipline, up to and including termination.

In cases where employees have a history of absenteeism or where an absence of a longer duration has been advised, in order for the ACRD to provide any support available, understand the nature of the illness or injury, determine if application for LTD needs to be initiated and to make longer term plans for replacement workers, the following may be required:

1. If work duties can be affected by the injury or illness the ACRD may require attendance at a work assessment or evaluation and a signed release allowing ACRD Management to discuss/acquire medical information that affects work.

2. A detailed explanation of medical condition as it affects ability to perform job duties. Including:
 - a. Is there chronic or acute medical conditions that are affecting the ability to perform job duties or to attend work regularly? What is their nature?
 - b. What remedies have been prescribed and the schedule of treatment with who, if applicable?
 - c. What is the prognosis for complete recovery? Will there be continued issues?

3. Attendance to an assessment by an acceptable professional at ACRD expense (in cases of unusual medical situations, suspected substance abuse or mental health issues).

In addition to type of treatment information and schedule, the ACRD requires mandatory EFAP counseling for all absences that are related to stress.

8. ATTACHMENTS

None.



Alberni-Clayoquot Regional District

DRUG USE IN THE WORKPLACE

Policy Issued by: Board of Directors

Date Adopted: XXXX

Date(s) Amended:

1. POLICY

An employee shall not come to work or be at work, during normal work hours or other times when required to be at work, while under the influence of any illegal drug or impaired by any legal drug.

The manufacture, distribution, dispensation, possession or use of an illegal drug by an employee is not permitted on ACRD premises or while on the job at any worksite. This prohibition includes lunch hours and/or rest periods. The ACRD will inform appropriate law enforcement authorities of any drug-related crime that occurs in the workplace.

Violations will be subject to disciplinary procedures consistent with applicable laws, policies, regulations, and collective bargaining agreements.

An employee may possess and use a controlled substance, which is properly prescribed for her or him by a medical practitioner. Employees using such prescribed drugs are responsible to ensure that any side effects of a prescribed drug will not place themselves, other employees, the ACRD's property or the general public in danger or impact the Regional District's image and quality of service delivery. Employees using prescribed drugs must inform their Manager, so alternate work arrangements can be made, if necessary. Failure to do so could be grounds for disciplinary action.

In order to support employees who wish to address issues relating to drug use, the Employee and Family Assistance Program (EFAP) will provide counseling and resources to assist such efforts.

2. PURPOSE

The Alberni-Clayoquot Regional District is committed to provide a drug-free workplace in order to ensure a safe, healthy, and productive work environment for all employees

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

Managers are responsible for ensuring the consistent administration of this policy.

Each individual is responsible to ensure that they attend work unimpaired by drugs. If using prescribed medication that may affect their work, the employee has the obligation to inform his or her Manager.

If a Manager has reason to believe that an employee is impaired, the Manager shall take such steps as are necessary to prevent the person from causing injury and/or negatively impacting the ACRD's image.

5. DEFINITIONS

“Legal Drugs/Controlled Substance” means the use of any legally-obtained drug to the point where such use adversely affects the employee's job performance, is prohibited. This prohibition covers arriving on ACRD premises under the effects of any drug which adversely affects job performance, including drugs prescribed by a doctor. Where physician-directed use of drugs might seriously hinder job performance, it is in the best interest of the employee, co-workers, and the ACRD that Managers are informed so that accommodations can be made or that sick leave is used.

“Illegal drugs” include drugs which are not legally obtainable and drugs which are legally obtainable but have been obtained illegally. The sale, purchase, transfer, use, or possession of illegal drugs as defined above, by employees on ACRD premises or while on ACRD business is prohibited. Arriving at work under the influence of any drug is also prohibited. This prohibition applies to all forms of narcotics, depressants, stimulants, or hallucinogens whose sale, purchase, transfer, use, or possession is prohibited or restricted by law.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

BC Workers Compensation Act and Regulations – Part 4 (Impairment – 4.19, 4.20)

Progressive Discipline Policy and Procedure

7. PROCEDURE

If it is thought that an employee's performance may be impaired due to the influence of drugs, the employee must be removed from their work immediately, including placing the employee on a Temporary Suspension. Managers have a clear obligation under the WCB regulations to ensure the health, safety and welfare at work of all employees.

Managers must note any change in an employee's work performance that may be due to drug use issues. In most cases Managers may not have appropriate qualifications or training to diagnose an employee who is affected by drugs in the workplace, however they should be able to identify diminished or impaired work performance.

Performance, attendance or behavioural problems must be followed up on utilizing the progressive discipline policy and procedures.

Occasionally it may be appropriate for an employee to seek advice or treatment for any problem they might identify with respect to drug use. Such a decision will rest with the employee. However, in certain circumstances it may be appropriate for the ACRD to formally initiate a particular action to remedy an issue that might have, or has the potential to have, an impact on the workplace.

8. ATTACHMENTS

None



Alberni-Clayoquot Regional District

PREVENTION OF WORKPLACE VIOLENCE

Policy Issued by: Board of Directors
Date Adopted: XXXX
Date(s) Amended:

1. POLICY

The Alberni-Clayoquot Regional District is committed to ensuring that every worker has the right to a workplace that is free of violence.

The Alberni-Clayoquot Regional District does not tolerate violence or unacceptable behaviours in the workplace perpetrated by or against employees, customers, or other third parties. In the event of a violent incident or unacceptable behaviour perpetrated by an employee, the Alberni-Clayoquot Regional District will act to severely discipline the employee, up to and including discharge for cause.

The Alberni-Clayoquot Regional District will establish programs and procedures to reduce the risk of violence and unacceptable behaviour in the workplace. All employees are expected to be aware of and participate in such programs and procedures, as required.

A copy of this policy will be provided to each new employee as part of the Alberni-Clayoquot Regional District's hiring and orientation process.

2. PURPOSE

The Alberni-Clayoquot Regional District is committed to ensuring a safe workplace for all employees and to meeting all legislative requirements under the WCB. The purpose of this policy is to establish procedures to minimize and/or prevent violence and unacceptable behaviour in the workplace and to foster the safety and security of Alberni-Clayoquot Regional employees, customers and visitors to our work sites.

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

Management

The Alberni-Clayoquot Regional District is responsible for eliminating or minimizing the risk of violence by ensuring that appropriate practices are in place to prevent violence and deal with incidents of violence. Specifically, Managers will:

- Maintain the workplace violence prevention program
- Ensure violence risk assessments are conducted and documented
- Ensure site specific violence prevention plans are in place
- Ensure that employees are trained.
- Ensure that violent incidents are investigated
- Evaluate the effectiveness of corrective action

The CAO will work with all Department Heads and the Occupational Health and Safety Officer to ensure that the program is implemented and that all staff are trained in the Program.

Managers are responsible for assessing the risk of violence to employees in their jurisdiction, minimizing those risks where necessary or reasonably possible and informing any affected employees of such risk or potential risk.

Managers are responsible for ensuring employees are trained to:

- Recognize the potential for violence;
- Follow the procedures and policies developed to minimize risk;
- Respond to incidents appropriately; and
- Report and document such incidents.
- Know how to summon help and/or first aid

Managers are responsible for tracking and reporting risks of violence, incidents of violence, and close calls to the CAO and the Safety Committee, according to the time lines set out in the procedures. The Violent Incident Report Form shown in Attachment B of this policy is used for this purpose.

Managers are responsible for ensuring proper medical care is provided for anyone involved in an incident and for securing the safety of employees, before investigating the incident or taking reports.

Managers are responsible for co-operating with police or other authorities as required during any investigation related to workplace violence.

Employees

All employees are also encouraged to report unsafe conditions and activities that may lead to potentially hostile situations and to work positively and cooperatively toward the prevention of workplace violence. Specifically, employees are:

- responsible for following all established procedures for prevention of workplace violence.
- responsible for informing their Manager of any violence, potential risk of violence or unacceptable behaviour they may experience or witness. This includes issues in the employee's non-work life that may impact on the employee's or his or her co-worker's safety.
- responsible for reporting to their Managers any incidents of violence or close calls, according to the procedures set out in this policy.
- responsible for attending any training or information sessions provided by the employer to reduce violence or risks of violence.
- expected to co-operate with the police or other authorities as required during any investigation related to workplace violence.
- not to engage in or encourage confrontation

Safety Committees – CUPE

The Safety Committees will also assist management and Managers in the implementation of all facets of the Prevention of Workplace Violence Program, including assisting with the completing of violence risk assessments.

A representative of the Committee will participate in the investigation of violent incidents.

The Safety Committee will review all violent incident reports at monthly meetings. The Committee will make recommendations to management on possible solutions and corrective action as a result of the investigations and assessments.

Occupation Health and Safety Officer

The Occupation Health and Safety Officer will develop and coordinate the Prevention of Workplace Violence Program for implementation by all departments. The Officer will also conduct an annual review of the Prevention of Workplace Violence Program.

5. DEFINITIONS

“Violence” as defined by Workers Compensation Board, Section 4.27, means the attempted or actual exercise by a person, other than a worker, of any physical force so as to cause injury to a worker, and includes threatening statement or behaviour which gives a worker reasonable cause to believe that he or she is at risk of injury.

The definition of violence under this policy also includes Workers Compensation Board, Section 4.24 (Workplace Conduct) definition of “improper activity or behaviour” which includes the attempted or actual exercise by a worker towards another worker of any physical force so as to cause injury, and includes threatening statement or behaviour which gives the worker reasonable cause to believe he or she is at risk of injury. Note: Worker means a worker as defined under the Workers Compensation Act, and includes a Manager or other representative of the employer.

In addition to the WCB regulations and definition, the Alberni-Clayoquot Regional District Violence Prevention program definition also includes: unacceptable behaviour as defined below and also includes any incident in which

- an employee is threatened or assaulted on company premises or in circumstances relating to the employees executing his or her job duties;
- a client or customer to the workplace is threatened or assaulted on company premises; or
- an employee threatens or assaults a customer, co-worker or other individual in circumstances relating to the employee’s execution of his or her duties.

“Workplace” means in or on the property of the Alberni-Clayoquot Regional District, or away from Alberni-Clayoquot Regional District property if the employee is engaged in work-related activities.

“Unacceptable Behaviour” means physically or psychologically aggressive behaviours including, but not limited to:

- hitting, kicking, punching, pushing, shoving, slapping, pinching, grabbing, biting
- carrying or brandishing weapons of any sort
- throwing objects at an individual with a view to cause physical injury or fear
- destruction of workplace or co-workers’ property
- threats of violence
- intimidating behaviour that causes the recipient to have a fear of physical violence
- obscene or harassing phone calls

“Close Calls” means incidents which did not result in actual physical harm but, except for circumstance, had the potential to result in physical harm.

“Minor Incident” means an incident in which no one is physically harmed in any way and which was resolved through employee or Managery mediation.

“Serious Incident” means an incident in which someone was physically harmed or threatened (whether requiring medical attention or not), or which continued or escalated after Managery mediation.

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

BC Workers Compensation Act and Regulations – Sections 4.24 to 4.26 and 4.278 to 4.31

Criminal Code of Canada

Collective Agreement – CUPE Local 118 – 30.01 Safety Committee; 30.02 Investigation

PAFFA Local 1667 – Policy – Safety Committee

Alberni-Clayoquot Regional District – Workplace Harassment

Alberni-Clayoquot Regional District – Progressive Discipline

7. PROCEDURE

Risk Assessments

The Department Head, in conjunction the CAO and OHS Officer will initiate a process to involve Managers and employees in assessing the risk of violence in the department and work environment on a periodic basis. The process, outlined in Attachment A, will include taking actions to remove as many risks as can be reasonably removed and instructing employees to recognize risk. The risk assessment will be reviewed at least annually.

Managers are responsible for ensuring that all newly hired employees receive a copy of this policy and review it during that employee's orientation process.

Reporting and Investigating Violent Incidents

Each and every incident of violence in the workplace will be reported immediately to the Manager, utilizing the Violent Incident Report Form (Attachment B). The Manager will investigate the incident immediately. The Violent Incident Investigation Checklist (Attachment C) will be used to ensure proper investigation of any reported violent incident.

The Manager will immediately make the appropriate inquiries of the victim and/or witness to determine if the incident is minor or serious.

If the incident is minor:

- The Manager will determine if mediation is appropriate and if so, mediate or arrange for mediation of the situation;
- Conduct the appropriate investigation immediately; and
- Within twenty-four (24) hours, write a report outlining the details, facts and witnesses of the incident and submit the report to the Manager of Human Resources and the Safety Committee (Occupational Health and Safety Officer).

- If the assailant is an employee, the Manager shall apply appropriate disciplinary measures based on the facts of the incident and the employee's employment record, consistent with the Regional District's Progressive Discipline policy.

If the incident is serious:

- The Manager must first ensure the safety of employees and him/herself;
- Ensure proper medical treatment is provided or sent for;
- Contact the authorities as soon as possible (Police, where appropriate), to report the incident;
- Contact the CAO as soon as possible to assess who should be involved in the investigation;
- Conduct a thorough investigation, keeping detailed notes of facts, times, witnesses, and witness accounts;
- Within 24 hours after the completion of the investigation write and submit a detailed report of the incident to the CAO, the Safety Committee, and any other parties required by law.
- Consult with the CAO regarding any disciplinary action to be applied.

8. ATTACHMENTS

Attachment A – Violence Prevention Process

Attachment B – Violent Incident Report Form

Attachment C – Violent Incident Investigation Checklist

Attachment A**Violence Prevention Program**

Source: British Columbia Municipal Safety Association

Violence Prevention Process

There are eight steps in the violence prevention process:

1. Involve the Joint Occupational Health and Safety Committees
2. Identify a hazard through risk assessment or reports of incidents
3. Rate the severity of the risk as low, moderate or high
4. Identify possible solutions that will eliminate or minimize the risk
5. Choose the most appropriate solution
6. Implement the solution
7. Instruct workers on the procedures or work assignments that have been implemented
8. Document the process

Safety Committee Consultation Process

The Safety Committee has an important role to play in the violence prevention program. When risk assessments are first completed, they will be completed jointly with the Committee.

Once hazards have been identified and risks assessed, the Committee will be involved in the review of possible solutions. The Committee will make recommendations to management on the most effective and practical solutions to the problem of violence prevention.

A Committee member will be involved in the investigation of violent incidents and the proposal of corrective actions. Once again, their recommendations will be forwarded to management and reviewed at the Safety meetings. The committee members will be informed of all of the procedures that are in place to eliminate or minimize the risk of violence and the support systems that are in place for employees who have been victims of incidents of violence.

Reporting Incidents of Violence

Whenever employees have cause to believe that they are at risk, including close calls, they must report the incident using the Violent Incident Report Form.

Violence Hazard Identification and Risk Assessment

Each department of the Regional District of Alberni Clayoquot must perform a violence risk assessment to determine the risk of violence to staff. Typical risks may include, but are not limited to:

- Working alone in the reception area

- Dealing with irate or hostile members of the public
- Telephone threats
- Traveling to various worksites
- Working alone
- Dealing with intoxicated members of the public
- Risk of assault
- Bomb threats
- Handing cash
- Enforcing bylaws
- Traffic control

Managers, with other trained employees (members of the Safety Committee) and with affected employees, will perform hazard identifications and risk assessments on the risks of potential violence. This assessment will utilize workplace history of violence to:

- Identify hazards that present the possibility of violence.
- Determine the level of risks to workers.
- Determine the potential solution that can be put in place.

Forms for the Hazard identification and risk assessments are included in Appendix 1, 2 and 3.

Note: The Manager may elect not to be involved in the actual assessment but must ensure the process is completed.

The risk assessment will be forwarded to the Occupational Health and Safety Officer and CAO for review so that the recommended solutions can be forwarded to management and be implemented.

Eliminating or Minimizing Risk

When it is impossible to eliminate the risk of violence, we must try to minimize the risk. This is done through policies, procedures and work place arrangements.

A form to list possible violence prevent procedures is found in Appendix 4. A list of violence control procedures can be found in Appendix 5. When minimizing the risk it is important to follow a hierarchy of solutions:

1. Eliminate

First, look at the possibility of eliminating the task completely.

2. Substitute

If elimination is not possible, try to substitute either a different procedure or changes to the procedure in order to minimize the risk. For example, a typical substitution might be to hire security guards to accompany the worker transporting cash after hours. For building inspections, a substitution might require developing a procedure to reduce confrontational interactions by the use of telephone or mail procedures.

3. Engineer

If it is not possible to substitute, try to implement engineering controls. These include technological changes as well as guards, barriers, changes to counter heights, etc.

4. Administer

If engineering controls cannot solve the problem, the next possible solution is administrative controls. Administrative controls include changes to the way the staff are scheduled and located.

5. Personal protective equipment

Finally, look at personal protective equipment. This includes the use of things such as Kevlar vests for police officers.

Implementation

When the most appropriate solution has been identified, it must be implemented. The violence hazard, the risk of injury and the appropriate corrective action are documented. The form in Appendix 4 can be used for this purpose.

The proposed policy, procedure or work arrangement is forwarded to the Safety Committee and then to management for their review and approval. Once approved, the procedure will be implemented, and a copy of the completed procedure will be maintained in Attachment D as part of this policy.

Informing and Instructing Workers

It is very important for managers to ensure that all workers be aware of the risk of violence in the workplace. The results of violence hazard identification and risk assessments will be shared with all affected workers. In particular, knowledge about the existence of potentially violent customers must be shared with all workers who may be affected. Any client with a history of violence must be identified for staff that may come in contact with the individual. It is important to remember that it is very difficult for staff to identify potentially violent customers in absence of a photograph or detailed description.

Whenever possible, detailed descriptions of potentially violent customers will be developed and circulated to staff. As well, there is a system in place to flag files of potentially violent customers.

Response to Violence

The Alberni-Clayoquot Regional District has a zero tolerance for violence against employees and customers. If an employee is involved in a violent incident the first step is to inform the assailant that the behaviour is not acceptable. Employees should follow effective defusing techniques and violence prevention techniques. All employees are encouraged to call the police whenever they feel a situation is threatening to escalate to violence.

Post Incident Follow-Up

Managers will ensure that there is counseling for affected employees. This will include referral to medical services, as well as referral to the Employee and Family Assistance Program.

Managers will complete an incident investigation, with a member of the Safety Committee, to determine the causes of the incident and the procedures that can be put in place to prevent recurrence.

The incident report will be forwarded to the CAO and the Occupational Health and Safety Officer to ensure that they are aware of the facts of the case and that they can make recommendations to management on how to prevent the recurrence.

Any incidents of violence will be the subject of crew talks/staff meetings. All employees will have an opportunity to review the violent incident. The Safety Committee will solicit input from employees regarding any concerns that have not been addressed by the violence prevention recommendations.

Training Requirements

All employees at risk of workplace violence will be trained in the policies, procedures and work arrangements and violence response necessary to eliminate or minimize the risk of violence.

Performance Objectives – the goal of all training will be to ensure that employees are aware of:

- How to recognize potential violence
- Preventative measures that are in place at the worksite(s)
- Appropriate responses to potentially violent situations
- How to get assistance in the event of a violent incident, including how to summon first aid
- How to report violent incidents
- The support systems in place in case of violent incidents, and how to access them

Program Maintenance

The violence prevention procedures must be reviewed whenever a report of an incident of violence is investigated.

The violence prevention program must be reviewed whenever there is a change in the situation at the workplace that might result in an increased risk of violence to workers. Risk assessments must be reviewed whenever there is a significant change in job procedures or duties that would affect the risk of violence.

The reviews will be initiated by the CAO and the Occupational Health and Safety Officer.

Appendix 1 – Hazard Identification and Risk Assessment Overview

These instructions and worksheets are designed to help you determine whether or not a risk of violence to employees exists within the Alberni-Clayoquot Regional District. The worksheets will first take the user through identification of possible hazards. Once the hazards are identified for an individual employee or group of employees, the risk can be identified. Once the risk is identified, it can be assessed as to its severity.

From here decisions can be made as to the best method for correcting or minimizing the risk. Appendix 5 gives a list of typical procedures that may be helpful to brainstorm solutions.

Finally, determine the priority for potential risks and possible corrective actions.

Document the proposed corrective action using the form in Appendix 4 and forward it to the Occupational Health and Safety Officer and CAO for implementation.

How to complete the Risk Assessment Worksheet

Identify at the top of the form, the employee or employees whose risk of violence is being assessed.

Use knowledge of the workplace, statistics from other workplaces, hazards related to the location of the workplace and the circumstances of the workplace to identify specific risks of the task or procedure or job position.

For each of the hazards and examples listed in Column A and Column B, list the threat or violence that could occur in the workplace in Column C.

Ask the question:

Has violence happened in this workplace as a result of this hazard?

Look at first aid records and violence reports. Talk to employees about their experiences. Ask about the number and severity of the incidents.

Ask the question:

Does the location of the workplace and this hazard cause a risk of injury?

Is there something about your location that increases the risk of violence? Consider the access to the building and parking, customers of adjoining buildings or offices, street people, location of liquor stores and bars, isolation at night, lack of street lighting, and police reports of violence in the area.

Finally, ask the question:

Do the circumstances of the workplace and this hazard cause a risk of injury?

Consider the organization in terms of isolation of front line workers, staff scheduling, requirements to work alone and procedures to check on others. Consider the age and gender of workers. Consider the types of customers. Consider the layout of the workplace in terms of sight lines between workers and the ability to monitor interview rooms. Consider décor, furniture, barriers and fences, lighting, glass partitions, and hiding places for assailants.

Once the risk of threat or injury has been identified, turn to Appendix 3 and establish the scores under each of the headings for Consequence, Exposure, and Likelihood.

Multiple the scores from Column D, E, and F to determine a risk score. Enter the risk score in Column G. For values of lower than 1 the risk is acceptable. Between 1 and 100, the score indicates potential problems that must be examined. Between 100 and 250, the score indicates problems that must be corrected. Scores higher than 250 indicate a problem that must be dealt with immediately.

Evaluation

Based on the outcome of the risk assessment and the risk score for each identified hazard, priorities can be set for dealing with the hazards.

Solutions

Now it is time to brainstorm solutions, beginning with the issues with the highest risk score. You want to determine the practicality of the solution. Solutions should be addressed in the following order:

- Eliminate
- Substitute
- Engineering Controls
- Administrative Controls
- Personal Protective Equipment.

Evaluate each of the solutions based on cost, effectiveness and negative impacts to other programs in the organization.

Appendix 2 – Risk Assessment Worksheet for Violence

Worksite		Completed by:		Date:		
Individual or Group of Employees affected						
(A)	(B)	(C)	(D)	(E)	(F)	(G)
Nature of threat or violence	Threat or violence resulting from:	Probable violence that could happen in this, or similar workplace due to location or circumstances	Consequence	Exposure	Likelihood	Risk Score
Rebellion against authority	Managery duties, traffic control, Bylaw enforcement, parking control, incarceration					
Against the organization	Bomb threats, phone threats, security breaches					
Against a representative of the organization	Reception and counter interaction, meter reading, building inspection, service representatives					

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Against individuals	Alcohol and drugs, harassment, stalking, travel					
Opportunistic	Working at night, walking to parking, access to washrooms, working alone, robbery, working with cash					
Other						

Appendix 3 – Violence Rating Score

Consequences	
<i>Degree of severity of consequences</i>	<i>Rating</i>
Catastrophic: numerous fatalities	100
Several fatalities	75
Fatality	50
Extremely serious injury or occupational disease (permanent injury)	30
Disabling injuries, reversible tissue damage, post traumatic stress	10
Minor cuts, bruises, irritations, minor damage, feeling of intimidation	2
Exposure	
<i>The hazard event occurs:</i>	<i>Rating</i>
Continuously (or many times daily)	10
Frequently (approximately once daily)	6
Usually (from once per week to once per day)	3
Occasionally (from once per month to once per year)	2
Rarely (it has been known to happen)	1
Very rarely (not known to have occurred but considered remotely possible)	0.5
Likelihood	
<i>The likelihood of violence or threat of violence, including the consequences:</i>	<i>Rating</i>
It is most likely and expected result if no changes are made.	10
Is quite possible, would not be unusual, has an even 50/50 chance	6
Would be an unusual sequence or coincidence	3

Would be a remotely possible coincidence, it has been known to happen	1
Extremely remote but conceivably possible, has never happened after many years of exposure	0.5
Practically impossible sequence or coincidence, a "one in a million" chance, has never happened in spite of exposure over many years	0.1
Risk Score	
<i>Consequences x Exposure x Likelihood</i>	Score
High – must be corrected immediately	>250
Medium – must be corrected	101-250
Low – Indicator – situation must be examined and may have to be corrected	1-100
Risk Acceptable – no change required	<1

Total Risk Chart

Low			Medium					High			
20	50	90	125	150	175	200	225	250	350	450	750

Appendix 4 - Procedures for Preventing Violence in the Workplace

Hazard Identified:			
Level of Risk:	High	Medium	Low
Corrective Actions:	(List the actions that will be taken to prevent violence in the workplace. See Appendix 5 for examples of typical violence control procedures)		

ACRD Prevention of Workplace Violence, 2013

Approved by:

Date:

Appendix 5 – Typical Violence Control Procedures

Elimination:

- Utilize professional services for high-risk tasks such as transportation of cash
- Restrict the access of violent customers
- Move parked vehicles to front door if working late
- If staff discover a break-in prior to entering the building they are not to enter
- Do not interview customers in the office alone after office hours
- Do not stop a customer from leaving the office during or after a violent incident

Substitute:

- Interview customers with the door open
- Arrange seating so physical barriers or the customer do not impede the employees' exit
- Ensure receptionist is not left alone in the administration area
- Hire security guards to accompany employees who transport cash after hours
- Reduce confrontational incidents by using telephone or mail

Engineering Controls:

- Raise counters
- Make counters wider
- Ensure all non-public access doors are locked
- Place gates to restrict public access into the office
- Use signage to inform customers where public access is restricted
- Install panic buttons or office alarm systems
- Remove any implements on the counter that could be used as a weapon
- Pre-program your phone to local 911
- Install good outside lighting
- Ensure windows are not obscured
- Trim hedges/trees to eliminate hiding places

Administrative Controls:

- Check security of wash rooms prior to end of workday
- Establish a code word and emergency response in the case of a difficult customer
- Ensure all staff is alerted to a customer or family with a history of violence or threats
- Serve clients as quickly as possible and acknowledge those who have been waiting
- Do not take threatening customers into the office
- Do not sit with your back to the main office door
- If you encounter someone unfamiliar at the workplace, ask them to identify themselves
- If you encounter someone unfamiliar after hours, do challenge them and leave immediately
- Set up a business watch program with neighbouring businesses
- Work in pairs when dealing with a difficult customer
- Do not send a customer into the office area of lunchroom unescorted or unannounced
- Establish the procedure to follow if someone sees a member of the public with a weapon
- Train traffic control persons in how to diffuse hostility

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- Establish two person patrols when hazardous situations may be encountered
- Examine gender specific concerns for after hours work
- Establish a call in system for park attendants or persons working in parks

Violent Incident Report Form

Name:	
Job Title:	Department:
Date of Incident:	Time of Incident:
Type of Incident: <input type="checkbox"/> Physical <input type="checkbox"/> Verbal <input type="checkbox"/> Other (please explain):	
Description of Incident:	
Location of Incident:	
Medical Attention required (Please explain):	
Police Called: <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, give details:	

Reported to Manager <input type="checkbox"/> No <input type="checkbox"/> Yes Name of Manager:			
Assailant Information			
<input type="checkbox"/> Employee <input type="checkbox"/> Customer <input type="checkbox"/> Ex-Employee <input type="checkbox"/> Other Please specify			
Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Name (if known)		
Age:	Height:	Weight:	Complexion:
Other distinguishing marks:			
Vehicle description (if any)			
Other Information			

<p>Has the assailant been involved in any previous incidents with employees? If yes, provide details.</p>	
<p>What were the working conditions? (E.g. other employees at worksite, # of customers, etc.)</p>	
Names of Witnesses:	Phone #:
<p>Please provide any other information you think is relevant:</p>	
Date:	Signature:

Investigation conducted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of investigators

Attachment C**Violent Incident Investigation Checklist**

Use this check list for violent incident investigations to ensure all aspects of the accident have been reviewed. Prepare an Incident Report based on your findings.

- Names, addresses, telephone numbers of complainants, assailants and witnesses
- Occupation of complainants, assailants and witnesses
- Date and time of incident
- Date of time of incident reported to employer
- Exact location of incident
- Exact location of complainants, assailants and witnesses
- Activities of complainants, assailants and witnesses before, during and after incident
- Statements of witnesses and their locations
- Detailed explanation of events in order of sequence of occurrence
- Complainants account of events
- Description of assailant(s)
- Description of any vehicles involved in the incident
- Assailant's account of the events
- What participants said and did immediately before and after the incident
- Physical conditions of the work environment at the time of the incident
- Assailant's physical and mental state prior to and at the time of the incident
- Unusual activity that may have contributed to incident
- Substance use or abuse
- Relationship between complainant and assailant, if any

ACRD Prevention of Workplace Violence, 2013

- Investigator's relationship to complainant and assailant, if any
- Photographs of incident site
- Diagram of incident site, location of injured employee and witnesses



Alberni-Clayoquot Regional District

PROGRESSIVE DISCIPLINE

Policy Issued by: Board of Directors

Date Adopted: XXXX

Date(s) Amended:

1. POLICY

The Alberni-Clayoquot Regional District believes that all of their employees want to, and will, do a good job if they know what is required to perform their job properly. Reasonable rules concerning personal conduct of employees are necessary if the ACRD is to function safely and efficiently. The purpose of these rules is not to restrict the rights of anyone, but rather to help people work together harmoniously according to the standards the ACRD has established for efficient and courteous service to the public.

It is the policy of the Alberni-Clayoquot Regional District to be patient and fair in the administration of its employees, and to encourage employees to exercise self-discipline at all times in their conduct and performance. However, repeated, willful or inexcusable breaches of policies, standard operating procedures or normal business practices are not acceptable and shall be dealt with in accordance with the provisions of this policy.

Depending on the severity of the concern and the number of past occurrences, disciplinary action may call for any of three corrective steps – written warning, suspension with or without pay, or termination of employment. Except for termination of employment, any step of the disciplinary process may be repeated more than once, if necessary. Management reserves the right to bypass disciplinary steps and base its disciplinary action on the severity, frequency or combination of infractions when circumstances warrant immediate action.

In the course of managing employees, Managers will engage in informal coaching/letters of expectation. The use of coaching is not discipline and is intended to assist the employee in improving behaviour and work performance.

The CAO must be consulted on all matters of discipline.

2. PURPOSE

The purpose of the policy is to provide a consistent and fair approach to resolving problems that may arise in the workplace. The purpose of the progressive discipline system is to give the employee an opportunity to correct employment problems that may arise, rather than to punish the employee.

Any employee engaging in a serious offense, such as theft, insubordination, violent behaviour, possession of illegal drugs or abuse of alcohol at the workplace, etc. will be subject to immediate suspension and/or termination.

3. SCOPE

This policy applies to all employees

4. RESPONSIBILITY

Employees are responsible for performing their work in a competent manner and displaying behaviour and conduct that is consistent with our policies and procedures.

Managers are responsible for training and coaching employees to understand the expectations of the Alberni-Clayoquot Regional District and the improvements that are necessary to achieve the desired work standard and/or behaviour.

5. DEFINITIONS

None

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

Collective Agreement – CUPE Local 118

7. PROCEDURE

Discipline may be administered at any time when an incident or developing pattern of unacceptable behaviour creates a concern for the Manager. Corrective action may be administered in the form of informal coaching and letters of expectation. If informal methods do not result in a change in performance/behaviour, discipline will be pursued.

a. Investigation

Any disciplinary action must be preceded by a thorough investigation to ensure that any action taken is accurately documented. In certain circumstances, however, employees may be immediately suspended pending the completion of the investigation. Written notes of the investigation are required to be forwarded to the CAO for recording.

b. Interview

The interview must be conducted confidentially, in the presence of a mandatory Union and another management representative. The employee must be informed of the offence being investigated and be given a chance to explain his/her conduct. An account of the interview must be written factually and objectively. The employee will be requested to sign any statements made which are produced at this time.

c. Action

After reviewing all evidence and investigating any discrepancies between the results of the interview and the initial investigation, Managers, after consultation with the CAO, must ensure that proper disciplinary action is taken. In deciding the type of disciplinary action to be taken, consideration should be given to the following factors:

- Severity of the offence
- Past record of the employee
- Repetitive nature of the offences
- Circumstances surrounding the incident including the stated intent of the employee and mitigating factors.

Note: Managers must have a Union representative present when advising an employee of discipline to be taken.

d. Documentation

Managers will document all disciplinary actions. This documentation will be forwarded to the CAO and become a permanent record in the employee's confidential personnel file. Should a challenge arise regarding disciplinary action, the documentation may be used in the ensuing grievance proceeding or arbitration.

The Alberni-Clayoquot Regional District reserves the right to use whatever discipline it decides is appropriate in any situation, up to and including termination, without regard to the progressive discipline guidelines explained below.

Formal Progressive Discipline Steps

1. Written Warning/Reprimand

This formal step occurs when:

- informal coaching/letter of expectation has not produced the required results, or
- a situation has become progressively worse with respect to the same concern, or
- a more serious infraction has occurred, or
- another unrelated incident has resulted in a cumulative situation.

Employee actions giving rise to a written warning must be investigated and documented by the immediate Manager and then be brought to the attention of the employee.

A written warning shall contain a full description of the facts giving rise to the warning and include the date, time and place of the incident(s). Upon issuing a written warning a corrective action plan which outlines the improvement(s) required and the time frame within which the improvement(s) are to be achieved shall be developed. Whenever possible, the corrective action plan should be mutually acceptable to and be signed by both parties. A copy of the written corrective action plan shall be provided to the employee. A follow-up meeting should be scheduled no later than 30 days following the date on which the written warning and corrective
98 on plan is issued.

2. Suspension

a) Investigative Suspension

An investigative suspension is a period of time during which time the employee is relieved of his or her job because of alleged serious misconduct. An employee may be placed on investigative suspension when it is necessary to make a full investigation to determine the facts of the case.

If after the investigation:

- Termination is warranted, the employee shall not be paid for the period of the investigative suspension – the Termination shall be effective on the date of termination interview.
- Misconduct is determined, but not of a sufficiently serious nature to warrant Termination, the employee shall receive a warning notice and forfeit pay lost as a result of the investigative suspension and may be placed on disciplinary suspension.
- If no misconduct is determined, the employee shall return to work within the prescribed period and be paid for the time lost as a result of the investigative suspension.

The CAO must be notified of any investigative suspension.

b) Disciplinary Suspension

Suspension from duty may occur after the written warning discipline step has failed to correct the situation and the employee has been properly advised that a suspension may occur if shortcomings are not corrected. Disciplinary suspensions may also occur, without prior warnings, if the suspension is administered because of unacceptable conduct or behaviour. A suspension requires the approval of both the CAO before being issued.

3. Termination

Termination is the final step in the disciplinary process and should only be considered where other disciplinary measures have failed or they are inadequate. Termination may be invoked for a single serious act of misconduct or after a series of offences where a culminating incident has occurred. A termination, for any reason, must be properly documented and approved, in advance, by the CAO.

8. ATTACHMENTS

Potential Disciplinary Action list

Potential Disciplinary Action

While it is not possible to list all of the offenses for which an employee will be disciplined, the following are examples of inappropriate and unacceptable conduct:

The following conduct could result in progressive corrective action:

- Absenteeism or tardiness
- Failure to report for work without notification
- Poor attitude or lack of cooperation
- Poor work performance
- Loafing, loitering or other abuses of work time

Depending on the nature, seriousness and severity of the violation immediate suspension and /or termination could result from, but not limited to, the following conduct:

- Theft – including theft of time
- Fighting or using obscene, abusive or threatening language
- Insubordination – refusal to perform work as assigned or refusal to obey any reasonable order given by an employee's Manager or a manager
- Dishonesty or fraud
- Disorderly conduct
- Violation of safety rules and/or policies
- Falsification of employment records or documents
- Failing to maintain necessary licenses and/or certifications
- Threatening or abusive language and/or conduct towards others
- Damaging or destroying Alberni-Clayoquot Regional District property
- Possession of firearms or weapons on Alberni-Clayoquot Regional District property
- Reporting to work under the influence of alcohol or drugs
- Consuming alcohol or narcotics on Alberni-Clayoquot Regional District property
- Endangering the safety and/or health of yourself or others through horseplay or other unsafe acts
- Stealing property of employees, vendors, contractors, customers or the Alberni-Clayoquot Regional District
- Unauthorized removal of any Alberni-Clayoquot Regional District property, documents or records
- Harassment or discrimination against another employee
- Divulging confidential or proprietary information of the Alberni-Clayoquot Regional District
- Retaliating against another employee for making a complaint of or for providing information during a workplace investigation
- Multiple and/or excessive rule violations or other misconduct



Alberni-Clayoquot Regional District

STANDARDS OF CONDUCT/CONFLICT OF INTEREST

Policy Issued by: Board of Directors

Date Adopted: XXXX

Date(s) Amended:

1. POLICY

The conduct of employees must not bring the Alberni-Clayoquot Regional District into disrepute. Employees' actions should instill confidence and trust that the ACRD is upholding the interests of its customers and public. Employees must avoid situations which violate the Employer's policies or result in public perception that a violation or unacceptable conduct has occurred.

In the performance of their work responsibilities, all employees must comply with the applicable laws of British Columbia, Canada, WCB, and other applicable agencies, as well as the policies, values, and principles of the ACRD.

2. PURPOSE

The purpose of this Policy and Procedure is to provide guidelines, which may be changed from time to time, to promote understanding of what is considered acceptable and unacceptable conduct; and to encourage consistency throughout the organization.

3. SCOPE

This policy applies to all employees.

4. RESPONSIBILITY

Each employee is responsible for being aware of and following the Standards of Conduct.

All employees will carry out their duties with integrity, impartiality and equality of service to the general public.

All employees are expected to act according to socially acceptable standards and represent the ACRD in a dignified and respectful manner.

Managers are responsible for counseling employees promptly when their conduct or behaviour is inconsistent with the intent of this policy and procedure.

5. DEFINITIONS

6. REFERENCES and RELATED STATEMENTS OF POLICY AND PROCEDURE

7. PROCEDURE

Standards of Conduct

Workplace Behaviour

The dress, appearance, conduct and language of employees in the workplace are to meet the acceptable social standards. Employees, in dealing with other persons in the workplace, are to treat them with respect and dignity. The standards adopted by the ACRD for employee interaction and behaviour in the workplace apply to all employees interactions with the public. Employees are to refrain from exploiting a work relationship for personal advantage or benefit. See attachment for description of appropriate, inappropriate and unacceptable conduct and behaviour.

Conflicts of Interest

The ACRD recognizes the right of public service employees to be involved in activities as citizens of the community, but employees must have their role as private citizens separate and distinct from their responsibilities as public service employees and avoid conflict of interest situations.

Generally, conflict of interest situations result when an employee's private affairs or financial interests are in direct conflict with their duties, responsibilities and obligations, or result in public perception that a conflict exists which could impair the employee's ability to act in the public interest.

Employees should be aware of the following guidelines regarding conflict of interest situations:

a. Preferential Treatment

An employee shall not go beyond their official duty to assist those dealing with the ACRD where this would result in preferential treatment.

b. Compromising Situations

Employees should not place themselves in situations where they are under obligation to any person, company or organization who might benefit or seek to gain special consideration or favour from the ACRD.

c. Relationship of Job Responsibility to Employee's Private Affairs

No conflict or public perception of conflict should exist between the private interests of employees and the discharge of their public service duties. Employees shall arrange their private affairs in a manner that will prevent any conflict of interest arising.

d. Disclosure of Confidential Information

No employee shall, without proper legal authorization, disclose confidential information concerning the property, Government or affairs of the Regional District, unless it is in the course of the Employee's duties to do so. Nor shall s/he use such information to advance his/her financial or private interests.

All proceedings and decisions of In-Camera Committees are strictly confidential and are not to be made available to those not in attendance at the meeting, until ratified in open Board meetings.

e. Representing Private Interest Before Agencies or Court

No employee shall appear on behalf of private interests before any agency. S/he shall not represent private interests in any litigation to which the Regional District is party.

f. Hospitality, Gifts and Favours

An employee shall not, either directly or indirectly, demand or accept a gift, favour, or service from any individual, organization or corporation other than:

- The normal exchange of hospitality between persons doing business together;
- Tokens exchanged as part of protocol;
- The normal presentation of gifts to persons participating in public functions; and
- The normal exchange of gifts between friends.

g. Contracts with the Regional District

No employee of the Regional District shall have any pecuniary interest in any contract made by him/her in his/her official capacity or by any Public Committee, Board, Commission or Department of which s/he is a member, agent or employee.

h. Private Interest

An employee shall declare to the CAO, in writing, any personal or corporate interest held directly or indirectly by the Employee or an immediate relative of the Employee in any company contracting with the Regional District, or in any enterprise which proposes to transact business with the regional district.

For the purposes of this section:

- "immediate relative" means a spouse (including common-law spouse), parent, mother-in-law, father-in-law, child, brother, sister, brother-in-law, or sister-in-law.
- "Indirectly" means through any other person, including a company, trustee or immediate relative.

Reporting of Conflict of Interest

An employee shall report to the CAO any conflict of interest or potential conflict of interest of which s/he is aware involving her/himself or any other employee of the ACRD. The CAO shall then report the conflict to the Board of Directors. The CAO shall report to the Board any conflict of interest or potential conflict of interest of which s/he is aware involving him/herself, his/her family or any other Employee of the ACRD.

Political Behaviour

No employee in the administrative service will use the prestige of his/her position on behalf of any political party, nor shall such employee promise an appointment of any regional district position as a reward for any political activity.

Outside Remuneration

Except where precluded by the terms of an employment contract, an employee may engage in outside employment, carry on business or receive public funds for personal activities provided that it does not place demands inconsistent with his/her job or jeopardize his/her objectivity, and, in particular, that:

- It does not interfere with the performance of his/her duties
- It does not represent a conflict of interest as set out in policy.
- S/he does not have an advantage derived from his/her employment.
- It is not performed in such a way as to appear to be an official act, and
- It does not involve the use of ACRD premises, services, equipment, information or supplies which s/he has access to by virtue of his/her employment with the ACRD.

Employees finding themselves in situations which violate the standards of conduct policies or which result in a public perception that a violation has occurred, must disclose the matter and remedy it. Failure to do so can result in disciplinary action subject to an investigation by the CAO.

8. ATTACHMENTS

Workplace Behaviour – Standards of Conduct

Workplace Behaviour – Standards of Conduct and Behaviour

Appropriate Conduct and Behaviour includes but is not limited to:

- Adherence to ACRD policies, practices and procedures;
- Competent performance of all job duties assigned;
- Prompt and regular attendance at work;
- Courtesy to and respect for co-workers, customers, suppliers or any other person who deals with the Alberni-Clayoquot Regional District in the conduct of its business;

Inappropriate Conduct and Behaviour includes but is not limited to:

- Loitering or loafing;
- Leaving work or leaving department without supervisor's permission;
- Using obscene, abusive language;
- Spreading malicious gossip or rumours;
- Harassing, threatening, intimidating, coercing any person at any time;
- Horseplay or throwing objects;
- Reporting to work or working under the influence of alcohol, drugs, or prohibited substances;
- Creating or contributing to unsanitary conditions;
- Insubordination;
- Excessive personal use of telephones or computer;

Unacceptable Conduct or Behaviour includes but is not limited to:

- Possession of guns, weapons or explosives on ACRD property;
- Possession, consumption or use of alcoholic beverages or illegal substances while on ACRD premises;
- Willful violation of safety rules and procedures;
- Willful neglect and/or mishandling equipment and machinery;
- Unsafe driving of ACRD vehicles;
- Theft and/or falsification of ACRD records (including time cards);
- Indecency;
- Fighting;
- Poor or careless work;
- Sleeping while on duty.

Unacceptable conduct could result in disciplinary action up to and including termination without notice or pay in lieu thereof.



Alberni-Clayoquot Regional District

WORKPLACE BULLYING AND HARASSMENT POLICY STATEMENT

Policy Issued by: Board of Directors
Date Adopted: XXXX
Date(s) Amended:

1. Workplace conduct

Bullying and harassment is not acceptable or tolerated in this workplace. All workers will be treated in a fair and respectful manner.

2. Bullying and harassment

- (a) includes any inappropriate conduct or comment by a person towards a worker that the person knew or reasonably ought to have known would cause that worker to be humiliated or intimidated, but
- (b) excludes any reasonable action taken by an employer or supervisor relating to the management and direction of workers or the place of employment.

Examples of conduct or comments that might constitute bullying and harassment include verbal aggression or insults, calling someone derogatory names, harmful hazing or initiation practices, vandalizing personal belongings, and spreading malicious rumours.

3. Employer(s), Supervisor(s), Worker(s) must:

- not engage in the bullying and harassment of other workers
- report if bullying and harassment is observed or experienced
- apply and comply with the employer's policies and procedures on bullying and harassment

4. Application

This policy statement applies to all workers, including permanent, temporary, casual, contract, and student workers. It applies to interpersonal and electronic communications, such as email.

5. Annual review

This policy statement will be reviewed every year. All workers will be provided with a copy.



Alberni-Clayoquot Regional District

WORKPLACE BULLYING AND HARASSMENT REPORTING PROCEDURES

1. How to report

Workers at Alberni-Clayoquot Regional District can report incidents or complaints of workplace bullying and harassment in writing using the workplace bullying and harassment complaint form. When reporting verbally, the reporting contact, along with the complainant, will fill out the complaint form.

2. When to report

Incidents or complaints should be reported as soon as possible after experiencing or witnessing an incident. This allows the incident to be investigated and addressed promptly.

3. Reporting contact

Report any incidents or complaints to the Chief Administrative Officer.

4. Alternate reporting contact

If the employer, the complainant's supervisor, or the reporting contact named in Step 3 is the person engaging in bullying and harassing behaviour, contact the Manager of Administrative Services.

5. What to include in a report

Provide as much information as possible in the report, such as the names of people involved, witnesses, where the events occurred, when they occurred, and what behaviour and/or words led to the complaint. Attach any supporting documents, such as emails, handwritten notes, or photographs. Physical evidence, such as vandalized personal belongings, can also be submitted.

6. Annual review

These reporting procedures will be reviewed on an annual basis. All workers will be provided with a copy.



Alberni-Clayoquot Regional District

WORKPLACE BULLYING AND HARASSMENT INVESTIGATION PROCEDURES

1. How and when investigations will be conducted

Most investigations at Alberni-Clayoquot Regional District will be conducted internally. In complex or sensitive situations, an external investigator might be hired.

Investigations will:

- be undertaken promptly and diligently, and be as thorough as necessary, given the circumstances.
- be fair and impartial, providing both the complainant and respondent equal treatment in evaluating the allegations.
- be sensitive to the interests of all parties involved, and maintain confidentiality.
- be focused on finding facts and evidence, including interviews of the complainant, respondent, and any witnesses.
- incorporate, where appropriate, any need or request from the complainant or respondent for assistance during the investigation process.

2. What will be included

Investigations will include interviews with the alleged target, the alleged bully, and any witnesses. If the alleged target and the alleged bully agree on what happened, then Alberni-Clayoquot Regional District will not investigate any further, and will determine what corrective action to take, if necessary.

The investigator will also review any evidence, such as emails, handwritten notes, photographs, or physical evidence like vandalized objects.

3. Roles and responsibilities

The Chief Administrative Officer is responsible for ensuring workplace investigation procedures are followed.

Workers are expected to cooperate with investigators and provide any details of incidents they have experienced or witnessed.

The Chief Administrative Officer will conduct investigations and provide a written report with conclusions.

If external investigators are hired, they will conduct investigations and provide a written report with conclusions to the Chief Administrative Officer.

4. Follow-up

The alleged bully and alleged target will be advised of the investigation findings by the Chief Administrative Officer.

Following an investigation, the Chief Administrative Officer will review and revise workplace procedures to prevent any future bullying and harassment incidents in the workplace.

Appropriate corrective actions will be taken within a reasonable time frame.

In appropriate circumstances, workers may be referred to the employee assistance program or be encouraged to seek medical advice.

5. Record-keeping requirements

Alberni-Clayoquot Regional District expects that workers will keep written accounts of incidents to submit with any complaints. Alberni-Clayoquot Regional District will keep a written record of investigations, including the findings.

6. Annual review

These procedures will be reviewed annually. All workers will be provided with a copy as soon as they are hired, and copies will be available at the Alberni-Clayoquot Regional District.

Signed: _____

Russell Dyson, CAO



Alberni-Clayoquot Regional District

Harassment Complaint Form

1. Name of complainant: Click here to enter text.
2. Address: Click here to enter text.
3. Place of Work: Click here to enter text.
4. Person(s) suspected of harassment (respondent): Click here to enter text.
5. Nature of the allegations: Click here to enter text.
6. Date(s), time(s) and place(s) where the incident(s) took place: Click here to enter text.
7. Did anyone witness the incident? Yes No
If yes:
 - a) Name(s) of witness (es): Click here to enter text.
 - b) Description of their respective role in the incident. Click here to enter text.
8. How did you react to the harassment? Click here to enter text.
9. If applicable, describe any incident that took place previously. Click here to enter text.

I am filing this complaint because I honestly believe that Click here to enter text. has been harassing me.

I hereby certify that to the best of my knowledge the above-mentioned information is true, accurate and complete. Making false or frivolous allegations is in violation of this policy and subject to disciplinary sanctions. Furthermore, I realize that an inquiry will be initiated once this complaint has been filed.

Signature of Complainant

Date



REQUEST FOR DECISION

To: Board of Directors
From: Andy Daniel, Manager of Environmental Services
Meeting Date: January 8, 2014
Subject: Bylaw No. R1016 Amendment

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give two readings to Bylaw No. R1016-1, Tofino-Ucluelet Airport Fees Amendment, 2014, to include fees for aircraft parking and passenger user fees at the Long Beach Airport.

Desired Outcome:

To increase revenue at the Long Beach Airport.

Summary:

Bylaw No. R1016, adopted in 2004 was created to charge aircraft landing fees. Increased revenue is required to assist with the costs of operating the Long Beach Airport. Aircraft parking fees and passenger fees are common fees charged at other airports. The Long Beach Airport Advisory Committee endorsed this amendment at their December 5, 2013 meeting and recommended to pass this to the ACRD Board of Directors for adoption.

Correspondence has been sent to all applicable Stakeholders, therefore, at this time, Staff recommend that the Board of Directors give two readings to amend the bylaw to allow Stakeholders time to provide comment on the proposed fees. The bylaw will be brought back to the February 26th board meeting for adoption.

Background:

Currently, aircraft landing fees are the only applicable fees at the Long Beach Airport.

Time Requirements – Staff & Elected Officials:

Staff time to set up fee collection procedures.

Financial:

Aircraft Parking Fees

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee*</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00

More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

The aircraft parking fees will be generated by our existing computer system.

Airport Passenger User Fees

Every Operator of a scheduled air passenger service shall pay to the Regional District of Alberni-Clayoquot (ACRD) for each passenger on every flight of the Operator commencing or terminating at the Tofino-Ucluelet Airport an airport passenger user fee of \$5.00.

Policy or Legislation:

As per ACRD policy.



Submitted by: _____
 Andy Daniel, Manager of Environmental Services



Approved by: _____
 Russell Dyson, Chief Administrative Officer



Regional District of Alberni Clayoquot

BYLAW NO. R1016-1

A Bylaw to Amend Fees for
the Tofino-Ucluelet Airport

WHEREAS the Regional District of Alberni-Clayoquot operates the Tofino-Ucluelet Airport;

AND WHEREAS the Regional Board of the Regional District of Alberni-Clayoquot established fees for the use of the Tofino-Ucluelet Airport by Bylaw R1016, 2004;

AND WHEREAS the Regional District Board of Alberni-Clayoquot wishes to amend Bylaw R1016 to include Aircraft Parking Fees and Airport User Fees;

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

1. CITATION

This bylaw may be cited for all purposes as "Tofino-Ucluelet Airport Fees Amendment Bylaw No. R1016-1, 2014."

2. Bylaw R1016 cited as "Tofino-Ucluelet Airport Fees Bylaw No. R1016, 2004" is hereby amended by replacing Schedule "A" with the new Schedule "A" attached to and forming part of this Bylaw.

READ A FIRST TIME THIS DAY OF , 2014.

READ A SECOND TIME THIS DAY OF , 2014.

READ A THIRD TIME THIS DAY OF , 2014.

RECONSIDERED AND ADOPTED THIS DAY OF , 2014.

Chairperson

Chief Administrative Officer

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
SCHEDULE "A" – BYLAW NO. R1016-1
FEES**

All fees do not include applicable tax.

1. Aircraft Landing Fees

The charges for aircraft landing fees, based on per 1,000 kilograms, or fraction thereof, of maximum take-off weight are:

- a. Less than 10,000 kg \$3.20
- b. 10,001 to 45,000 kg \$4.05
- c. Over 45,000 kg \$5.08

The minimum aircraft landing fee for commercial aircraft is \$15.00

2. Aircraft Parking Fees

<u>Aircraft Weight</u>	<u>Daily Fee</u>	<u>Monthly Fee</u>	<u>Annual Fee*</u>
Up to 5,000kg	\$ 7.50	\$60.00	\$480.00
More than 5,000 kg but not more than 10,000 kg	\$12.50	\$262.00	N/A
More than 10,000 kg	\$24.00	\$500.00	N/A

- a. Parking Fee is based on maximum gross takeoff weight as per Transport Canada TP143.
- b. *Annual rate by prior agreement
- c. Aircraft parked for less than 6 hours is FREE. Aircraft parked in excess of 6 hours is charged for 1 day. Subsequently each additional daily charge is based on a calendar day.

Financial:

Water Rates are shown on Schedule A of bylaw F1106 and revenue will be used to offset the costs of the water system.

Policy or Legislation:

As per ACRD policy.



Submitted by:

Andy Daniel, Manager of Environmental Services



Approved by:

Russell Dyson, Chief Administrative Officer



Bylaw No. F1106

A Bylaw of the Regional District of Alberni-Clayoquot to establish Rates and Regulations for the Long Beach Airport Water System within the Long Beach Airport

WHEREAS, the Board of the Alberni-Clayoquot Regional District, established a local service for the purpose of acquiring and operating the Long Beach Airport;

AND WHEREAS, the Board of the Alberni-Clayoquot Regional District, operates and maintains a water system at the Long Beach Airport as part of the Long Beach Airport Service;

AND WHEREAS, it is deemed necessary and expedient that provisions be made for the regulation and management of the water system and for terms and conditions upon which water services shall be provided and to establish rates and charges for such services within the Long Beach Airport;

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

1. INTERPRETATION

1.1 In this bylaw, unless the context requires otherwise:

Regional District means the Regional District of Alberni-Clayoquot, the Regional District Board or persons duly authorized to represent the Regional District Board in respect of this Bylaw, which shall include the Long Beach Airport Water Contractor.

Water includes water conveyed through the works operated or maintained by the Regional District Long Beach Airport Water System.

Water Connection means a connection at the lease premises property line for the purpose of conveying water to the said customer, and may or may not include a water meter but shall include a shut off valve that shall be the property of the Regional District Long Beach Airport Water System.

Works includes anything capable of or useful for diverting, storing, measuring, or conveying, treating, retarding, confining or using water.

2. GENERAL

- 2.1 For the purposes of this Bylaw, the Regional District shall have charge and control of all properties and works in connection with the water system and all engineering and mechanical work in connection therewith.
- 2.2 The Regional District or his/her representatives may enter, at all reasonable times, upon any property for the purposes of inspecting the premises and the water pipes, connections and any other apparatus used in the connection with such water pipes or water system.

3.0 WATER OPERATIONS

- 3.1 No person shall alter or touch any part of the water system in any way including; turn on or turn off, tamper with, operate valves or remove the water meter after installation without first obtaining written permission from the Regional District.
- 3.2 Consumers who wish to have their water service discontinued shall give the Regional District fourteen (14) days notice. The service shall be turned off at the end of the month by the Regional District succeeding the notice of termination. The Regional District may turn off the water to any premises where charges have been owed for over one (1) month.
- 3.3 No person shall connect any pipe or other fitting or things which are in any way connected to or supplied from any other water system.
- 3.4 The Regional District may at any time shut off or interrupt the water supply to any person or to any lands for maintenance or repair purposes.
- 3.5 The Regional District does not guarantee a specific pressure, a continuous supply of water, or quality of water to meet the special requirements of individual users. The right is reserved to interrupt water service at any time for the purpose of making repairs or alterations to the works. If service is to be interrupted for more than 4 consecutive hours, due notice shall be given to those users affected.

4. WATER USE REGULATIONS

- 4.1 The Regional District may take such measures as are considered necessary to limit the supply to said service. These measures may include the installation of a meter, partially closing the controlling curb stop or standard waterworks valve, regulating the rate and time at which water may be used, and establishing special charges for water used in excess of a stipulated quantity or rate. The cost of any measure deemed necessary by the Regional District under this section shall be paid by the owner or owners concerned.
- 4.2 The Regional District may limit the amount of water used by any service in the interests of efficient operation of the Water System works and equitable distribution of water.
- 4.3 Any person who has been notified of a water line leak on the lease premises shall be responsible to repair the said leak within seventy two (72) hours of notification.

5. WATER USE

- 5.1 No owner or occupant of any premises supplied with water by the Long Beach Airport Water System shall sell, dispose of, or give away water, or permit the same to be taken away or applied for the benefit of other persons or premises, except by written permission of the Regional District.
- 5.2 No person shall use water for live stock, filling swimming pools or reservoirs, or for any other purpose other than that required for normal domestic use or for typical golf course operation, except by written permission of the Regional District.
- 5.3 The Regional District of Alberni-Clayoquot, the Regional District Board may at any time introduce regulations restricting the use of water for any purpose. No person shall use water for the purpose forbidden by, or in excess of the limits imposed by, or in excess of the limits imposed by, such restrictions.

6. BILLING AND PAYMENT

- 6.1 New connection fees will be determined by the Regional District to cover all actual costs. The fees will include the cost for the type and size of the service connection and the arrangements of the valves and other appurtenances required to regulate the water. Additional costs will include engineering fees, labour and machine time to install the service connection and any other costs.
- 6.2 The several rates and charges enumerated in Schedule "A" of this Bylaw are hereby imposed and levied for the water services supplied by the Regional District, Long Beach Airport Water System and all rates and charges shall be billed quarterly and shall be due and payable on or before the last day of the quarter following the issue of the bills. All rates and charges are payable at the Alberni-Clayoquot Regional District.
- 6.3 When any rates or charges for water services are overdue for a period of two (2) quarters, such water services may be turned off from the premises and shall not be turned on again until payment has been received for the following:
- a. The rates and charges overdue;
 - b. The rate as set out in Schedule "A" to cover the cost of turning the water on or off;
 - c. Any additional cost incurred in order to prevent the improper use of water after the source has been turned off.
- 6.4 The Regional District of Alberni-Clayoquot will assess an interest penalty of 2% per quarter payable on all outstanding rates and charges which are overdue after a period of one (1) month.
- 6.5 Where a water meter fails to register or to properly indicate the quantity of water consumed or used, or where breakages cause a loss of water, the amount of water consumed will be estimated by comparable previous periods of use.

6.6 Any person who wishes to have the meter read shall submit a request for such meter reading along with the prescribed service charge, as per Schedule "A".

7. CITATION

7.1 This Bylaw may be cited for all purposes as the "Long Beach Airport Water System Rates and Regulations Bylaw No. F1106, 2014".

8. ENACTMENT

8.1 This bylaw comes into effect on February 1, 2014.

READ A FIRST TIME THIS DAY OF , 2014.

READ A SECOND TIME THIS DAY OF , 2014.

READ A THIRD TIME THIS DAY OF , 2014.

RECONSIDERED AND ADOPTED THIS DAY OF , 2014.

Chairperson

Chief Administrative Officer

Regional District of Alberni Clayoquot – Bylaw F1106

Long Beach Airport Water System Rates and Regulations

Schedule “A”

1. WATER RATES

Non-metered Service \$40 per month

Metered Service accounts are subject to a minimum charge of \$20 per month. An additional charge of \$2 per cubic meter per month shall be calculated on usage that exceeds the threshold of 10 cubic meters per month.

2. CONNECTION CHARGES

Reconnection or disconnection of any water service disconnected pursuant to Section 6.3 of this Bylaw- \$50.

3. ADDITIONAL WATER METER READINGS

Request for water meter reading for each return visit is \$50.



REQUEST FOR DECISION

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Meeting Date: January 22, 2014

Subject: Millstream and Long Beach Airport Waterworks Contractor Agreements

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors enter into the following contracts with Mr. Shawn McConnell:

- 1. To carry out the duties on the Millstream Water System as an Independent Waterworks Contractor at a rate of \$885.00 plus taxes per month for a period of three (3) years ending January 31, 2017.*
- 2. To carry out the duties on the Long Beach Airport Water System as an Independent Waterworks Contractor at a rate of \$1,000.00 plus taxes per month for a period of three (3) years ending January 31, 2017.*

Summary:

The Waterworks Contractor duties are in relation to the efficient, orderly maintenance and operation of the Millstream and Long Beach Airport waterworks system including, but not limited to, the pumping station, reservoirs, controls, water intake, water treatment, distribution system, control valves and all equipment pertinent thereto, to be provided by the Waterworks Contractor under the direction of the Manager of Environmental Services. These services are to be provided on a daily and on-call basis, 24 hours per day, 365 days per year, and respond to a Waterworks Emergency within one hour. The Contractor is also responsible for reporting any existing or potential malfunctions of waterworks equipment and the distribution system that may compromise the water works and water quality to the Manager of Environmental Services immediately.

When the Waterworks Contractor is unable to perform such Services, the Contractor will engage an Alternate who will work under the Waterworks Contractor, and perform Services to ensure continuous and uninterrupted provision of Services.

Background:

Mr. McConnell has been carrying out the Millstream Waterworks Contractor duties since 2007 and the Long Beach Airport Waterworks duties since 2011 and has done so in a very responsible manner.

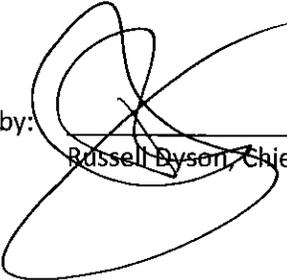
Time Requirements – Staff & Elected Officials:

Staff time to finalize contracts.

Financial:

The Regional District shall pay to the Waterworks Contractor \$885.00 plus applicable taxes per month to maintain the Millstream Waterworks system; and \$1,000.00 per month plus applicable taxes per month to maintain the Long Beach Airport Waterworks system. The fee for the Waterworks Contractor's additional services, public notice services and emergency services shall be \$30.00 per hour plus applicable taxes.

Submitted by: 
Andy Daniel, Manager of Environmental Services

Approved by: 
Russell Dyson, Chief Administrative Officer



MILLSTREAM WATERWORKS CONTRACTOR'S AGREEMENT

THIS AGREEMENT is dated the ___ day of _____, 2014.

BETWEEN:

ALBERNI CLAYOQUOT REGIONAL DISTRICT

3008 5th Ave
Port Alberni BC V9Y 3E2

(the "Regional District")

OF THE FIRST PART

AND:

SHAWN MCCONNELL

P.O. Box 905
Ucluelet, BC V0R 3A0

(the "Waterworks Contractor")

OF THE SECOND PART

WHEREAS:

- A. The Regional District has established the Millstream Waterworks Service by Establishing Service Bylaw No. E1004.
- B. The Regional District has agreed to engage the Waterworks Contractor, and the Waterworks Contractor has agreed to be engaged by the Regional District in respect of the Project on the terms and subject to the conditions set out in this Agreement.

NOW THEREFORE, the Regional District and the Waterworks Contractor, in consideration of their mutual duties and responsibilities to one another as hereinafter set forth, AGREE AS FOLLOWS:

ARTICLE 1

INTERPRETATION

1.1 In this Agreement, the following words shall have the following meanings:

- (a) "AGREEMENT" means this Agreement for professional services, the Waterworks Contractor's proposal, and all other schedules attached to this Agreement.

- (b) "ALTERNATE" means an employee or contractor engaged by the Waterworks Contractor in connection with the Project who will work under the supervision of the Waterworks Contractor and perform the Services in order to ensure continuous coverage of the Project.
 - (c) "PROJECT" shall refer to the Project described in paragraph A.1 of Schedule "A".
 - (d) "SERVICES" means the Waterworks Contractor's duties and responsibilities to the Regional District as set out in Paragraph A.2 of Schedule "A".
 - (e) "WATERWORKS" means the Millstream waterworks system, which includes, but is not limited to, a pumping station, reservoir, controls, water intake, water treatment, distribution system, control valves, and all equipment pertinent thereto.
 - (f) "WATERWORKS EMERGENCY" means an emergency situation where water quality, water supply or the Waterworks will be compromised without immediate intervention by the Waterworks Contractor.
- 1.2 In the event of a conflict between a provision in this Agreement and a provision in a Schedule attached to this Agreement the provision in this Agreement shall prevail.
- 1.3 Whenever the singular or masculine is used herein, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context of the parties so require.
- 1.4 The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the construction hereof.

ARTICLE 2

WATERWORKS CONTRACTOR'S DUTIES AND RESPONSIBILITIES TO THE REGIONAL DISTRICT

THE WATERWORKS CONTRACTOR SHALL:

- 2.1 Render the Services to the Regional District under this Agreement with that degree of care, skill and diligence normally provided by waterworks contractors having similar qualifications in the performance of duties of a similar nature to that contemplated by this Agreement at the time and place that such Services are rendered and more particularly set out in Schedule "A". Without limiting the foregoing, the Waterworks Contractor shall be a certified Environmental Operator (Small Water Systems) with the Environmental Operators Certification Program (British Columbia) in good standing throughout the Term and shall provide proof of certification at the request of the Regional District.
- 2.2 Charge only the fees for the performance of all of the consulting Services as set out in this Agreement to be performed by the Waterworks Contractor. All costs and expenses incurred by the Waterworks Contractor to provide the Services, including costs

associated with labour, transportation, machinery, equipment, and tools, must be paid by the Waterworks Contractor.

- 2.3 Perform the Services to be provided under this Agreement on a daily and on-call basis, 24 hours per day, 365 days per year, and respond to a Waterworks Emergency within one hour.
- 2.4 Complete monthly reporting and expense forms in the format required by the Regional District from time to time.
- 2.5 Procure and maintain any insurance that the Waterworks Contractor is required to provide by law, or that is reasonably necessary to insure against any risks the Waterworks Contractor may assume as a result of entering into this Agreement, including registering with WorkSafe BC, and obtaining coverage for the Waterworks Contractor and his or her employees. The Waterworks Contractor must provide satisfactory proof of WorkSafe BC coverage to the Regional District upon request.
- 2.6 Without limiting section 2.5, procure and maintain the insurance in accordance with Schedule "C" to this Agreement.
- 2.7 Comply with all requirements of the *Workers Compensation Act* and Occupational Health and Safety Regulation in the performance of the Services. Without limiting the generality of the foregoing, the Waterworks Contractor shall assume all responsibilities of an employer under section 115 of the *Workers Compensation Act* with respect to the Waterworks Contractor and his or her employees, and assume all responsibilities of a prime contractor as defined in section 118 of the *Workers Compensation Act*, for purposes of Part 3 of the *Workers Compensation Act* whenever a site where the Services are being performed constitutes a "multi-employer workplace" as defined in section 118 of the *Workers Compensation Act*.
- 2.8 Indemnify and save harmless the Regional District, its elected officials, appointed officers, employees, agents and contractors from and against all claims, costs, losses, damages, actions, causes of action and expenses arising from an error, omission or negligent or willful act of the Waterworks Contractor in the performance of the Services by the Waterworks Contractor or its agents, employees, or sub-contractors, or from a breach of this Agreement by the Waterworks Contractor.

ARTICLE 3

REGIONAL DISTRICT'S DUTIES AND RESPONSIBILITIES TO THE WATERWORKS CONTRACTOR

THE REGIONAL DISTRICT SHALL:

- 3.1 Make available to the Waterworks Contractor all relevant information or data pertinent to the Project which is in the hands of the Regional District and is required by the Waterworks Contractor and instruct the Waterworks Contractor to the extent of the

Regional District's ability as to the Regional District's total requirements in connection with the completion of the services. The Waterworks Contractor shall be entitled to rely upon the accuracy and completeness of such information and data furnished by the Regional District except where it is unreasonable to do so.

- 3.2 Authorize the Waterworks Contractor to act as its agent for such specific purposes as are reasonably necessary to the Waterworks Contractor's rendering of his Services pursuant to this Agreement.
- 3.3 Give reasonably prompt consideration to all draft reports, drawings, proposals and other documents relating to the Project provided to the Regional District by the Waterworks Contractor, and, whenever prompt action is necessary, where possible inform the Waterworks Contractor of a decision in such reasonable time so as not to delay the Services of the Waterworks Contractor.
- 3.4 Pay to the Waterworks Contractor as a consultancy fee for all Services to be rendered under this Agreement as outlined in Schedule "A" to this Agreement and payable at the times set out in Schedule "A" to this Agreement, except that if the Waterworks Contractor is in default of the performance of any of his material obligations set forth in this Agreement, then the Regional District may immediately withhold payment of the fees outlined in Schedule "A" until such time as the Waterworks Contractor has remedied such default to the satisfaction of the Regional District.
- 3.5 Provide those supplies and materials required for the maintenance and operation of the water system, except for those items to be provided by the Waterworks Contractor pursuant to Article 2.2.
- 3.5 Authorize the Waterworks Contractor or the Alternate to enter into property (public and private) and into the Project site in accordance with sections 268 and 314.1 of the *Local Government Act* and section 16 of the *Community Charter* for the purposes of carrying out the Services related to the Project. Such authorization may include a safety orientation by the Regional District for the Waterworks Contractor, the Alternate, and/or any employees, to identify the hazards of the site.

ARTICLE 4

COMMENCEMENT AND TERM

- 4.1 The term of this Agreement shall be for the period commencing February 14, 2014 and shall be for three (3) years, subject to the termination provisions set out in this Agreement (the "Term").

ARTICLE 5

REIMBURSABLE EXPENSES

- 5.1 For this specific Agreement, all reimbursable expenses are included within the fees as set out in Schedule "A".

ARTICLE 6

TERMINATION AND SUSPENSION

BY THE REGIONAL DISTRICT:

- 6.1 If the Waterworks Contractor is in default in the performance of any of his material obligations set forth in this Agreement, then the Regional District may, by written Notice to the Waterworks Contractor, require such default to be corrected. If within ten (10) days after receipt of such Notice such default shall not have been corrected or reasonable steps to correct such default have not been taken, the Regional District may, without limiting any other right it may have, immediately terminate this Agreement and shall pay the Waterworks Contractor for the Services rendered and disbursements incurred by the Waterworks Contractor to the date of termination, less any amounts necessary to compensate the Regional District for damages or costs incurred by the Regional District or by any person employed by or on behalf of the Regional District arising from the Waterworks Contractor's default.
- 6.2 If the Regional District is unwilling or unable to proceed with the Project, the Regional District may terminate this Agreement by giving fifteen (15) days prior written notice to the Waterworks Contractor. Upon receipt of such written Notice, the Waterworks Contractor shall perform no further Services other than those reasonably necessary to close out his Services. In such an event the Waterworks Contractor shall be paid by the Regional District for all Services performed and for all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such termination.
- 6.3 This Agreement may be terminated by either party without cause upon sixty (60) days' written notice of its intention to do so at any time during the Term.
- 6.4 If the Waterworks Contractor becomes insolvent or is assigned into bankruptcy, the Regional District may immediately terminate this Agreement.
- 6.5 If the Waterworks Contractor assigns part or all of the work of the Services to another person, without the Regional District's consent, the Regional District may immediately terminate this Agreement.

BY THE WATERWORKS CONTRACTOR:

- 6.6 If the Regional District is in default in the performance of any of the material obligations set forth in this Agreement, then the Waterworks Contractor may, by written Notice to the Regional District, require such default to be corrected. If within thirty (30) days after receipt of such Notice such default shall not have been corrected, the Waterworks Contractor may without limiting any other right he may have, immediately terminate this Agreement. In such an event, the Waterworks Contractor shall be paid by the Regional

District for all Services performed and for all disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such termination.

- 6.7 If the Waterworks Contractor's Services are suspended by the Regional District at any time for more than thirty (30) days through no fault of the Waterworks Contractor, then the Waterworks Contractor shall have the right at any time until such suspension is lifted by the Regional District, to terminate this Agreement upon giving written Notice thereof to the Regional District for all Services performed and for all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such suspension unless the parties otherwise agree in writing.

ARTICLE 7

DISPUTE RESOLUTION

- 7.1 All matters in dispute under this Agreement which are not first resolved between Regional District and Waterworks Contractor, acting reasonably, may, with the concurrence of both the Regional District and the Waterworks Contractor, be submitted to arbitration pursuant to the *Commercial Arbitration Act* to a single arbitrator appointed jointly by them.
- 7.2 No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Project or in the business affairs of either the Regional District or the Waterworks Contractor.
- 7.3 If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.
- 7.4 The laws of the Province of British Columbia shall govern this Agreement and any arbitration or litigation in respect thereof.
- 7.5 The award of the arbitrator shall be final and binding upon the parties.

ARTICLE 8

CONFIDENTIALITY AND OWNERSHIP

- 8.1 The Waterworks Contractor shall not disclose any information, data or secret of the Regional District to any person other than representatives of the Regional District duly designated for that purpose in writing by the Regional District and shall not use for the Waterworks Contractor's own purposes or for any purpose other than those of the Regional District any information, data or secret the Waterworks Contractor may acquire as a result of being engaged pursuant to this Agreement.
- 8.2 The Waterworks Contractor must not, during the term of this Agreement, perform a service for, or provide advice to any person, firm or corporation, which gives rise to a conflict of interest between the obligations of the Waterworks Contractor under this

Agreement and the obligation of the Waterworks Contractor to such other person, firm or corporation.

- 8.3 All plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials produced by the Waterworks Contractor under this Agreement (collectively the "Intellectual Property") are and will remain the Regional District's property even though the Waterworks Contractor or another party has physical possession of them. The Waterworks Contractor hereby waives, in favour of the Regional District, any moral rights the Waterworks Contractor or its employees, sub-Waterworks Contractors or sub-contractors may have in the Intellectual Property. Until the expiry or earlier termination of this Agreement, the Waterworks Contractor may retain copies, including reproducible copies of the Intellectual Property. The Waterworks Contractor must not use the Intellectual Property on other projects or for other Regional Districts except with written consent from the Regional District. The Waterworks Contractor must obtain the Regional District's written consent before the Waterworks Contractor publishes or makes public any of the Intellectual Property in book, periodical, electronic or any other form.
- 8.4 Upon expiry or earlier termination of this Agreement, the Waterworks Contractor must turn over to the Regional District all Intellectual Property, keeping a single copy for the Waterworks Contractor's own archival purposes.
- 8.5 It is understood and agreed that the covenants and agreements contained in paragraphs 2.5, 7.1, 7.2, 7.3, 7.4 and 7.5 shall survive the expiry of earlier termination of this Agreement and that those paragraphs are severable for such purpose.

ARTICLE 9

DESIGNATED REPRESENTATIVES

- 9.1 A General Manager appointed by the Regional District shall, by notice in writing to the Waterworks Contractor, designate a representative to act on the Regional District's behalf with respect to the performance of this Agreement (herein referred to as the "Regional District Representative") and may at any time or from time to time thereafter, by notice in writing to the Waterworks Contractor, designate another person to act as the Regional District Representative in the place and stead of any person previously designated.
- 9.2 The Waterworks Contractor shall, by notice in writing to the Regional District, designate a representative to act on the Waterworks Contractor's behalf with respect to the performance of this Agreement (herein referred to as the "Project Manager") and may at any time or from time to time thereafter, upon written approval from the Regional District, designate another person to act as the Project Manager in the place and stead of any person previously so designated.

ARTICLE 10

NOTICES

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

ARTICLE 11

MANAGEMENT OF WATERWORKS

- 11.1 The Regional District shall maintain the overall authority for management and control of the Waterworks. Nothing in this Agreement grants the Waterworks Contractor any interest in the Waterworks and the Regional District may, in its discretion, retain other contractors, agents and employees to carry out work on and around the Waterworks.

ARTICLE 12

ENTIRE AGREEMENT

- 12.1 The provisions and Schedules herein constitute the entire Agreement between the Regional District and the Waterworks Contractor and supersedes all previous expectations, understanding, communications, representations and agreements whether verbal or written between the Regional District and the Waterworks Contractor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the Regional District and the Waterworks Contractor.
- 12.2 The Regional District may issue to the Waterworks Contractor a Change Notice to make changes to the work, omit part of the work, or require additional work. The Change Notice shall prevail over any other provision of this Agreement, in the event of an inconsistency between them. The Regional District and the Waterworks Contractor shall appraise the value of the changes to the work specified by the Change Notice, and within sixty (60) days of receipt of the Change Notice, agree on the new price to be paid for the work or the reduction in the fee payable to the Waterworks Contractor.

ARTICLE 13

NO DUTY OF CARE

13.1 The Waterworks Contractor acknowledges that the Regional District, in the preparation of the Contract Documents, supply of oral or written information to the Waterworks Contractor, review of proposals or the carrying out of the Regional District's responsibility under this Agreement, does not owe a duty of care to the Waterworks Contractor and the Waterworks Contractor waives for itself, its successors and assigns, the right to sue the Regional District in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the Request for Proposals, supply of oral or written information to proponents, review of Proposals, or carrying out of the Regional District's responsibilities under this Agreement.

ARTICLE 14

WAIVER

14.1 Except as may be specifically agreed in writing, no action or failure to act by the Regional District or the Waterworks Contractor shall constitute a waiver of any right or duty afforded any of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach hereunder.

ARTICLE 15

RELATIONSHIP

15.1 The legal relationship between the Waterworks Contractor and the Regional District arising pursuant to this Agreement is that of an independent contractor and purchaser of services. Nothing in this Agreement shall be interpreted so as to render the Regional District the employer or partner of the Waterworks Contractor, or the employer of anyone working for the Waterworks Contractor, and the Waterworks Contractor must not do anything that would result in anyone working for the Waterworks Contractor being considered an employee of the Regional District. Except where specifically authorized under section 3.2 of this Agreement, the Waterworks Contractor is not, and must not claim to be the agent of the Regional District for any purpose.

ARTICLE 16

VALIDITY

16.1 If any part of this Agreement is or is declared invalid, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.

ARTICLE 17

LAW

- 17.1 This Agreement shall be governed by and construed in accordance with the laws in force from time to time in the Province of British Columbia.
- 17.2 Unless stated otherwise in this Agreement, all sums of money are in Canadian Dollars.

ARTICLE 18

TRANSFER OF INTEREST

- 18.1 This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party shall assign, subcontract or transfer any interest in this Agreement without the prior written consent of the other.
- 18.2 Time is of the essence in this Agreement.

IN WITNESS HEREOF the Regional District and the Waterworks Contractor have executed this Agreement as of the day, month and year first above written.

ALBERNI CLAYOQUOT REGIONAL DISTRICT)
 by its authorized signatories:)
)
 _____)
 Chair:)
)
 _____)
 Chief Administrative Officer)
)

SIGNED, SEALED AND DELIVERED)
 in the presence of:)
)
 _____)
 Witness)
)
 _____)
 Address)
)
 _____)
)
 _____)
 Occupation)

SHAWN MCCONNELL

SCHEDULE "A"

WATERWORKS CONTRACTOR'S SERVICES AND FEES

A.1 THE PROJECT:

The Services provided under this Agreement are duties in relation to the efficient, orderly maintenance and operation of the Millstream Waterworks System including, but not limited to the pumping station, reservoir, controls, water intake, water treatment, distribution system, control valves, and all equipment pertinent thereto, to be provided by the Waterworks Contractor under the direction of the Manager of Environmental Services of the Regional District or his designate.

A.2 SERVICES:

THE WATERWORKS CONTRACTOR SHALL:

- A2.1 Provide all consulting Services as described in Schedule "B" (Scope of Services) necessary for completion of the Services.
- A2.2 In rendering the Services on the Project, engage an Alternate who will work under the supervision of the Waterworks Contractor, who will perform the Services on behalf of the Waterworks Contractor when the Waterworks Contractor is unable to perform such Services, in order to ensure continuous and uninterrupted provision of Services.
- A2.3 In rendering the Services on the Project, engage sub-contractors to perform services necessary to enable the Waterworks Contractor to carry out the duties and responsibilities as set forth in this Agreement.
- A2.4 In rendering the Services on the Project, deal with the public and the Regional District in a courteous and respectful manner and ensure that any sub-contractors, Alternates, employees or agents of the Waterworks Contractor deal with the public and the Regional District in a courteous and respectful manner.
- A2.5 Provide copies to the Regional District of contract drawings, specifications, design calculations and notes, field information, records and other information relevant to the Waterworks Contractor's Services.

A.3 NO ADDITIONAL WORK:

- A3.1 The Waterworks Contractor shall not undertake any work, in connection with the said Services, additional to or supplemental to or in substitution of the Services specified herein, unless authorized in advance in writing by the Regional District (the "Additional Services").

A3.2 Notwithstanding section A3.1 above, the Waterworks Contractor shall assist the Regional District with the distribution of public notices, at the written request of the Regional District (the "Public Notice Services").

A3.3 Notwithstanding section A3.1 above, the Waterworks Contractor shall perform those services required in a Waterworks Emergency ("Emergency Services").

A.4 PAYMENT OF FEES:

A4.1 The Regional District shall pay to the Millstream Waterworks Contractor \$885.00 plus applicable taxes, per month for the Services set forth in this Schedule "A".

A4.3 The fee for the Waterworks Contractor's Additional Services, Public Notice Services and Emergency Services shall be \$30.00 plus applicable taxes, per hour.

SCHEDULE "B"

SCOPE OF SERVICES

1.0 Duties and Responsibilities

The Waterworks Contractor shall perform all duties in relation to the continuous, efficient, orderly maintenance and operation of the works (including, but not limited to, the pumping station, reservoir, controls, water intake, water treatment, distribution system, control valves, backflow preventers, pressure reducing valves, water meters and all equipment pertinent thereto) for the supply of potable water throughout the Millstream Waterworks System, including:

1. Inspect and record daily the state of all waterworks equipment (including but not limited to pumphouse, chlorine shed, reservoir), reporting any inconsistencies and potential compromise of water quality or the works immediately to the Manager of Environmental Services. Submit a monthly report of all the results of the daily inspections in a format approved by the Manager of Environmental Services within 7 days of the end of each month.
2. Respond to any and all claims of any potential compromise to the system and water quality, document the claims and the response reporting any inconsistencies and potential compromise of water quality or the works immediately to the Manager of Environmental Services. Submit a monthly report that documents the claims and response in a format approved by the Manager of Environmental services within 7 days of the end of each month.
3. Provide a chlorine analyzer and chemical reagents to inspect test and record free chlorine levels throughout the water system. Record reservoir level, all waterworks gauges daily maintaining a log in a format approved by the Manager of Environmental services. Submit the log as a report in a format approved by the Manager of Environmental services within 7 days of the end of each month.
4. Visually inspect the state of the interior of the water reservoir bi-annually with Regional District staff, submitting a report in a format approved by the Manager of Environmental Services. Coordinate cleaning of the reservoirs as required by the Manager of Environmental Services.
5. Keep all vegetation trimmed within proximity of the waterworks including but not limited to the reservoir compound, pumphouse, chlorine shed, water intake, fire hydrants, valves and water meters. Maintain adequate access to all works for maintenance and emergency repairs.
6. Maintain all spare waterworks parts and equipment and tools within the storage facility in a neat and orderly manner and provide the Manager of Environmental Services with regular inventories.

7. Establish and implement regular maintenance programs for all aspects of the waterworks system and provide small tools and equipment to undertake all requirements for continued operation, including minor repairs.
8. Inspect water disinfection daily, record results and perform tests to ensure adequate disinfection throughout the system. Perform a distribution flushing program as determined by the Manager of Environmental Services.
9. Report any existing or potential malfunctions of waterworks equipment and the distribution system that may compromise the waterworks and water quality to the Manager of Environmental Services immediately.
10. Supervise, inspect and record installations for all new service connections.
11. Perform turn-on/turn-off duties for individual water services as required.
12. Supervise any authorized minor contract works on waterworks.
13. Handle all routine customer queries and/or complaints maintaining a log of all aspects of the queries and complaints submitting a report in a format approved by the Manager of Environmental Services monthly.
14. Maintain good public relations with water users.
15. Supervise the work of a third party retained by the Regional District with the local volunteer fire department to maintain and service fire hydrants annually. Prepare a report on the state of the fire hydrants upon completion of the annual service in a format approved by the Manager of Environmental services.
16. Collect water samples in accordance with Vancouver Island Health Authority specifications and deliver immediately to the Health Region office in Port Alberni.
17. Ensure Alternate Waterworks Contractor is trained and knowledgeable in all aspects of the duties and responsibilities including reading of water meters and is available for periods of Waterworks Contractor absence.
18. Inform the Manager of Environmental Services of work schedule for Waterworks Contractor and Alternate Waterworks Contractor.
19. Provide the necessary transportation required to carry out assigned tasks.
20. Read and record all water meters monthly or as scheduled.

2.0 Project Management

Waterworks Contractor Responsibilities

The Waterworks Contractor is expected to carry out all necessary project management to ensure the completion of the Services. The Waterworks Contractor, working in co-operation with the Regional District project manager, is responsible for maintaining acceptable quality standards for all work produced.

Regional District Manager of Environmental Services Responsibilities

The Manager of Environmental Services is prepared to assist and support the Waterworks Contractor during the project as follows:

- Advise the Waterworks Contractor immediately of required changes to the Scope of Work for the Project and facilitate the appropriate contract amendments as required.
- Provide Regional District documents and materials as required throughout the duration of the project.
- Provide information regarding the Regional District and the Project to date.
- Meet with the Waterworks Contractor on a regular or as needed basis to ensure that decisions are made as necessary and the Services are provided in a timely manner.
- Provide regular and ongoing professional and project guidance and advice on an as-needed basis in person or via telephone, fax or e-mail communications.
- Facilitate the organization of meetings between the Waterworks Contractor and Regional District staff, as required.
- Coordinate communication between the Waterworks Contractor and other Regional District Waterworks Contractors, as required.

SCHEDULE "C"

INSURANCE

Without limiting the effect of the foregoing provision the Waterworks Contractor shall at all times during the continuance of this Agreement maintain public liability and property damage insurance with an insurer satisfactory to the Regional District in accordance with the following terms:

- a) Comprehensive General Liability insurance in the amount of THREE MILLION DOLLARS (3,000,000) inclusive per occurrence for bodily injury and property damage. The Regional District shall be added as an Additional Insured. The policy shall also contain an endorsement to provide the Regional District with thirty (30) days prior written notice of cancellation or material change in the policy.
- b) Automobile public liability and property damage insurance in the amount of THREE MILLION DOLLARS (\$3,000,000) per occurrence per owned, non-owned or hired vehicle.
- c) Provide to the Regional District prior to commencement of work, certificates of insurance or other evidence which satisfies the Regional District that the insurance required herein has been obtained and is in force.
- d) Ensure that the Work is carried out in conformity with the Worker's Compensation Act, R.S.B.C. 1996, c. 492, as regards to employee coverage and benefits and safety regulations.
- e) Be responsible for any deductible amounts under the policies. The cost of all insurance required by the Contract shall be included in the Waterworks Contractor's maximum fee amount.



LONG BEACH AIRPORT WATERWORKS CONTRACTOR'S AGREEMENT

THIS AGREEMENT is dated the ___ day of _____, 2014.

BETWEEN:

ALBERNI CLAYOQUOT REGIONAL DISTRICT

3008 5th Ave
Port Alberni BC V9Y 3E2

(the "Regional District")

OF THE FIRST PART

AND:

SHAWN MCCONNELL

P.O. Box 905
Ucluelet, BC V0R 3A0

(the "Waterworks Contractor")

OF THE SECOND PART

WHEREAS:

- A. The Regional District has agreed to engage the Waterworks Contractor, and the Waterworks Contractor has agreed to be engaged by the Regional District in respect of the Project on the terms and subject to the conditions set out in this Agreement.

NOW THEREFORE, the Regional District and the Waterworks Contractor, in consideration of their mutual duties and responsibilities to one another as hereinafter set forth, AGREE AS FOLLOWS:

ARTICLE 1

INTERPRETATION

1.1 In this Agreement, the following words shall have the following meanings:

- (a) "AGREEMENT" means this Agreement for professional services, the Waterworks Contractor's proposal, and all other schedules attached to this Agreement.
- (b) "ALTERNATE" means an employee or contractor engaged by the Waterworks Contractor in connection with the Project who will work under the supervision of the

Waterworks Contractor and perform the Services in order to ensure continuous coverage of the Project.

- (c) "PROJECT" shall refer to the Project described in paragraph A.1 of Schedule "A".
- (d) "SERVICES" means the Waterworks Contractor's duties and responsibilities to the Regional District as set out in Paragraph A.2 of Schedule "A".
- (e) "WATERWORKS" means the Long Beach Airport waterworks system, which includes, but is not limited to, a pumping station, reservoir, controls, water intake, water intake, water treatment, distribution system, control valves, and all equipment pertinent thereto.
- (f) "WATERWORKS EMERGENCY" means an emergency situation where water quality, water supply or the Waterworks will be compromised without immediate intervention by the Waterworks Contractor.

- 1.2 In the event of a conflict between a provision in this Agreement and a provision in a Schedule attached to this Agreement the provision in this Agreement shall prevail.
- 1.3 Whenever the singular or masculine is used herein, the same shall be deemed to include the plural or the feminine or the body politic or corporate where the context of the parties so require.
- 1.4 The captions or headings appearing in this Agreement are inserted for convenience of reference only and shall not affect the construction hereof.

ARTICLE 2

WATERWORKS CONTRACTOR'S DUTIES AND RESPONSIBILITIES TO THE REGIONAL DISTRICT

THE WATERWORKS CONTRACTOR SHALL:

- 2.1 Render the Services to the Regional District under this Agreement with that degree of care, skill and diligence normally provided by waterworks contractors having similar qualifications in the performance of duties of a similar nature to that contemplated by this Agreement at the time and place that such Services are rendered and more particularly set out in Schedule "A". Without limiting the foregoing, the Waterworks Contractor shall be a certified Environmental Operator (Small Water Systems) with the Environmental Operators Certification Program (British Columbia) in good standing throughout the Term and shall provide proof of certification at the request of the Regional District.
- 2.2 Charge only the fees for the performance of all of the consulting Services as set out in this Agreement to be performed by the Waterworks Contractor. All costs and expenses incurred by the Waterworks Contractor to provide the Services, including costs

associated with labour, transportation, machinery, equipment, and tools, must be paid by the Waterworks Contractor.

- 2.3 Perform the Services to be provided under this Agreement on a daily and on-call basis, 24 hours per day, 365 days per year, and respond to a Waterworks Emergency within one hour.
- 2.4 Complete monthly reporting and expense forms in the format required by the Regional District from time to time.
- 2.5 Procure and maintain any insurance that the Waterworks Contractor is required to provide by law, or that is reasonably necessary to insure against any risks the Waterworks Contractor may assume as a result of entering into this Agreement, including registering with WorkSafe BC, and obtaining coverage for the Waterworks Contractor and his or her employees. The Waterworks Contractor must provide satisfactory proof of WorkSafe BC coverage to the Regional District upon request.
- 2.6 Without limiting section 2.5, procure and maintain the insurance in accordance with Schedule "C" to this Agreement.
- 2.7 Comply with all requirements of the *Workers Compensation Act* and Occupational Health and Safety Regulation in the performance of the Services. Without limiting the generality of the foregoing, the Waterworks Contractor shall assume all responsibilities of an employer under section 115 of the *Workers Compensation Act* with respect to the Waterworks Contractor and his or her employees, and assume all responsibilities of a prime contractor as defined in section 118 of the *Workers Compensation Act*, for purposes of Part 3 of the *Workers Compensation Act* whenever a site where the Services are being performed constitutes a "multi-employer workplace" as defined in section 118 of the *Workers Compensation Act*.
- 2.8 Indemnify and save harmless the Regional District, its elected officials, appointed officers, employees, agents and contractors from and against all claims, costs, losses, damages, actions, causes of action and expenses arising from an error, omission or negligent or willful act of the Waterworks Contractor in the performance of the Services by the Waterworks Contractor or its agents, employees, or sub-contractors, or from a breach of this Agreement by the Waterworks Contractor.

ARTICLE 3

REGIONAL DISTRICT'S DUTIES AND RESPONSIBILITIES TO THE WATERWORKS CONTRACTOR

THE REGIONAL DISTRICT SHALL:

- 3.1 Make available to the Waterworks Contractor all relevant information or data pertinent to the Project which is in the hands of the Regional District and is required by the Waterworks Contractor and instruct the Waterworks Contractor to the extent of the

Regional District's ability as to the Regional District's total requirements in connection with the completion of the services. The Waterworks Contractor shall be entitled to rely upon the accuracy and completeness of such information and data furnished by the Regional District except where it is unreasonable to do so.

- 3.2 Authorize the Waterworks Contractor to act as its agent for such specific purposes as are reasonably necessary to the Waterworks Contractor's rendering of his Services pursuant to this Agreement.
- 3.3 Give reasonably prompt consideration to all draft reports, drawings, proposals and other documents relating to the Project provided to the Regional District by the Waterworks Contractor, and, whenever prompt action is necessary, where possible inform the Waterworks Contractor of a decision in such reasonable time so as not to delay the Services of the Waterworks Contractor.
- 3.4 Pay to the Waterworks Contractor as a consultancy fee for all Services to be rendered under this Agreement as outlined in Schedule "A" to this Agreement and payable at the times set out in Schedule "A" to this Agreement, except that if the Waterworks Contractor is in default of the performance of any of his material obligations set forth in this Agreement, then the Regional District may immediately withhold payment of the fees outlined in Schedule "A" until such time as the Waterworks Contractor has remedied such default to the satisfaction of the Regional District.
- 3.5 Provide those supplies and materials required for the maintenance and operation of the water system, except for those items to be provided by the Waterworks Contractor pursuant to Article 2.2.
- 3.5 Authorize the Waterworks Contractor or the Alternate to enter into property (public and private) and into the Project site in accordance with sections 268 and 314.1 of the *Local Government Act* and section 16 of the *Community Charter* for the purposes of carrying out the Services related to the Project. Such authorization may include a safety orientation by the Regional District for the Waterworks Contractor, the Alternate, and/or any employees, to identify the hazards of the site.

ARTICLE 4

COMMENCEMENT AND TERM

- 4.1 The term of this Agreement shall be for the period commencing February 1, 2014 and shall be for three (3) years, subject to the termination provisions set out in this Agreement (the "Term").

ARTICLE 5

REIMBURSABLE EXPENSES

5.1 For this specific Agreement, all reimbursable expenses are included within the fees as set out in Schedule "A".

ARTICLE 6

TERMINATION AND SUSPENSION

BY THE REGIONAL DISTRICT:

- 6.1 If the Waterworks Contractor is in default in the performance of any of his material obligations set forth in this Agreement, then the Regional District may, by written Notice to the Waterworks Contractor, require such default to be corrected. If within ten (10) days after receipt of such Notice such default shall not have been corrected or reasonable steps to correct such default have not been taken, the Regional District may, without limiting any other right it may have, immediately terminate this Agreement and shall pay the Waterworks Contractor for the Services rendered and disbursements incurred by the Waterworks Contractor to the date of termination, less any amounts necessary to compensate the Regional District for damages or costs incurred by the Regional District or by any person employed by or on behalf of the Regional District arising from the Waterworks Contractor's default.
- 6.2 If the Regional District is unwilling or unable to proceed with the Project, the Regional District may terminate this Agreement by giving fifteen (15) days prior written notice to the Waterworks Contractor. Upon receipt of such written Notice, the Waterworks Contractor shall perform no further Services other than those reasonably necessary to close out his Services. In such an event the Waterworks Contractor shall be paid by the Regional District for all Services performed and for all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such termination.
- 6.3 This Agreement may be terminated by either party without cause upon sixty (60) days' written notice of its intention to do so at any time during the Term.
- 6.4 If the Waterworks Contractor becomes insolvent or is assigned into bankruptcy, the Regional District may immediately terminate this Agreement.
- 6.5 If the Waterworks Contractor assigns part or all of the work of the Services to another person, without the Regional District's consent, the Regional District may immediately terminate this Agreement.

BY THE WATERWORKS CONTRACTOR:

- 6.6 If the Regional District is in default in the performance of any of the material obligations set forth in this Agreement, then the Waterworks Contractor may, by written Notice to the Regional District, require such default to be corrected. If within thirty (30) days after

receipt of such Notice such default shall not have been corrected, the Waterworks Contractor may without limiting any other right he may have, immediately terminate this Agreement. In such an event, the Waterworks Contractor shall be paid by the Regional District for all Services performed and for all disbursements incurred pursuant to this agreement and remaining unpaid as of the effective date of such termination.

- 6.7 If the Waterworks Contractor's Services are suspended by the Regional District at any time for more than thirty (30) days through no fault of the Waterworks Contractor, then the Waterworks Contractor shall have the right at any time until such suspension is lifted by the Regional District, to terminate this Agreement upon giving written Notice thereof to the Regional District for all Services performed and for all disbursements incurred pursuant to this Agreement and remaining unpaid as of the effective date of such suspension unless the parties otherwise agree in writing.

ARTICLE 7

DISPUTE RESOLUTION

- 7.1 All matters in dispute under this Agreement which are not first resolved between Regional District and Waterworks Contractor, acting reasonably, may, with the concurrence of both the Regional District and the Waterworks Contractor, be submitted to arbitration pursuant to the *Commercial Arbitration Act* to a single arbitrator appointed jointly by them.
- 7.2 No one shall be nominated to act as an arbitrator who is in any way financially interested in the conduct of the Project or in the business affairs of either the Regional District or the Waterworks Contractor.
- 7.3 If the parties cannot agree on the choice of an arbitrator, each party shall select a nominee and the nominees shall jointly appoint an arbitrator.
- 7.4 The laws of the Province of British Columbia shall govern this Agreement and any arbitration or litigation in respect thereof.
- 7.5 The award of the arbitrator shall be final and binding upon the parties.

ARTICLE 8

CONFIDENTIALITY AND OWNERSHIP

- 8.1 The Waterworks Contractor shall not disclose any information, data or secret of the Regional District to any person other than representatives of the Regional District duly designated for that purpose in writing by the Regional District and shall not use for the Waterworks Contractor's own purposes or for any purpose other than those of the Regional District any information, data or secret the Waterworks Contractor may acquire as a result of being engaged pursuant to this Agreement.

- 8.2 The Waterworks Contractor must not, during the term of this Agreement, perform a service for, or provide advice to any person, firm or corporation, which gives rise to a conflict of interest between the obligations of the Waterworks Contractor under this Agreement and the obligation of the Waterworks Contractor to such other person, firm or corporation.
- 8.3 All plans, specifications, manuals, preliminary drafts, sketches, copies, designs, computer modules, software programs, technology, data and information and all other materials produced by the Waterworks Contractor under this Agreement (collectively the "Intellectual Property") are and will remain the Regional District's property even though the Waterworks Contractor or another party has physical possession of them. The Waterworks Contractor hereby waives, in favour of the Regional District, any moral rights the Waterworks Contractor or its employees, sub-Waterworks Contractors or sub-contractors may have in the Intellectual Property. Until the expiry or earlier termination of this Agreement, the Waterworks Contractor may retain copies, including reproducible copies of the Intellectual Property. The Waterworks Contractor must not use the Intellectual Property on other projects or for other Regional Districts except with written consent from the Regional District. The Waterworks Contractor must obtain the Regional District's written consent before the Waterworks Contractor publishes or makes public any of the Intellectual Property in book, periodical, electronic or any other form.
- 8.4 Upon expiry or earlier termination of this Agreement, the Waterworks Contractor must turn over to the Regional District all Intellectual Property, keeping a single copy for the Waterworks Contractor's own archival purposes.
- 8.5 It is understood and agreed that the covenants and agreements contained in paragraphs 2.5, 7.1, 7.2, 7.3, 7.4 and 7.5 shall survive the expiry of earlier termination of this Agreement and that those paragraphs are severable for such purpose.

ARTICLE 9

DESIGNATED REPRESENTATIVES

- 9.1 A General Manager appointed by the Regional District shall, by notice in writing to the Waterworks Contractor, designate a representative to act on the Regional District's behalf with respect to the performance of this Agreement (herein referred to as the "Regional District Representative") and may at any time or from time to time thereafter, by notice in writing to the Waterworks Contractor, designate another person to act as the Regional District Representative in the place and stead of any person previously designated.
- 9.2 The Waterworks Contractor shall, by notice in writing to the Regional District, designate a representative to act on the Waterworks Contractor's behalf with respect to the performance of this Agreement (herein referred to as the "Project Manager") and may at any time or from time to time thereafter, upon written approval from the Regional District, designate another person to act as the Project Manager in the place and stead of any person previously so designated.

ARTICLE 10

NOTICES

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

ARTICLE 11

MANAGEMENT OF WATERWORKS

- 11.1 The Regional District shall maintain the overall authority for management and control of the Waterworks. Nothing in this Agreement grants the Waterworks Contractor any interest in the Waterworks and the Regional District may, in its discretion, retain other contractors, agents and employees to carry out work on and around the Waterworks.

ARTICLE 12

ENTIRE AGREEMENT

- 12.1 The provisions and Schedules herein constitute the entire Agreement between the Regional District and the Waterworks Contractor and supersedes all previous expectations, understanding, communications, representations and agreements whether verbal or written between the Regional District and the Waterworks Contractor with respect to the subject matters hereof and may not be modified except by subsequent agreement in writing executed by the Regional District and the Waterworks Contractor.
- 12.2 The Regional District may issue to the Waterworks Contractor a Change Notice to make changes to the work, omit part of the work, or require additional work. The Change Notice shall prevail over any other provision of this Agreement, in the event of an inconsistency between them. The Regional District and the Waterworks Contractor shall appraise the value of the changes to the work specified by the Change Notice, and within sixty (60) days of receipt of the Change Notice, agree on the new price to be paid for the work or the reduction in the fee payable to the Waterworks Contractor.

ARTICLE 13

NO DUTY OF CARE

- 13.1 The Waterworks Contractor acknowledges that the Regional District, in the preparation of the Contract Documents, supply of oral or written information to the Waterworks Contractor, review of proposals or the carrying out of the Regional District's responsibility under this Agreement, does not owe a duty of care to the Waterworks Contractor and the Waterworks Contractor waives for itself, its successors and assigns, the right to sue the Regional District in tort for any loss, including economic loss, damage, cost or expense, arising from or connected with any error, omission or misrepresentation occurring in the preparation of this Agreement, the Request for Proposals, supply of oral or written information to proponents, review of Proposals, or carrying out of the Regional District's responsibilities under this Agreement.

ARTICLE 14

WAIVER

- 14.1 Except as may be specifically agreed in writing, no action or failure to act by the Regional District or the Waterworks Contractor shall constitute a waiver of any right or duty afforded any of them under this Agreement nor shall any such action or failure to act constitute an approval of or acquiescence in any breach hereunder.

ARTICLE 15

RELATIONSHIP

- 15.1 The legal relationship between the Waterworks Contractor and the Regional District arising pursuant to this Agreement is that of an independent contractor and purchaser of services. Nothing in this Agreement shall be interpreted so as to render the Regional District the employer or partner of the Waterworks Contractor, or the employer of anyone working for the Waterworks Contractor, and the Waterworks Contractor must not do anything that would result in anyone working for the Waterworks Contractor being considered an employee of the Regional District. Except where specifically authorized under section 3.2 of this Agreement, the Waterworks Contractor is not, and must not claim to be the agent of the Regional District for any purpose.

ARTICLE 16

VALIDITY

- 16.1 If any part of this Agreement is or is declared invalid, the remainder shall continue in full force and effect and be construed as if the Agreement had been executed without the invalid portion.

LAW

16.2 This Agreement shall be governed by and construed in accordance with the laws in force from time to time in the Province of British Columbia.

17.2 Unless stated otherwise in this Agreement, all sums of money are in Canadian Dollars.

ARTICLE 17

TRANSFER OF INTEREST

17.1 This Agreement shall inure to the benefit of and be binding upon the parties hereto and their respective heirs, executors, administrators, personal representatives, successors and permitted assigns. Neither party shall assign, subcontract or transfer any interest in this Agreement without the prior written consent of the other.

18.2 Time is of the essence in this Agreement.

IN WITNESS HEREOF the Regional District and the Waterworks Contractor have executed this Agreement as of the day, month and year first above written.

ALBERNI CLAYOQUOT REGIONAL DISTRICT)
by its authorized signatories:)

_____)
Chair:)

_____)
Chief Administrative Officer)

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

_____)
Witness)

_____)
Address)

_____)
Occupation)

SHAWN MCCONNELL

SCHEDULE "A"

WATERWORKS CONTRACTOR'S SERVICES AND FEES

A.1 THE PROJECT:

The Services provided under this Agreement are duties in relation to the efficient, orderly maintenance and operation of the Long Beach Airport Waterworks System including, but not limited to, the pumping station, reservoir, controls, water intake, water treatment, distribution system, control valves, and all equipment pertinent thereto, to be provided by the Waterworks Contractor under the direction of the Manager of Environmental Services of the Regional District or his designate.

A.2 SERVICES:

THE WATERWORKS CONTRACTOR SHALL:

- A2.1 Provide all consulting Services as described in Schedule "B" (Scope of Services) necessary for completion of the Services.
- A2.2 In rendering the Services on the Project, engage an Alternate who will work under the supervision of the Waterworks Contractor, who will perform the Services on behalf of the Waterworks Contractor when the Waterworks Contractor is unable to perform such Services, in order to ensure continuous and uninterrupted provision of Services.
- A2.3 In rendering the Services on the Project, engage sub-contractors to perform services necessary to enable the Waterworks Contractor to carry out the duties and responsibilities as set forth in this Agreement.
- A2.4 In rendering the Services on the Project, deal with the public and the Regional District in a courteous and respectful manner and ensure that any sub-contractors, Alternates, employees or agents of the Waterworks Contractor deal with the public and the Regional District in a courteous and respectful manner.
- A2.5 Provide copies to the Regional District of contract drawings, specifications, design calculations and notes, field information, records and other information relevant to the Waterworks Contractor's Services.

A.3 NO ADDITIONAL WORK:

- A3.1 The Waterworks Contractor shall not undertake any work, in connection with the said Services, additional to or supplemental to or in substitution of the Services specified herein, unless authorized in advance in writing by the Regional District (the "Additional Services").

A3.2 Notwithstanding section A3.1 above, the Waterworks Contractor shall assist the Regional District with the distribution of public notices, at the written request of the Regional District (the "Public Notice Services").

A3.3 Notwithstanding section A3.1 above, the Waterworks Contractor shall perform those services required in a Waterworks Emergency ("Emergency Services").

A.4 PAYMENT OF FEES:

A4.1 The Regional District shall pay to the Long Beach Airport Waterworks Contractor \$1,000.00 plus applicable taxes, per month for the Services set forth in this Schedule "A".

A4.3 The fee for the Waterworks Contractor's Additional Services, Public Notice Services and Emergency Services shall be \$30.00 plus applicable taxes, per hour.

SCHEDULE "B"

SCOPE OF SERVICES

1.0 Duties and Responsibilities

The Waterworks Contractor shall perform all duties in relation to the continuous, efficient, orderly maintenance and operation of the works (including, but not limited to, the pumping station, reservoir, controls, water intake, water treatment, distribution system, control valves, and all equipment pertinent thereto) for the supply of potable water throughout the Long Beach Waterworks System, including:

1. Regular system checks (every second day), based on the requirements of the treatment process. This involves inspecting and recording the state of all waterworks equipment (including but not limited to pumphouse, chlorine shed, reservoir, pressure reducing station), reporting any inconsistencies and potential compromise of water quality or the works immediately to the Manager of Environmental Services. Submit a monthly report of all the results of the daily inspections in a format approved by the Manager of Environmental Services within 7 days of the end of each month.
2. Respond to any and all claims of any potential compromise to the system and water quality, document the claims and the response reporting any inconsistencies and potential compromise of water quality or the works immediately to the Manager of Environmental Services. Submit a monthly report that documents the claims and response in a format approved by the Manager of Environmental services within 7 days of the end of each month.
3. Provide a chlorine analyzer and chemical reagents to inspect test and record free chlorine levels and water treatment levels throughout the water system. Record reservoir level, all waterworks gauges, regularly, maintaining a log in a format approved by the Manager of Environmental services. Submit the log as a report in a format approved by the Manager of Environmental services within 7 days of the end of each month.
4. Visually inspect the state of the interior of the water reservoir monthly, submitting a report in a format approved by the Manager of Environmental Services. Coordinate cleaning of the reservoirs as required by the Manager of Environmental Services.
5. Keep all vegetation trimmed within proximity of the waterworks including but not limited to the reservoir compound, pumphouse, chlorine shed, water intake, fire hydrants, valves and water meters. Maintain adequate access to all works for maintenance and emergency repairs.
6. Maintain all spare waterworks parts and equipment and tools within the storage facility in a neat and orderly manner and provide the Manager of Environmental Services with regular inventories.

7. Establish and implement regular maintenance programs for all aspects of the waterworks system and provide small tools and equipment and undertake all requirements for continued operation, including minor repairs.
8. Inspect water disinfection regularly, record results and perform tests to ensure adequate disinfection throughout the system. Perform a distribution flushing program as determined by the Manager of Environmental Services.
9. Report any existing or potential malfunctions of waterworks equipment and the distribution system that may compromise the waterworks and water quality to the Manager of Environmental Services immediately.
10. Supervise, inspect and record installations for all new service connections.
11. Perform turn-on/turn-off duties for individual water services as required.
12. Supervise any authorized minor contract works on waterworks.
13. Handle all routine customer queries and/or complaints maintaining a log of all aspects of the queries and complaints submitting a report in a format approved by the Manager of Environmental Services monthly.
14. Maintain good public relations with water users.
15. Supervise the work of a third party retained by the Regional District with the local volunteer fire department to maintain and service fire hydrants annually. Prepare a report on the state of the fire hydrants upon completion of the annual service in a format approved by the Manager of Environmental services.
16. Collect water samples in accordance with Vancouver Island Health Authority specifications and deliver immediately to the Health Region office in Port Alberni.
17. Ensure Alternate Waterworks Contractor is trained and knowledgeable in all aspects of the duties and responsibilities including reading of water meters and is available for periods of Waterworks Contractor absence.
18. Inform the Manager of Environmental Services of work schedule for Waterworks Contractor and Alternate Waterworks Contractor.
19. Provide the necessary transportation required to carry out assigned tasks.
20. Read and record all water meters monthly or as scheduled.

2.0 Project Management

Waterworks Contractor Responsibilities

The Waterworks Contractor is expected to carry out all necessary project management to ensure the completion of the Services. The Waterworks Contractor, working in co-operation with the Regional District project manager, is responsible for maintaining acceptable quality standards for all work produced.

Regional District Manager of Environmental Services Responsibilities

The Manager of Environmental Services is prepared to assist and support the Waterworks Contractor during the project as follows:

- Advise the Waterworks Contractor immediately of required changes to the Scope of Work for the Project and facilitate the appropriate contract amendments as required.
- Provide Regional District documents and materials as required throughout the duration of the project.
- Provide information regarding the Regional District and the Project to date.
- Meet with the Waterworks Contractor on a regular or as needed basis to ensure that decisions are made as necessary and the Services are provided in a timely manner.
- Provide regular and ongoing professional and project guidance and advice on an as-needed basis in person or via telephone, fax or e-mail communications.
- Facilitate the organization of meetings between the Waterworks Contractor and Regional District staff, as required.
- Coordinate communication between the Waterworks Contractor and other Regional District Waterworks Contractors, as required.

SCHEDULE "C"

INSURANCE

Without limiting the effect of the foregoing provision the Waterworks Contractor shall at all times during the continuance of this Agreement maintain public liability and property damage insurance with an insurer satisfactory to the Regional District in accordance with the following terms:

- a) Comprehensive General Liability insurance in the amount of THREE MILLION DOLLARS (3,000,000) inclusive per occurrence for bodily injury and property damage. The Regional District shall be added as an Additional Insured. The policy shall also contain an endorsement to provide the Regional District with thirty (30) days prior written notice of cancellation or material change in the policy.
- b) Automobile public liability and property damage insurance in the amount of THREE MILLION DOLLARS (\$3,000,000) per occurrence per owned, non-owned or hired vehicle.
- c) Provide to the Regional District prior to commencement of work, certificates of insurance or other evidence which satisfies the Regional District that the insurance required herein has been obtained and is in force.
- d) Ensure that the Work is carried out in conformity with the Worker's Compensation Act, R.S.B.C. 1996, c. 492, as regards to employee coverage and benefits and safety regulations.
- e) Be responsible for any deductible amounts under the policies. The cost of all insurance required by the Contract shall be included in the Waterworks Contractor's maximum fee amount.



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: January 22, 2014

Subject: Beaver Creek Water System Parcel Tax Roll Bylaw

Recommendation:

That the Board of Directors give four readings to F1107 "Beaver Creek Water System Parcel Tax Roll Bylaw 2014"

Desired Outcome:

To convert the parcel tax roll bylaw for the Beaver Creek Water Service Area from the former Beaver Creek Improvement District (BCID).

Summary:

In order to charge a parcel tax a service area requires a parcel tax roll bylaw. In 2013 the Alberni-Clayoquot Regional District (ACRD) continued to use the former BCID bylaw but staff is now beginning the process of converting the applicable bylaws to the format used by the ACRD.

Time Requirements – Staff & Elected Officials:

There will be some staff time required in converting the former BCID bylaws but is necessary to eliminate having two separate bylaw systems.

Financial:

The parcel tax amount for the Beaver Creek Water System will remained unchanged in 2014 at an amount of \$238 per parcel.

Policy or Legislation:

Section 806.1 of the Local Government Act and Part 7, Division 4 – Parcel Taxes of the Community Charter both apply.

Submitted by: _____
Teri Fong, CGA, Manager of Finance

Approved by: _____
Russell Dyson, Chief Administrative Officer



Regional District of Alberni-Clayoquot

Bylaw F1107

A bylaw to convert the Beaver Creek Improvement District parcel tax roll bylaw to the Regional District of Alberni-Clayoquot

WHEREAS the Trustees of the Beaver Creek Improvement District adopted Bylaw No. 132 being “1984 Assessment Bylaw” and amending Bylaw No. 193 being “Amending Bylaw”;

AND WHEREAS the Beaver Creek Improvement District was dissolved by Order in Council No. 327 on May 31, 2012 converting the Improvement District to a service of the Regional District of Alberni-Clayoquot by “Bylaw E1054, Beaver Creek Water System Local Service Area Establishment, 2012”;

AND WHEREAS the Regional District of Alberni-Clayoquot is wishes to convert the former Beaver Creek Improvement District parcel tax roll bylaw to conform to the bylaw system in place for the Regional District;

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

1. **Definition**

In this bylaw, unless the context otherwise requires:

- a) “Capable of connection” means that a parcel abuts a highway, statutory right of way or easement upon or under which there is a water main with sufficient capacity to service the parcel.
- b) “Parcel” means any lot, block or other area in which land is held or into which it is subdivided but does not include a highway.

2. **Parcel Tax Roll**

A parcel tax roll shall be prepared annually and will contain all taxable parcels within the Beaver Creek Water System Local Service Area which are connected to a water main or are capable of connection.

3. **Parcel Tax**

A parcel tax may be imposed annually on the basis of a single amount for each parcel included in the Beaver Creek Water System Local Service Area parcel tax roll to provide funds for capital works.

4. **Repeal**

Beaver Creek Improvement District:

- a) Bylaw No. 132 being “1984 Assessment Bylaw”;
- b) Amending Bylaw No. 193 being “Amending Bylaw”.

5. **Citation**

This Bylaw may be cited as “Beaver Creek Water System Parcel Tax Roll Bylaw 2014”.

Read a first time this day of 2014.

Read a second time this day of 2014.

Read a third time this day of 2014.

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

Certified true and correct copy of
**“Beaver Creek Water System
Parcel Tax Roll Bylaw No. F1107.”**

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

Russell Dyson,
Chief Administrative Officer

Cindy Solda,
Chairperson

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1313

OFFICIAL ZONING TEXT AMENDMENT

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 upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS the Board of Directors of the Regional District of Alberni-Clayoquot, in open meeting assembled, enacts the following amendment to the text of the Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971:

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1313.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by:

a. Adding section “122A General Commercial (C2A) District” and subsections to read as follows:

122A General Commercial (C2A) District

This district is designated for pedestrian-oriented commercial, office and hotel development to serve the residents at the community level.

122A.1 Uses Permitted:

- (1) Uses permitted in the General Commercial (C2) District.
- (2) Accessory buildings and uses.

122A.1.2 Conditions of Use:

- (1) Every business or undertaking shall be conducted within a completely enclosed building except for parking, loading and display facilities.
- (2) Dwelling units located above the first story of a commercial building shall comply with the following requirements:
 - (a) The ground floor of the building shall be used only for commercial purposes.
 - (b) A completely separate public entrance to the apartment accommodation shall be provided from a ground floor entrance opening directly onto the public street.

(c) All suites shall be entirely self-contained and all floor areas shall be in accordance with Section 6.11 except that there shall not be more than one suite having more than one bedroom.

(d) Each suite shall be provided with a private balcony of minimum floor area of 4.645 square meters [50 square feet] and minimum width of 1.524 meters [5 feet] opening off the living room.

(e) One off-street parking space shall be provided for each suite, located so as not to impair access to the commercial premises or the use of off-street loading facilities.

- b. By amending Section 200, Schedule II – Bulk and Site Regulations, to include the following line item:

Zoning District or Use	Minimum Lot Width (feet)	Minimum Lot Area (Sq. ft.)	Maximum Lot Coverage	Minimum Setbacks (Feet)			Maximum Height (feet)
				Front	Rear	Side	
C2A	50	26200	60%	20	20	20	30

- c. By amending Section 4.3, Interpretation, to include “C2A” on the line that references “C districts”.

- d. By amending Section 5.1, Designation of Districts, to include “122A General Commercial (C2A) District” in the Commercial Section.

3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 24th day of July, 2013
 Public Hearing held this 4th day of November, 2013
 Read a second time this 13th day of November, 2013
 Read a third time this 13th day of November, 2013

Adopted this day of , 2014

 Russell Dyson, CAO

 Chair of the Regional Board

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1314

OFFICIAL ZONING ATLAS AMENDMENT NO. 670

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. P1314.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning LOT 4, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906, EXCEPT PART IN PLAN 10443 from Highway Commercial (C4) District to General Commercial (C2A) District as shown on Schedule 'A' which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 24th day of July, 2013
Public Hearing held this 4th day of November, 2013
Read a second time this 13th day of November, 2013
Read a third time this 13th day of November, 2013

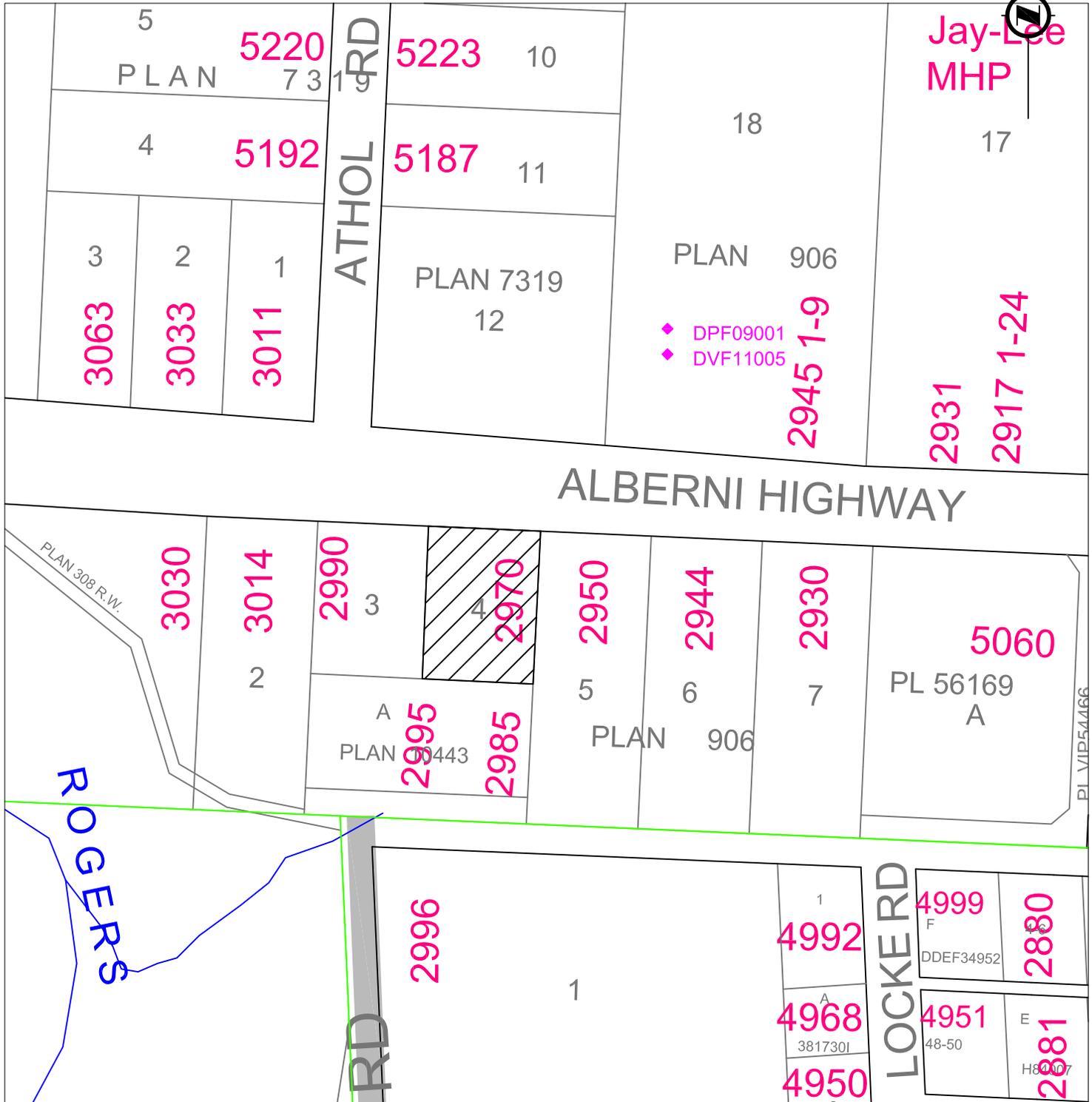
Adopted this day of , 2014

Russell Dyson, CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1314



Legal Description: LOT 4, DISTRICT LOT 18, ALBERNI DISTRICT, PLAN 906, EXCEPT PART IN PLAN 10443

 To be rezoned from Highway Commercial (C4) District to General Commercial (C2A) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT





Annual General Meeting Minutes

Dec 18th, 2013 / 1:30 PM

900 Alder Street, Campbell River

Call in # 1-888-809-4060 Passcode 315910

- 1) **Call to order** – Chair Mike Wansink 1:30 PM

- 2) **Directors Present:** Mike Wansink, Marsha Forster, Stephanie Tipple, Paul Galinski, Lillian Hunt, Geoff Lyons

Ex-officio Directors: Dan Brady, Leslie Baird, Cindy Solda,

Staff: Joan Miller , Tanya Price joined at the end of the meeting

Absent with regrets: Kathy Campbell

- 3) **Motion to approve agenda:** Moved - L. Hunt / Second - M. Foster / Carried

- 4) **Motion to approve 2013 AGM Minutes:** Moved - M. Foster / Second - M. Wansink / Carried

- 5) **Motion to approve:** Geoff Lyons as a voting Director and Dan Brady, Leslie Baird as Ex-officio Directors Moved M. Foster / Second Stephanie Tipple / Carried

- 6) **President's Report:** Mike reported the successful partnership agreement between Nanaimo Economic Development Corporation and Infilm and thanked everyone involved with the process. Mike reviewed Infilm's successes and thanked the board for their support. Mike acknowledged the continued support of Rivercorp, both financially and in-kind. Mike announced he was stepping down as President, although he will continue to talk to the Qualicum Beach Council re a service agreement with Infilm.

Mike thanked Joan and Tanya for their continued hard work and dedication to the region, Mike suggested once the organisation is able to boost its operating budget the board should conduct a wage review for staff.

Motion to approve President's Report. Moved - S. Tipple/Second - L. Hunt/Carried

- 7) **Treasurer's Report:** Reviewed the account balances and sources of revenue and year end financials

Motion to approve Treasure's Report. Moved - P, Galinski / Second - L. Hunt / Carried

Motion to approve Deborah Ewart Inc as the 2014 Accountant. Moved -L. Hunt / Second S.Tipple / Carried

- 8) **Film Commissioners Report** was sent out to board with meeting material. Joan thanked Tanya for her dedication and professionalism. She has developed an amazing working knowledge of the regions locations.

Joan thanked Mike Wansink for his support and acknowledged the role Mike has played in the development of INfilm as a regional commission.

*** Note productions in development were then discussed in-Camera**

Motion to adopt **Film Commissioners Report** Moved G. Lyons / Seconded - S.Tipple Carried

9) **Election of Directors**

- President: Stephanie Tipple
- Vice President: Lillian Hunt
- Secretary / Treasurer: Marsha Foster

- 10) **Motion to approve signing authority:** Joan Miller / Stephanie Tipple / Marsha Foster Moved - G. Lyons / Seconded L. Hunt / Carried

- 11) **Adjourned AGM 2:35 PM**

Start of General Board Meeting December 18, 2013:

- 12) **Call to Order: 2:40** Chair, Stephanie Tipple

- 13) **Approval of Minutes May 31, 2013** Moved G. Lyons / Seconded P. Galinski / Carried

14) **Old Business**

- Film Industry training program - Joan is working with colleague Lisa Strout from Massachusetts to develop a training workshop to be piloted between the to commissions. She is also creating a draft permit which could be presented at the AVICC meeting.
- Lillian suggest that we consider a presentation to the First Nations Summit regarding the training workshop

15) **New Business**

- Discussion re 2014 funding presentations. Board feels that a funding presentation to both the CRD and the ACRD would be appropriate.

- Dan Brady will introduce Joan to Leslie Anderson the new Tourism Manager at the Nanaimo Economic Development Corporation. Leslie's background is the CTC
- City of Campbell River through Rivercorp Economic Development Corp has approved 2014 funding. Cheque to be release in early January
- Leslie Baird will approach the CRD and the Chair of the Comox Economic Development corporation to discuss raising the level of financial support through the RD and the Ec Dev new Tourism tax.
- Dan updated the board on the new Nanaimo Tourism Tax and will follow up re option to leverage matching funds with NEDC.
- A suggestion was made to create business cards for the board, Joan to follow up.
- Lillian suggested a press release regarding AGM / new board and INfilm's goals be developed and sent to media

16) 2014 Budget

- Board reviewed the 2014 draft budget.
- Board suggests we amend the budget to include board travel expenses

Motion to approve amended budget in principal. Moved G. Lyons / Seconded L. Hunt / Carried

17) **Next Meeting Date:** April 2014 , Joan to send our Doodle with several dates to choose from.

18) **Adjournment 3:10 PM**

REGIONAL PARKS AND TRAILS MASTER PLAN REPORT

A news publication by Valhalla Trails Ltd.

Winter 2013



Regional Parks and Trail Plan, a first for the ACRD

The Alberni Clayoquot Regional District (ACRD) is undergoing its first Regional Parks and Trail planning process. Mid 2013, the regional district issued a request for proposals and Valhalla Trails Ltd. was selected to lead the project in partnership with ACRD staff and sub consulting firm Landworks LLC.

The idea for the project was initially crafted in the *2008 Regional Parks and Trails Policy Report*. This important document sets the foundation for the new plan and has helped to determine some of the key goals which include:

- an overall vision and plan for regional parks and trails within the ACRD
- a plan that meets the unique needs of the entire ACRD and its varying communities
- to provide recommendations for policies for management and to develop existing and future regional parks
- to develop alternatives for managing recreation resources in partnership with land owners, outdoors groups and First Nations.

- to ensure that the regional parks service benefits all residents of the ACRD
- to ensure local community and government involvement and leadership
- to provide an implementation strategy to support and enhance a competitive, sustainable (economically, environmentally and socially) regional parks service

VTL's Planning Director, Danica Rice plans to involve the community as much as they are willing to create a solid vision for the future of regional parks and trails within the expansive ACRD. The regional district includes 30,664 (2006 census) residents and covers 6,596.58 km² (2,546.95 sq mi).

The aim will be to define a vision that reflects the broad interests of the entire community and to determine appropriate and realistic courses of action for future regional parks, protected areas and trails.



	THIS ISSUE
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2	Volunteer Committee Members Community Engagement
3-13	Fall Community Workshop Results

CONTACT

Danica Rice, MCIP, RPP
Planning Director
Valhalla Trails Ltd.
250-710-9822
drice@valhallatrails.com



Volunteer Committee Members

To ensure transparency and a democratic approach for the project, the ACRD has established a volunteer Parks and Trail Plan Committee. This valuable group represents a wide spectrum of interests, with members representing all reaches of the district. To date, the committee has been instrumental in steering the process and in helping to spread the word for gaining public support and key ideas. Over the next few months, members will play an important role ensuring that the interests of the public are addressed in the plan. The committee members include:

1. Anne Stewart, Bamfield
2. Barb Baker, Alberni Valley
3. Brian Callender, Alberni Valley
4. Carlos Mack, Toquaht
5. Charlie Clappis, Huu-ay-ah
6. Charlie Cootes, Uchucklesaht
7. Emma Neill, Tofino
8. Harold Carlsson, Alberni Valley
9. Jackie Chambers, Alberni Valley
10. Jeff Cook, Huu-ay-ah
11. Jack Thompson, Dididaht
12. John Jack, Huu-ay-ah
13. Jolleen Dick, Hupacasath
14. Judy Carlsson, Alberni Valley
15. Karla Robison, Ucluelet
16. Larry Baird, Yuułu?if?Path
17. Libby Avis, Alberni Valley
18. Monty Horton, Uchucklesaht
19. Richard Kudra, Alberni Valley
20. Sarah Robinson, Toquaht
21. Sandy McRuer, Alberni Valley
22. Tara Atleo, Wild Pacific Trail
23. Tyson Atleo, Ahousaht



Community Engagement

To date, five community engagement events have been held across the region. In the fall of 2013, a Forestry Day event was held in Port Alberni, followed by four open houses in each of the main population centers of the regional district. These included Bamfield, Port Alberni, Tofino and Ucluelet. All of the open houses were advertised in local newspapers and on the ACRD website. Where possible, social media was used to inform residents about the project and to encourage them to come and provide their input.

More than 117 people participated in the open houses. Participants were asked to provide their ideas on a number of top-

ics related to parks and trails. Three main exercises were offered. These included a large scale map to help illustrate the scale of the district and to help people to identify places that might be protected or designated as significant to future regional parks or trails.

Secondly, participants were asked to write on large scale posters to comment on a range of topics related to the project. These included the following thought provoking phrases:

- Places that I would like to see protected as regional park include:
- A good regional trail connection would be:
- My favourite outdoor activity is:
- A good regional tourism experience would be:
- Concerns I have about regional parks and trails include:
- I would support an X amount (\$10.00, \$20.00, \$50.00, \$100.00) increase in taxation to protect and acquire parkland and to improve the ACRD park system
- General ideas and open comments

Lastly, participants were asked to “wish upon a leaf” in order to provide their most important ideas to the project.

Open House Results

The results of the engagement process are provided in this section. Please note that minimal editing has taken place in order to preserve the tone and content provided by the public.

PLACES TO PROTECT AS A REGIONAL PARK

Bamfield

- Sarita river and lake
- no logging or hydro dams
- freshwater recreation i.e Sarita and Pachena lake
- Deer group islands: Edward, King Fleming, etc.
- places that would also work as regional parks with Huuayaht First Nation (such as Ross islets for paddling)

Port Alberni

- Meconella Bluff
- ex-Boy Scout access trail
- Mclaughland watershed VIP (yes!)
- Cold creek trails and falls
- trails to Arrowsmith, Cokely (Gully etc)
- Nahmint/ 5040 / Jack's Peak/ Mt. Ad-der / Klitsa
- Inlet (CNPR) Trail, PA to Headquarters
- Inlet Trail continue to Bamfield

Tofino

- Cougar Annie's garden (+6)
- wild fish routes- habitat, salmon, stone fish, black cod, ling etc.
- Tofino Mudflats (+5)
- last stand of old growth (+3)
- animal migration routes (+2)
- intact ancient forests (+2)
- Virgin Falls
- Mount Pogo
- shore bird areas where feed and float
- Lone Cone trail and lookout
- more marine protected areas and fish sanctuaries
- buy Cannery Bay
- Pretty Girl-intact wilderness gem
- Satchey Creek river corridors and connections to the ocean
- connect the parks with wildlife and ecosystem corridors (Sydney PP must include lower river valley)

Ucluelet

- Sarita Falls
- Pachena Lake

REGIONAL TRAIL CONNECTIONS

Bamfield

- Bamfield/Anacla parks to road to port Alberni (x 5 checks) also on old Telegraph trail but connect with above far end or clear out at Pachena end
- Pachena-Keeha-Bamfield
- Grappler too Binnad trail (not clear)
- Safety: John mass donation
- Huuayaht projects list
- Old life saving/ lighthouse trails with cooperation of Parks Canada and Huuayaht First Nation

Port Alberni

- Inlet trail to Cowichan trail system
- Horne Lake access
- Cameron Lake railway, Parksville to Port Alberni
- Log Train, Anglers Trail, Greenmax
- Traditional First Nations trails Horne Lake linking to coasts
- community forest to Taylor Arm fire trail and Doran Lake

Tofino

- Tofino to Ukee (+2)
- Bedwell sound to Della Falls (with access to bedwell trail from inlet)
- Tofino to Ucluelet via PRNP (+ 4)
- West coast trail- telegraph trail (Bamfield to Ucluelet)- Wild Pacific trail- Tofino
- Clayoquot Witness trail to Alberni Valley (+2)
- Pioneer Walk (Ucluelet to Tofino via Florencia and Long beaches)
- hiking trail with campsites around Meares island
- Bedwell to Strathcona Lodge, maybe connect to Della Falls
- Mt Adder and Sutton Pass need to be kept open in the winter months for skiers

Ucluelet

- D.O.V Trails (Wild Pacific trail connect to National Park)
- seniors boardwalk trail connecting new seniors housing
- old wagon trails could be horse trails connecting Cowichan to Port Alberni and the coast
- A trail along the whole coast, Port Alberni to Tofino (parts of it exist now)

REGIONAL TOURISM EXPERIENCES

Bamfield

- hiking/boat tours with info about local ecosystems / animals / history
- rock climbing crags
- salmon snorkeling at Sarita and Nitnat
- surf tours by boat
- stand up paddle (marine and local lakes)
- sustainable, enjoyable
- more signed trail head loops
- seeing a multi use trail joining Anacla and Bamfield

Port Alberni

- hiking and scenic views
- consistently managed and promoted
- Stukes canyon to Rogers Creek
- promote Log Train trail for tourists (big race) (yes)
- waterfront hotel and boardwalk
- more council attention focused on outdoor recreation tourism promotion

Tofino

- multi-day kayaking with campsites (similar to Broken Islands) (+6)
- Better access for bird viewing (i.e Tofino mudflats) (+3)
- River trip on Lower Kennedy River(+3)
- Swimming in Upper Kennedy River
- Activities for tourists and get away places for locals
- Less development- more resources for education...for everything (+1)
- a kayaking, marine trail with designated improved campsites (+3)
- Sydney Valley sleep over
- good views of our own beautiful water, beach, mountain, forest, etc.
- guided adventures to tell history and info on areas
- ungulate studies and west coast wilderness education center

Ucluelet

- naturally protected areas (habitat for wildlife) being disrupted
- garbage from human activity (what you pack in, pack out, take only pictures, leave only footprints)
- protection of watersheds
- trees- build
- build the trail without cutting down any
- home to many species
- boardwalks, protect the forest floor

REGIONAL PARKS AND TRAIL CONCERNS

Bamfield

- putting an IPP (hydro dam) in Sarita River
- logging potential mountain bike areas
- there are not very many of them
- property owners hoarding beach accesses

Port Alberni

- lack of overall planning
- lack of signage
- trails overrun and too fast
- no one in place to get complete accurate information
- signage is horrendously lacking
- lack of maps and other info
- ATV and quads destroying trails, travelling too fast, (dangerous to hikers) and noise
- signage

Tofino

- focus on the A part of the ACRD! thanks for asking the west coast!
- more tofino representation
- more education on safe responsible use of trails
- parks as a wedge towards privatization (e.g Clayoquot Wilderness Resort- using Strathcona)
- Is it enough?
- presentation, access, security

Ucluelet

- Regional Trail Map with trail descriptions
- Education of locals and visitors alike
- First Nations involvement and respect shown for culturally significant areas, permission

INCREASE IN TAX FUNDING

Bamfield

Responses indicated 30 percent in favour of \$100.00 and 70 percent in favour of a \$20.00 tax increase per \$100 000.00 in property value.

Port Alberni

Responses indicated 5 percent in favour of \$100.00, 18 percent in favour of \$50.00 and 77 percent in favour of a \$20.00 tax increase per \$100 000.00 in property value.

Comments:

- need more info, support in principle
- would support on a unified plan
- I do not support unless: public info about parks and trails is improved, technology is used to its potential, management is transparent

Tofino

Responses indicated 10 percent in favour of \$100.00, 10 percent in favour of \$50.00 and 70 percent, and 10 percent in favour of a \$20.00 tax increase per \$100 000.00 in property value.

Comments:

- use tourist base to generate funds, more of a work and play taxation option if you work in the area, where there were local benefit

Ucluelet

Responses indicated 14 percent in favour of \$10.00 and 72 percent in favour of \$20.00 and 14 percent in favour of \$50.00 dollar tax increase per \$100 000.00 in property value.

SUPPORT FOR TAXES FOR REGIONAL PARKS AND TRAILS				
\$ per 100K value	Bamfield	Port Alberni	Tofino	Ucluelet
\$10.00	-	-	10%	14%
\$20.00	70%	77%	70%	72%
\$50.00	-	18%	10%	14%
\$100.00	30%	5%	10%	-

Please note that this was a limited survey and that these numbers are more for interest than an accurate reflection of the entire community's wishes



FAVOURITE PLACES/GETAWAYS

Ucluelet

- offshore (island camping)
- camping at Sproat and Kennedy Lakes
- Kennedy lake: camping, boating, rivers, oceans: fishing
- trails: hiking, biking
- water
- trails
- trails and surf :)



Port Alberni-

- Whiner Falls
- Theodora trail
- Florencia trail and others off Theodora
- Runners trail and joining trails
- Sproat Lake biking trails
- Boy Scouts trail
- ATV, Alberni Valley surrounding areas
- Log Train trail north end mainly
- Log Trail trail, waling daily
- ATV
- Log Train trail needs to remain dog friendly
- CNPR/Inlet trail
- Theodora trails
- Father and Son lake
- Arrowsmith Saddle route in winter
- access to Arrowsmith in winter
- ice climbing on Arrowsmith
- bouldering at Sutton Boulders
- Adder mountain for skiing
- mountain biking
- mountain bike trails
- Theodora trail network
- running trail

Forestry Day results

- Weiner Falls- needs ladder
- Adder Mountain
- Maquinna trails
- Harbour Quay for kite boarding, McLaughlin Ridge,
- Father and Son,
- Weimar creek,
- Plywood point,
- old power plant on Central Lake,
- Brigade Lake
- Arrowsmith Mountains
- Apps and Joan (Beauforts)
- Klitsa-Nahmint-Adder area
- Pogo
- China creek surrounding mountains
- Port Alberni area,
- Beaver Creek,
- China Creek
- Stamp River

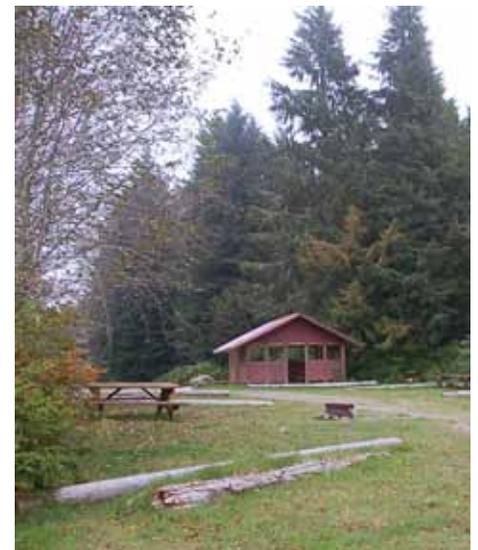


Tofino

- beaches
- running along MUP trail and along Hwy 4 in the pass
- climbers trail, boulders for rock climbing, climbing mountains
- beaches
- trails in national park
- Tonquin (lighthouse) trail
- beaches
- walking trails
- beaches
- hot springs
- salmon beach/ twins
- Kennedy lake
- golf courses
- Cameron lake
- lake
- Mount Arrowsmith
- Hole in the wall
- Central lake
- Kennedy lake
- Pacific Rim National park
- Vargas island
- Lighthouse trail
- water sports and wilderness routes
- Tofino mudflats
- up the inlets to the intact valleys
- kayak/ boat to the islands
- bike to long beach
- walk all area beaches in all areas
- especially want signage for all types of cyclists, foot traffic, etc.

Bamfield

http://m.youtube.com/watch?v=HtHMa-k3OJk&desktop_uri=%2Fwatch%3Fv%3DHtHMa-k3OJk



GENERAL IDEAS & COMMENTS

Bamfield

- market trails once built so people come for west coast trail but stay
- or those who want to come can hike smaller trails
- advertising
- partnerships: First Nations, community forest, Huuayaht corporation

Port Alberni

- Zip lines in the Valley
- Mclean Mill is lovely but needs to make money

Ucluelet

- first nations involvement
- inclusion of Parks Canada
- sharing knowledge from previous successful parks
- if it ain't broke, don't fix it!
- respect of all natural habitat areas
- handicapped accessibility
- educational signage
- affordable for all levels of income families
- camping zero footprint

- reservation systems
- pack in, pack out, be prepared
- food, water, wildlife, educated
- guided educational tours for kids
- guided walks for visitors
- involvement of local conservation groups
- volunteers enthusiasm
- bikes, green forms of transportation\ on paved areas only
- signs of historic significance
- nature for all ages groups
- walks for seniors exercise
- trails marked for mountain biking
- concrete trail or gravel trail along highway through PNPR that connects Tofino to Ucluelet
- connect YFN trail network / beaches and YPT
- multi-use park through national park
- connect WPT to Wya point resort
- concerns re: mountain bike trails on first nation land ie. Mount Ozark- erosion, trail braiding, lack of respect, poor layout and no construction standards.
- Clive Pemberton- ask re: telegraph trail layout and heritage grant funds
Coast guard access and marine trails
Central west coast forestry society
Tofino trading post

- some work has been done on the telegraph trail- could be interesting -telegraph trail to port Alberni (estuarine trail?)

Tofino

- provision of low cost or free to the user rec opportunities in the region
- more camping on interior mountains
- join trails to make a better experience
- offer informal certification for tourists and public for hiking through the parks
- need wilderness conservation areas
- conservation of unique elements

Bamfield

Was unfortunately not asked this question as they were the first open house held



WISHING TREES

Bamfield

- marked (signed) beach access
- trails where there aren't on access roads
- Sarita falls- a tourist attraction
- west side trail tours
- multi-generational accessibility
- advertise Bamfield to BC and the rest of the world
- access and knowledge of significant historical places
- parks to protect salmon bearing streams
- trail map- agreed!
- mix of trail lengths so people can pick to suit their ability
- a map of trails available to visitors
- a walking bridge to the west side
- no vehicle road to the west side
- walking bridge ok
- trail from Port Alberni to Bamfield
- local access to Execution Rock
- good freshwater recreation facilities at Pachena Lake
- Sarita Falls
- mountain bike trails everywhere
- more hands on learning in the forest with the kids
- hiking trails established in our community forest
- work together with ACRD, HFN, Bamfield parks Canada, province, and private land owners to make sure plan is doable and not contentious Mountain bike trails!
- Connect Pachena /Anacla to Bamfield

Port Alberni

- trails to access Sproat Lake
- picnic sites
- signage
- a trail guide
- signage and maps
- signage, trail head with "trail ends here", "beyond is private land"
- trail mapping, signage, building standards, promotion
- keep ATVs off walking trails, they make them unwalkable in wet weather
- AV Forest community trails
- safer walking trails from the orange bridge to Kleekoot Reserve
- Logging and trails can exist together
- AV community forest: reminder of community values presented by SL residents, trail preservation etc.
- access to Polly's Point
- cooperation with First Nations, let's work together
- provide info on ACHN for transportation study
- keeping trails dog friendly and off leash
- Stirling Arm trail path
- tribal parks
- new swimming pool (second that)
- public amenities like washrooms in key places, pits in remote areas
- more signage
- funding opportunities for infrastructure development. E.g trails, maintenance, signage, stewards
- port-a-potties at access points
- better trailhead signage

- simple trail map
- ATV tourism will generate enough to offset government mis-spending
- ATVers watch out for fires, lost injured people, clean up garbage and keep trails open
- promote tourism value
- separate trails for ATVs
- local first nations names (Tseshah)
- regional campground
- ATVs carry chainsaws to clear and open fallen trees to keep trails open
- A way to keep ATVs off walking/hiking trails i.e. Log Train trail
- ATV use creates huge potholes and makes trails unusable except after a long dry period
- ATVers generate most money of any group (I agree)
- connect existing trails
- increase access to trails and to parks, list, index, map: Mt. Arrowsmith in particular
- allow ATVs on some trails
- within the Alberni Valley ensure connectivity between city and regional trails
- gazebo at Sproat Lake lookout
- better protection of existing trails and better maintenance, better maps and public info
- cooperation of private land owners, e.g Island timberlands
- Della Falls
- brochure and good advertising for tourism and locals, pictures
- donate private forest land trails to ACRD
- hikers etc. no littering
- start charging user groups to use trails to pay for facilities
- Island Timberlands agrees to permission agreement for trail system on Stirling Arm Drive
- save old growth forests in the region
- more benches
- Hole in the wall
- restrict logging in well used areas
- better cycling routes
- whining walkers need to learn to share. ATVs keep trails open
- ride in campground behind candy store
- signage (historic info regarding historic paths- forestry, fishing, Nuuchahluth)



Tofino

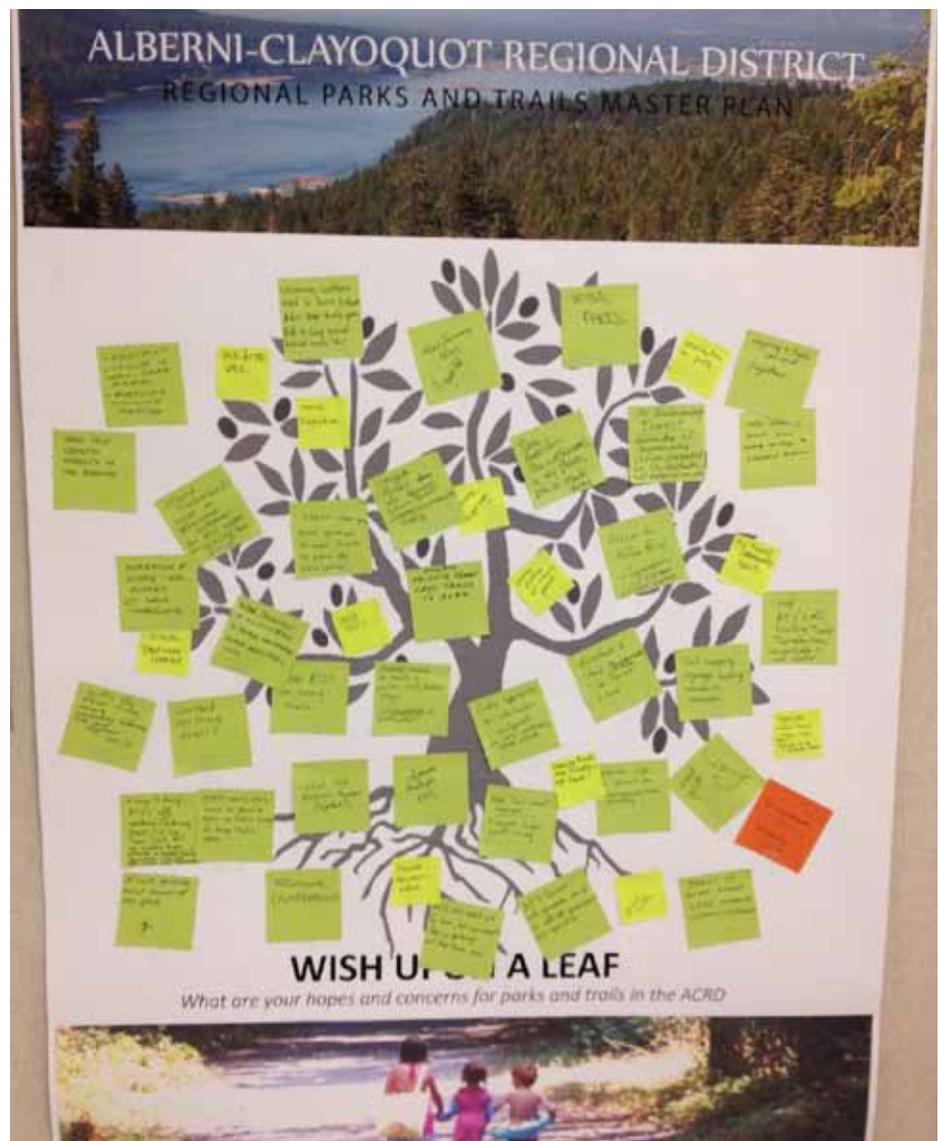
- roadside attraction hikes along highway 4 (1-5 km ish) to break up the drive
- more day hikes in the mountains between the west coast and Alberni
- include areas for dogs and people
- extending multi-use path to Ukee
- A bike MUP path connecting through Pacific Rim National Park
- Connector trail Tofino though to Ukee
- Tofino to Ucluelet Trail
- regional Trail to Ucluelet
- provide appropriate recreation activities
- playground with Big slide in Oliver Woods Park
- emergency Cabins (+ donation envelope)
- campsites
- connectivity corridors between intact valleys
- more trees
- virgin falls should be a park
- back roads maintenance would be great
- more campgrounds
- consider access to new multiplex
- multiplex is a step in the wrong direction- too far, too car centric
- bleeping kill the multiplex

Ucluelet

- senior friendly services and amenities
- trail through to PRNP to Tofino
- Trail /bike path between two communities of Tofino and Ucluelet
- better access to kayaking waters
- mountain bike trail network
- a happy safe Christmas for the west coast. Merry Christmas west coast
- trail systems on old logging roads- clayoquot arm and virgin falls
- zero footprint from human activity
- multi use path from Port Albion to Ucluelet-Tofino Hwy to meet existing path
- create a mechanism for donations -tax credit opportunities
- more well marked trails, alpine areas along highway between port and junction
- hope the kids will have fun and leave with knowledge and a smile on their

faces

- open more areas in Kennedy Lake, camping trails
- multi-use path extended from the junction to Cox Bay(Tofino info center) yeah!
- education/interpretive centre for Wild Pacific Trail
- Public safety information for trails system for hikers
- animal and species respected and protected
- washroom facilities on trails and benches for reflection
- consistency in trail standards throughout the region. Mountain biking area



CONSIDERATIONS FOR THE COMMITTEE

Ucluelet

- linkages with existing and new trails and parks
- consult with local government
- trail linking to Tofino/ Ucluelet or bike path
- mountain bike trails
- ATV trails
- linkages multi use path (Port Albion to existing path on highway)
- Tie in with the municipalities
- Interpretive opportunities on geologic formation of the region
- work with local government, national parks, provincial parks and First Nations for a cohesive parks and trails plan.
- we have very real issues with wildlife here. Opening new trails must have wildlife considered . Do not plunk trails on known wildlife corridors.
- ecological sensitivity especially with watersheds etc. Balanced with well signed and advertised form
- regional trails- connect Tofino and Ucluelet's trails with a trail through Pacific Rim National Park-
- sites of historical significance e.g. Tonquin sinking site, Cougar Annie's garden
- marine parks
- human/wildlife dynamics, conflicts, education,-social trails..
- letting the use and landscape dictate the final route
- acquire land for animal sanctuary/ migration paths-
- integrate and coordinate safety messages, wildlife management, (i.e garbage cans) and living with wildlife messages etc. so can be consistent between areas and more effective
- active recreational parks- biking, hiking, canoeing...
- adding unprotected intact ancient values
- create dog walking, off- leash parks
- great publicity to promote parks and trails
- good signage and security
- preserve as much of nature (settings as possible)
- adequate funding especially grants: prov and fed
- protection and awareness for wildlife, esp. Birds migrating through and shore feeders-more camping areas

Port Alberni

- more signage, more signage
- connect to communities (City- First Nations-Electoral Areas etc.)
- trail along Stirling Arm as lakeshore and Faber
- Hole in the wall stability
- wheelchair access
- signage
- keeping the trail dog friendly- off leash
- licence plate on ATVs
- tourism, we can promote this!
- cycling
- animal awareness
- system for reporting problems with trails (wind fall, signs, lost etc) so repairs can be made
- liason between ACRD and trail volunteers/crew so trails can be repaired/ upgraded
- Dry Creek
- better mapping
- coordination of different groups including private land owners
- network of trails-e.g trails that connect to each other
- plan to access funds for trail construction and maintenance
- much better maps for already existing trails including distances
- connections through the community to Rogers Creek!!!
- upkeep on existing trails and work done on new trails and routes up local mountains
- trail all the way down the inlet to Bamfield
- trail between Alberni Valley and the West Coast and Horne Lake to West Coast
- motorized vehicles restrictions
- new cycling routes
- better signage
- logging plan input
- work to maintain access to Island Timberlands lands
- connect regional district trails to community forest
- improve trail etiquette
- how to communicate with stakeholders
- templates/plans for establishing land use agreements with user groups/ activity specific groups
- motorized vehicles (ATVs)
- ATVs on the Log Train trail
- consider animals, fisheries

- consider First nations- usage
- ecosystems
- let us all work together- harmony
- connect to Port Alberni- Hump heli-pad to Lake Cowichan
- use old trail on Cameron Valley wagon road- to Yellow's creek- this was a logging trail of historic significance from around 1890. (Father and Son is dated back to about 1900)
- BCFS Islands Timberlands participation
- Cameron River crossing- labour day lakes
- protection of Cranberry swamp
- Corrigan creek
- dog friendly always
- promote value to tourism- cyclists, hikers, provide some areas with wheelchair access. Alberni Valley is gorgeous
- we should capitalize on our outdoor recreation resources
- volunteers to build trails
- resources to update and maintain trail information, maps, signage, etc
- involve land owners and tenure holders
- consideration to different types of hikers: recreation versus serious
- PDF and similar complete mapping (printable) along with safety prep considerations for hikers, backpackers, checklists and concerns with seasonal changes
- similar to Cape Scott/north coast trail website online information is sparse and incomplete. Signage is missing on trails
- web and digital resources (e.g mapping files, resource documents etc.)
- garbage cans would be an asset
- benches
- signage
- web overview
- connect throughout community
- work with city on Rogers Creek area crossing in side of city limits
- web and town info for trails
- excellent maps using current technologies
- balance of user groups

IDENTIFICATION OF STAKEHOLDERS

Ucluelet

- Ucluelet community forest
- District of Ucluelet
- Ucluelet First Nation
- Wild Pacific Trail
- Ucluelet Recreation Commission
- Ucluelet historical society

Tofino

- local governments- we have local parks and trail plans, we would like you to consider.
- Parks Canada representatives (for continuous trails and parklands)
- Tla-o-qui-aht First Nation who manage tribal parks in ACRD
- Search and Rescue- consult with them
- Tofino Recreation commission
- Lighthouse Trail committee
- Community DMOs (tourism Tofino, Ucluelet, Alberni valley tourism and Tourism Vancouver Island (Tourism BC)
- Tofino Natural Heritage Society (Warren Rodd)
- Friends of Clayoquot Sound (Emery Hartley)
- Watershed Forest Alliance- Jane Morden 250-731-4562
- Friends of Clayoquot Sound and other NGOs (250) 725-4218
- Ahousaht First Nation
- Hesquiaht First Nation
- Friends of Strathcona Park
- Definitely First Nations

Port Alberni

- tourism for ATV exposure
- existing hiking groups
- cyclists where appropriate
- trail maintenance
- Alberni Valley Secondary School: Community Recreation Class
- Boy Scouts
- Alberni Valley Outdoors Club
- Port Alberni Cycling Club
- Alberni Valley Hill Climbers Quad Club
- landowners along the Log Train trail
- Tseshaht First Nation members
- Just a Bunch of Hikers
- Saturday Walkers (Bill and June Conley)
- Hupacasath First Nation and other

- First nations
- All first nations
- cycling groups
- Search and Rescue
- horseback riding groups
- ATV club
- Island Timberlands and other private landowners
- VIU classes- parks classes, planning classes etc. research tourism management planning program
- Alberni Valley Community Forest (Sproat Lake area)
- Tuesday Hikers
- Chamber of Commerce
- All four visitors centers
- Private forest land owners
- Sproat Lake parks committee
- Association of BC Forest Professionals
- Need public consultation to decide which trails are suitable for each use: walking, cycling, horses, grading or multiple use
- volunteer trail clearing/maintenance
- private land owners
- groups that come to the table to actively participate

(Forestry Day comments)

- *Alberni Valley bike club*
- *Lee and Ozzies Cycle*
- *Cruise ships*
- *Chamber of Commerce- development of attractions*
- *Newspapers*
- *Tourist information centres*
- *Alberni Valley Outdoor Club*
- *Tyee Club- fishing*
- *SD 70 Outdoor Education Groups*
- *Port Alberni City Council*
- *Port Alberni Watershed? Our intake for our watershed?*
- *Wild West Water Sports Port Alberni - Sandra Gentleman (kite boarding specialist and potential event coordinator)*
- *Alberni Valley Community Forest (maps and management plans, located by new airport at Sproat Lake)*
- *Citizens on patrol- RCMP crime prevention - safety to trail users and ensuring g people are prepared for emergency*
- *Search and Rescue*
- *Walton Farms and others, horse trails Alberni Valley District Riding club*
- *ATV, OHV club: As a Director of ATV/*

BC and President of the local ATV Club any queries you might have or information please do not hesitate to call on us. We would only be too glad to help. John L. Smith, bearsan13@gmail.com

- *Blain Pouliot, ATV Guide / Owner West Coast Edge ATV Adventures <http://westcoastedge.ca> info@westcoastedge.ca 1-855-666-EDGE (3343)*

Bamfield

Not identified in the process as Bamfield was the first open house event. Discussion on this can be opened up to the committee.

- Parks Canada
- First Nations



RECOMMENDATIONS FOR THE PARKS AND TRAILS PLAN

Ucluelet

- protection of the environment (riparian, old growth forests)
- clear uses (equestrian, hiking only? bikes?)
- education center-interpretive center on wild pacific trail-interpretive opportunities (historical)
- signage
- knowledge of what is in the region

Port Alberni

- garbage cans and dog disposal bags
- mapping
- GPS coordinates
- mapping, signage
- limited motorized areas, entry points
- maps at trailheads, biffies, garbages
- too bad people can't pack out what they pack in
- good, accurate signage, more publicity
- need more parks for camping on Sproat Lake and other waterfront areas
- better trails maps, books, on site pamphlets, and internet info

From Forestry Day

- *The municipal land adjacent to 15th Ave. (Maquinna school and Carmichael Crescent area) is used extensively by the public. That needs to be considered. Most of it is zoned future development. People assume that it is a park.*
- *How about a suspension bridge for pedestrians and cyclists across 10th Ave and Rogers creek. Similar to those on the Trans Canada trail.*
- *Better trails maps / marketing*
- *Mountain bike trails at Sproat lake*
- *Protection of high conservation of old growth*
- *Bridge at China creek*
- *Mountain bike/hiking trails @ lookout*
- *Bike/walking through farm at 10th Ave.*
- *Downhill mountain bike trail development (it will generate tourism)*
- *Maintain local trails - so important for all, especially the kids and natural science education*
- *Coombs Country Candy trail - legalizing and creating formal agreements*
- *Acquiring timber licences (ACRD could buy and get hold of these lands)*
- *Logging selectively to pay for acquisition*
- *Mountain bikers can maintain trails*

- *Keep trails easy, aging population, current city trails are too steep!!*
- *What is the existing maintenance budget for ACRD for Parks and Trails (how much is it and what gets done each year?)*
- *Ban dirt bikes and quads!*
- *Boat launch on central lake to improve access to Della Falls*
- *Re-open the trail to Brigade lake*
- *Restore and manage campground at Bill Motyka campsite and develop trails there. (eagles)*
- *Alpine development from Franklyn river to Port Alberni*
- *Having no long trail sections through clear cuts*
- *GPS the trail system and sell it as an app with a pay download (makes money and no one gets lost)*



Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of January 16, 2014

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuuʔuʔitʔatʔ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	2 nd Letter sent – Jan. 9 th
2.	Feb. 27 th Board	Conduct discussions with the City of Port Alberni regarding a regional approach to Alberni Valley water supply and consult with residents of Beaver Creek regarding options and plans for the water system	Andy/ Russell	AV Budget Meeting – February 11 th
3.	July 10 th 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	Reconciliation Committee meeting Jan. 22 nd
4.	Nov. 13 th 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
5.	Nov. 13 th Board	The Board passed a resolution to take the Sproat Lake Marine Patrol Program to referendum in conjunction with the 2014 general election	Wendy	Fall 2014 Referendum
6.	Nov. 27 th 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	Advertising closes Feb. 5 th
7.	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	Jan. 29 th WC Comm. Meeting
8.	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	Jan. 29 th WC Committee
9.	Jan. 8 th Board	Provide a letter of endorsement in support of presenting Mr. McNeil's E & N Railway concept to the Island Corridor Foundation for its consideration at the appropriate time	Wendy	Jan. 21 st
10.	Jan. 8 th Board	The Board approved the 2014 Regular Board of Directors meeting schedule for the Alberni-Clayoquot Regional District and Alberni-Clayoquot Regional Hospital District as presented – Post on website and bulletin boards	Wendy	Done

#	Date	Action Item	Assigned to	Target Date/Update
11.	Jan. 8 th Board	Prepare a terms of reference for an Independent Review Committee to review Bylaw A1066-1, Board Remuneration, Expenses and Benefits Bylaw, 2012	Wendy	Investigating
Finance Department				
12.	Nov. 13 th Board	Develop Agreement for Cherry Creek Improvement District water mainline replacement	Teri	CCWD to provide project details
13.	Nov. 13 th Board	Forward cost and budget for the regional parks service to Director Jack	Teri	Done
14.	Board December 6	VIU Chair Grant dollars spent update invite to Board Meeting	Teri	March 12 th
15.	Jan. 8 th Board	Bylaw F1108 cited as "Revenue Anticipation Borrowing Bylaw No. F1108, 2014 was adopted – Prepare for signatures	Teri	Done
16.	Jan. 8 th Board	The Board approved the Alberni Valley Wrestling Club grant-in-aid request for \$2,000 with the funds coming from the 2014 Region Wide Special Events budget – Award the grant	Teri	Done – Advised to apply a year in advance
Environmental Services Department				
17.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
18.	Sept. 8/10 WC	Investigate with Tla-o-qui-aht First Nation well development at the Long Beach Airport	Russell	Staff to meet in January to prepare agreement
19.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress
20.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Rob	Design in progress
21.	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	Feb. 12 th for introduction
22.	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	February 26 th update from engineer
23.	August 14 AV Comm	Organize a meeting with Tseshaht First Nation to discuss and tour the AV Landfill	Russell	Invitation and background hand delivered

#	Date	Action Item	Assigned to	Target Date/Update
24.	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	February 12 th
25.	Sept. 25 th Board	The GPS/WASS system for the Alberni Valley Regional Airport be referred to 2014 budget discussions and staff be instructed to investigate partnerships and report back to the Alberni Valley Committee	Andy	AV Budget Meeting – Feb. 11 th
26.	Oct. 16 th WC Comm	Implement water charges for the Long Beach Recreation Cooperative for the Long Beach Golf Club property in 2013 and provide a lease agreement to be implemented by Jan. 1, 2014	Andy	January 22 nd
27.	Nov. 13 th Board	Airport Supervisor further evaluate alternative technologies for navigational aids at the Long Beach Airport with the objective of establishing a system at a cost reduced from the original commitment of the ACRD	Andy Mark	WC Budget meeting – Jan. 29 th
28.	Nov. 27 th 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 that this continues to be road access for the community	Andy	Drafting – to be completed Jan. 21 st
29.	Board December 6	Stump Dump follow up	Andy	Jan. 29 th WC Committee
30.	Board December 6	Solid Waste Management Plan Update	Andy	Feb. 12 th Update to Board
31.	Jan. 8 th Board	Write a letter to the appropriate Ministry requesting Wendy Creek Bridge be considered for repairs to allow for proper flow of industrial traffic in the Salmon Beach area	Andy	Coordinating with Toquaht First Nation
PLANNING DEPARTMENT				
32.	May 13/10 WC	Planning Staff proceed with subdivision process on the Long Beach Airport lands for the WC Multiplex Society and Long Beach Golf Course following Airport rezoning	Mike	Letter sent to TFN Jan 16
33.	June 1/09	Bamfield OCP Review	Mike	Referrals sent Public Hearing in March
34.	n/a	Sproat Lake OCP Review	Mike	Public Hearing early March at Area Directors request

#	Date	Action Item	Assigned to	Target Date/Update
35.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	ADC meeting Jan 20 th
36.	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	Staff report for February
37.	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	Report to Bamfield and Huu-ay-aht Directors by Jan 31
38.	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 Staff report for February
39.	March 13 th Board	Arrange a meeting with the Ministry of Environment, Ministry of Transportation, District of Ucluelet and Yuuṭuʔitʔatʰ First Nation to discuss access, safety and broader land use policies applying to the junction property	Mike	Third meeting request sent Jan 16
40.	July 24 th Board	The Board of Directors instructed staff to work with the Central West Coast Forest Society to investigate funding for the assessment and restoration of the Willowbrae Creek system	Mike	2014 Budget
41.	Board December 6	Proceed with acquiring a portion of the foreshore fronting Faber Park	Mike	Meeting with Couverdon Jan 14 th
42.	Jan. 8 th Board	Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014 was given three readings – Forward to approval by the Inspector of Municipalities	Mike/ Heather	Done

Issued: January 16, 2014

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 2013**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family											1	341,499	1	341,499
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							1	9,244			4	64,285	5	73,528
Totals	0	0	0	0	0	0	1	9,244	0	0	5	405,784	6	415,027

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
NOVEMBER, 2013 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	1	260,000	5	449,342	5	1,215,318	4	1,560,000	3	869,763	18	4,354,423
Mobile Homes	0	0	0	0	0	0	1	2,500	2	20,000	1	10,000	4	32,500
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	1	50,000	3	22,000	6	648,000	2	138,000	6	82,500	18	940,500
Commercial	0	0	0	0	0	0	2	1,600,000	0	0	0	0	2	1,600,000
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	1	200,000	1	200,000
Miscellenaous	0	0	0	0	1	5,000	10	181,458	14	381,082	9	196,616	34	764,155
Totals	0	0	2	310,000	9	476,342	24	3,647,276	22	2,099,082	20	1,358,879	77	7,891,578

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		6		2	2	10	90

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2012	86	8,443,871	92	9,011,700					
2011	113	8,689,998	120	9,221,498					
2010	146	21,355,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	79	3,332,812	80	3,348,092
2008	144	16,872,606	147	22,682,130	1998	73	3,294,610	75	3,320,890
2007	158	14,419,767	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	153	14,659,250	161	15,909,705	1996	123	8,496,554	128	9,050,554
2005	134	12,803,924	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	129	10,959,254	133	11,036,854	1994	147	7,765,500	151	7,915,500
2003	91	6,677,542	97	6,925,356	1993	159	10,271,000	167	10,864,000
2002	69	2,670,126	76	2,986,134	1992	170	11,019,500	173	11,192,500
2001	82	5,329,780	89	5,790,126	1991	125	7,037,120	126	7,155,120
2000	83	4,010,339	88	4,095,339	1990	116	6,218,900	118	6,323,900

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
DECEMBER, 2013**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family							1	263,370					1	263,370
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens													0	0
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							1	35,000	1	1,000	1	18,000	3	54,000
Totals	0	0	0	0	0	0	2	298,370	1	1,000	1	18,000	4	317,370

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		4		4	1	9	99

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
DECEMBER, 2013 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	0	0	1	260,000	5	449,342	6	1,478,688	4	1,560,000	3	869,763	19	4,617,793
Mobile Homes	0	0	0	0	0	0	1	2,500	2	20,000	1	10,000	4	32,500
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	0	0	1	50,000	3	22,000	6	648,000	2	138,000	6	82,500	18	940,500
Commercial	0	0	0	0	0	0	2	1,600,000	0	0	0	0	2	1,600,000
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	0	0	0	0	0	0	1	200,000	1	200,000
Miscellenaous	0	0	0	0	1	5,000	11	216,458	15	382,082	10	214,616	37	818,155
Totals	0	0	2	310,000	9	476,342	26	3,945,646	23	2,100,082	21	1,376,879	81	8,208,948

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2012	92	9,011,700	92	9,011,700					
2011	120	9,221,498	120	9,221,498					
2010	149	21,524,170	149	21,524,170					
2009	123	11,302,380	123	11,302,380	1999	80	3,348,092	80	3,348,092
2008	147	22,682,130	147	22,682,130	1998	75	3,320,890	75	3,320,890
2007	163	15,007,877	163	15,007,877	1997	104	10,025,166	104	10,025,166
2006	161	15,909,705	161	15,909,705	1996	128	9,050,554	128	9,050,554
2005	138	12,962,379	138	12,962,379	1995	116	9,641,300	116	9,641,300
2004	133	11,036,854	133	11,036,854	1994	151	7,915,500	151	7,915,500
2003	97	6,925,356	97	6,925,356	1993	167	10,864,000	167	10,864,000
2002	76	2,986,134	76	2,986,134	1992	173	11,192,500	173	11,192,500
2001	89	5,790,126	89	5,790,126	1991	126	7,155,120	126	7,155,120
2000	88	4,095,339	88	4,095,339	1990	118	6,323,900	118	6,323,900



Alberni-Clayoquot Regional District

**Board of Directors Meeting Schedule
February 2014**

DATE	MEETING	TIME & LOCATION	ATTENDEES
Wednesday, February 11 th	Alberni Valley & Bamfield Financial Planning Meeting	10:00 am – ACRD Board Room	AV Directors & Bamfield, Staff
	Electoral Area Directors Committee – Financial Planning Meeting	1:30 pm – ACRD Board Room	EA Directors, Staff
Wednesday, February 12 th	Committee-of-the-Whole Meeting (Grants-in-Aid)	10:00 am – ACRD Board Room	Directors, Staff
	Regular Board of Directors Meeting	1:30 pm – ACRD Board Room	Directors, Staff
	Regional Hospital District Meeting	Immediately following above	Directors, Staff
Wednesday, February 26 th	Regular Board of Directors Meeting	1:30 pm – ACRD Board Room	Directors, Staff

Issued: January 16, 2014