



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, FEBRUARY 12, 2014, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition to Traditional Territories	
2. <u>WELCOME & INTRODUCTIONS</u>	
Welcome to Uchucklesaht Tribe Government and Introductory comments from Directors.	
3. <u>OATH OF OFFICE</u>	
Marina Stilinovic, Justice of the Peace, Province of BC to conduct Oath of Office for Director Wilfred Cootes, Councillor, Uchucklesaht Tribe Government.	
4. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items required 2/3 majority vote)</i>	
5. <u>DECLARATIONS</u> <i>(conflict of interest or gifts)</i>	
6. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – January 22, 2014	7-18
<i>THAT the minutes of the Board of Directors meeting held on January 22, 2014 be adopted.</i>	
b. Committee-of-the-Whole Meeting – January 22, 2014	19-21
<i>THAT the minutes of the Committee-of-the-Whole meeting held on January 22, 2014 be adopted.</i>	
c. West Coast Committee – January 29, 2014	22-24
<i>THAT the minutes of the West Coast Committee meeting held on January 29, 2014 be adopted.</i>	

7. PETITIONS, DELEGATIONS & PRESENTATIONS

- a. **Presentation – Bruce Forsyth, Maintenance Technician Lead hand 5 Years of Service.**
- b. **Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for January 2014.** **25-26**

8. CORRESPONDENCE FOR ACTION

- a. **REQUEST FOR SUPPORT** **27-31**
BC/Yukon Command/The Royal Canadian Legion, January 27, 2014,
Request for Support for the Remembrance project by sponsoring an
advertisement space in the “Military Service Recognition Book.”

THAT the Board of Directors approves the request for support for the Remembrance project by sponsoring an advertisement space in the “Military Service Recognition Book” for the ¼ Page (Full Colour) for the amount of \$565.00.

- b. **REQUEST FOR MEMBERSHIP** **32-33**
Vancouver Island Economic Alliance

(Board direction requested.)

- c. **REQUEST FOR SUPPORT** **34**
Thornton Creek Hatchery

THAT the Board of Directors provide a letter of support for the Thornton Creek Hatchery’s CBT grant application.

9. CORRESPONDENCE FOR INFORMATION

- a. **ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITIES** **35-37**
Response to Mayor Larry Cross, Comox Valley Regional District on the
matter of the request for a stand-alone meeting or Convention session
on the topic of solid waste management on Vancouver Island.
- b. **SELINA ROBINSON, MLA, OPPOSITION CRITIC FOR LOCAL GOVERNMENT AND SPORTS** **38-39**
Local Elections Campaign Financing Act.
- c. **ALBERNI WRESTLING** **40**
Thank you.
- d. **ISLAND COASTAL ECONOMIC TRUST** **41-42**
Davis Bay Wharf expansion approved

- e. **SCHOOL DISTRICT 70** **43-46**
Public Input sessions – Tues., Feb. 4th and Wed., Feb. 5th
- f. **DAVID SUZUKI** **47-52**
David Suzuki foundation and fukishima.
- g. **BC HYDRO** **53-55**
Update on Long Beach Area Reinforcement Project
- h. **CITY OF PARKSVILLE** **56**
Advocate for Provincial Government to update or replace the provincial emergency notification system (PENS)

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

10. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION** **57-87**
Finance Warrant No. 537

That the Board of Directors approves Finance Warrant Number 536 in the amount of \$630,404.81 dated January 31, 2014.

- b. **REQUEST FOR DECISION** **88-89**
Appointment of Chief and Deputy Chief Election Officers – 2014 General Local Election

THAT pursuant to Section 41 (1) and (2) of the Local Government Act, the Alberni-Clayoquot Regional District Board of Directors:

a. Appoint Wendy Thomson the Chief Election Officer for the purposes of conducting the 2014 general local election and referenda in the Alberni-Clayoquot Regional District; and,

b. Appoint Russell Dyson the Deputy Chief Election Officer for the purposes of conducting the 2014 general local election and referenda in the Alberni-Clayoquot Regional District.

- c. **REQUEST FOR DECISION** **90-91**
Regional Parks

THAT the Board of Directors review the Regional Parks proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

- d. **REQUEST FOR DECISION**
E911 Emergency Telephone System

92-101

THAT the Board of Directors review the E911 Emergency Telephone System proposed budget and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

- e. **REQUEST FOR DECISION**
Regional Planning

102-105

THAT the Board of Directors review the Regional Planning proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

- f. **REQUEST FOR DECISION**
General Government Services

106-111

THAT the Board of Directors review the General Government proposed budget, make amendments if required, and approve to be included in the first reading of the 2013-2017 Alberni-Clayoquot Regional District Financial Plan.

- g. **REQUEST FOR DECISION**
Board Remuneration Review Policy

112-113

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the Board Remuneration Review Policy as presented.

- h. **REQUEST FOR DECISION**
Alberni Valley Regatta Association-Noise Exemption from Noise Bylaw R1024

114-116

THAT the Board pass a resolution to request public input by advertising in the local paper identifying the intention of the board to grant an exemption from the noise bylaw as per Section 7 of the "Sproat Lake Noise Control Bylaw No. R1024, 2013".

- i. **REQUEST FOR DECISION**
Establishing Cherry Creek Dangerous Dog Bylaw

117-119

That the Board of Directors:

- 1) Rescind 3rd reading of Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014".*
- 2) Amend Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014" as attached.*
- 3) Give 3rd reading to "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014" as amended.*

11. PLANNING MATTERS

11.1 ELECTORAL AREA DIRECTORS ONLY

- a. **RF13005, LPV LAND DEVELOPMENT, 5950 STRATHCONA STREET** **120-161**
Rezoning Application – Public Hearing Report, Public Hearing Minutes
and Bylaw P1315

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

*THAT Bylaw P1315, Regional District of Alberni-Clayoquot Zoning Atlas
Amendment Bylaw, be read a third time.*

- b. **CONTRACT TO UPDATE THE ACRD ZONING BYLAW** **162-174**
Memorandum and Landworks Consultants Inc. Proposal

*THAT the Board of Directors authorize the CAO to enter into a contract with
Landworks Consultants Inc. to rewrite the Alberni-Clayoquot Zoning Bylaw with
the cost of the contract not to exceed \$35,000.00.*

11.2 ALL DIRECTORS

- a. **ALBERNI INLET TRAIL** **175-182**
Request for Decision and Island Timberlands Non-Exclusive Licence

*THAT the Board of Directors authorize the CAO to sign a non-exclusive licence
with Island Timberlands for Phase 1 and Phase 2 of the Inlet Trail.*

12. REPORTS

12.1 STAFF REPORTS

- a. Environmental Services Department Report – February 6, 2014 **183-185**
b. Staff Action Items Report – February 6, 2014 **186-190**

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

12.2 COMMITTEE REPORTS

- a. **Electoral Directors Committee – 2014 Financial Planning Meeting –
February 11, 2014**
(P. Cote) – verbal

- b. **Alberni Valley & Bamfield Committee – 2014 Financial Planning Meeting – February 11, 2014**
(C. Solda) – verbal
- c. **Committee-of-the Whole – 2014 Financial Planning Meeting – February 12, 2014**
(C. Solda) – verbal
- d. **EA Directors Forum - February 4 and 5, 2014**
(E.Geall & J. McNabb) – verbal
- e. **Local Government Leadership Forum - February 5 and 6, 2014**
(L. Banton) – verbal

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

12.3 OTHER REPORTS

- a. **Alberni Valley Chamber of Commerce**
Minutes from the December 19, 2013 Board of Directors Meeting **191-195**
Minutes from the January 23, 2014 Board of Directors Meeting **196-200**

13. UNFINISHED BUSINESS

14. LATE BUSINESS

15. QUESTION PERIOD

16. IN CAMERA

Motion to close the meeting to discuss matters relating to

i. Litigation or potential litigation affecting the Regional District.

17. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

18. ADJOURN

Next Board of Directors Meeting: Wednesday, February 26, 2014, 1:30 pm



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JANUARY, 22, 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)

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

Jack McLeman, Councillor, City of Port Alberni

Josie Osborne, Mayor, District of Tofino

Bill Irving, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞵiꞵꞵath Government

Wilfred Cootes, Observer, Uchucklesaht

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andy Daniel, Manager of Environmental Services

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the agenda be approved as circulated with the additions of the following late items: Consultation between the Coastal Community Network and the AVICC, email correspondence from Garret Seinen with regards to radiation monitoring.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – January 8, 2014

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the minutes of the Board of Directors meeting held on January 8, 2014 be adopted.

CARRIED

b. Alberni Valley Committee Meeting – January 8, 2014

MOVED: Director Geall
SECONDED: Director Bennett

THAT the minutes of the Alberni Valley Committee meeting held on January 8, 2014 be adopted.

CARRIED

c. Alberni-Clayoquot Transportation Committee – December 18, 2013

MOVED: Director McLeman
SECONDED: Director Kokura

THAT the minutes of the Alberni-Clayoquot Transportation Committee meeting held on December 18, 2013 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

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

Inspector Richards provided an overview of the November and December Port Alberni RCMP Policing Report. In 2013 there were 1070 calls for service; Inspector Richards highlighted the two areas of concerns as numbers are rising: property crime and traffic offences. Inspector Richards answered questions from Directors.

Director Cote entered the meeting at 1:34 pm.
Director Osborne entered the meeting at 1:35 pm.
Director Cootes entered the meeting at 1:36 pm.

b. Jon Ambler, President, Debra Oakman, Secretary, North Island 9-1-1 Corporation regarding 9-1-1Call Answer – RCMP MOU and Options Analysis.

Mr. Ambler provided an overview on the 911 corporation. He explained dispatchers sit in Victoria for the Ambulance, Courtenay for Police and Campbell River for Fire. The current MOU term ends March 31, 2014. Looking ahead the emerging trends are technology and industry changes, 911 for hearing impaired, abandoned 911 calls and text messaging. Options are: Status quo, stand alone call centre, CR does both, ECOMM does PSAP & CR does SSAP, ECOM does all or dissolve the 911 corporation. There is a study currently being undertaken and recommendations will be provided at a board meeting in the spring of 2014. Mr. Ambler answered questions from the Directors.

c. Don Hall, Fisheries Program Manager, Nuu-chah-nulth Tribal Council regarding T'aaq-wiihak Fisheries Update.

Mr. Hall introduced Francis Frank the lead negotiator at the table for the Toquaht FN. He then presented an update regarding the First Nations Fisheries litigations which they are currently waiting for a decision from the Supreme Court of Canada. The Nations have submitted management fishing plans and Canada has shown no flexibility. The delegation requests the ACRD to write a new letter of support to Minister Shea for the T'aaq-wiihak fisheries, willingness to speak with media, spread information on the T'aaq-wiihak fisheries with your contacts. The Nations are willing to make presentation to any all groups.

MOVED: Director Bennett

SECONDED: Director Cote

THAT the Board of Directors instruct staff to work with Don Hall, Nuu-chah-nulth Tribal Council to provide a support letter to Minister Shea, Ministry of Fisheries and Ocean regarding the T'aaq-wiihak fisheries.

CARRIED

d. Susan Roth, regarding Request for Radiation Monitoring.

Ms. Roth is requesting the ACRD assist in monitoring the radiation levels in the Alberni Valley. The main concern lies with the fish that we eat and what effect that will have on our health and economy. There is very little data and what we need is gamma spectrometer. She was not suggesting the Regional District take it on but help to advocate, there is fear out there so the best thing we can do is say we have a problem or we don't have a problem.

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the request for the ACRD to assist with monitoring radiation levels in the Alberni Valley be referred to the Air Quality Council and the Barclay Sound Salmon Working Group.

CARRIED

MOVED: Director Bennett
SECONDED: Director McNabb

THAT correspondence from Garret Seinen regarding geiger counter be referred to the Air Quality Council and the Barclay Sound Salmon Working Group.

CARRIED

6. CORRESPONDENCE FOR ACTION

- a. Correspondence from Union of British Columbia Municipalities regarding Local Government Leadership Forum scheduled for February 5-7, 2014 at the Radisson.**

MOVED: Director McNabb
SECONDED: Director Geall

THAT the Board of Directors authorize the Chair to attend the UBCM Local Government Leadership Forum.

DEFEATED

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the Board of Directors authorize Directors to attend the UBCM Local Government Leadership Forum.

MOVED: Director Osborne
SECONDED: Director Cote

THAT the main motion be amended to read up to three Directors attend the UBCM Local Government Leadership Forum.

CARRIED

The main motion as amended was

DEFEATED

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Board of Directors tasks the Board Remuneration Committee to develop a draft policy with regards to Directors attending conferences, conventions and forums.

CARRIED

- b. Correspondence dated January 10, 2014 from the Ministry of Transportation and Infrastructure regarding the Billboard Permit System**

MOVED: Director Bennett

SECONDED: Director Kokura

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

CARRIED

7. CORRESPONDENCE FOR INFORMATION

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

MOVED: Director Geall

SECONDED: Director Bennett

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Parcel Tax Roll Review Panel.**

MOVED: Director Bennett

SECONDED: Director McLeman

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.*

CARRIED

MOVED: Director Kokura
SECONDED: Director McLeman

THAT the Board of Directors appoint Mr. Gord Blakey, Director Banton and Director McNabb and an alternate Director Cote to the Parcel Tax Roll Review Panel.

CARRIED

- b. Request for Decision regarding 2014 Committee Appointments.**

MOVED: Director Bennett
SECONDED: Director Kokura

THAT the Board of Directors approves the 2014 Alberni-Clayoquot Regional District Committee Appointments and Appointments to Outside Boards, Agencies, Commissions as presented with the following amendments: the removal of the West Coast Emergency Planning Committee, the Agricultural Development Commission and the Bamfield Parks Committee and Director Jack is now an alternate for the West Island Woodlands Advisory Group, also delete Ron Barclay from the listing of the Beaver Creek Water Advisory.

CARRIED

- c. Request for Decision regarding New Personnel Policies for the ACRD.**

MOVED: Director McNabb
SECONDED: Director Kokura

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.

CARRIED

- d. Request for Decision regarding Bylaw No. R1016-1 Amendment.**

MOVED: Director Bennett
SECONDED: Director Irving

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

CARRIED

MOVED: Director Irving
SECONDED: Director Bennett

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

CARRIED

e. Request for Decision regarding By law No. F1106 – LBA Water Rates and Regulations.

MOVED: Director Bennett
SECONDED: Director Osborne

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".

CARRIED

MOVED: Director Bennett
SECONDED: Director Irving

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".

CARRIED

MOVED: Director Bennett
SECONDED: Director McLeman

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".

CARRIED

MOVED: Director Irving
SECONDED: Director Bennett

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

CARRIED

f. Request for Decision regarding Millstream and Long Beach Airport Waterworks Contractor Agreements.

MOVED: Director Bennett
SECONDED: Director Kokura

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.*

CARRIED

g. Request for Decision regarding Beaver Creek Water System Parcel Tax Roll Bylaw.

MOVED: Director McNabb

SECONDED: Director Geall

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

CARRIED

MOVED: Director McNabb

SECONDED: Director Geall

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

CARRIED

MOVED: Director McNabb

SECONDED: Director McLeman

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

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

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

CARRIED

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

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

MOVED: Director Banton
SECONDED: Director Kokura

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

CARRIED

MOVED: Director Banton
SECONDED: Director Cote

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

CARRIED

10. REPORTS

- a. Vancouver Island North INFILM Film Commission
Minutes from Annual General Meeting – Dec. 18, 2013
- b. Regional Parks and Trails Master Plan Report – Winter 2013

MOVED: Director Bennett
SECONDED: Director Osborne

THAT the Board of Directors receives reports a-b.

CARRIED

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

MOVED: Director Kokura
SECONDED: Director Cote

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

CARRIED

10.2 COMMITTEE REPORTS

a. Alberni-Clayoquot Transportation Committee

Update on Meeting with Jordan Sturdy, MLA – January 15, 2014
(Verbal) – J. McLeman

Director McLeman reported on the meeting with Mr. Jordan Sturdy, MLA he stated it went very well and the committee was heard. Next step is to set up a meeting with the Minister of Transportation along with a few of the committee members sometime in May 2014. Representatives from Industry – Catalyst Paper, Island Timberlands and Western Forest Products and Raven Cole were in attendance and made presentations.

b. Committee-of-the-Whole

Meeting of January 22, 2014 – Chair

Staff have been instructed to put together a report regarding the Economic Development projects the Economic Development Officer is going to work on for 2014 which include Agriculture, Long Beach Airport Advisory Committee, AV Airport, Transportation, Website and Bamfield specific Outreach.

MOVED: Director McNabb

SECONDED: Director McLeman

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

CARRIED

MOVED: Director McNabb

SECONDED: Director Geall

THAT staff be instructed to prepare a report regarding the projects the Economic Development Officer is going to work on for 2014 which include Agriculture, Long Beach Airport Advisory Committee, AV Airport, Transportation, Website and Bamfield Specific Outreach.

CARRIED

10.3 MEMBER REPORTS

a. 9-1-1 Corporation – C. Solda - No Report

b. Vancouver Island Regional Library - P. Cote –

Director Cote attended AGM on Saturday, January 4.

c. Central West Coast Forest Society – T. Bennett No Report

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

Director Solda reported the next meeting is Thursday, January 23

- e. **Alberni Valley Chamber of Commerce – C. Solda No Report**
- f. **Coastal Communities Network – T. Bennett/B. Irving/C. Solda**
- g. **West Island Woodlands Advisory Group – J. Jack/L. Banton**
Director Banton reported the next meeting is February 13
- h. **Island Coastal Economic Trust – C. Solda – No Report**
- i. **Air Quality Council, Port Alberni – J. McNabb – No Report**
- j. **West Coast Aquatic Board – T. Bennett –**
Director Bennett reported the next meeting is February 6 meeting
- k. **Association of Vancouver Island & Coastal Communities – C. Solda**
Chairperson Solda will have a written report for the next meeting
- l. **Beaver Creek Water Advisory Committee – J. McNabb – No Report**
- m. **Other Reports**

Director Bennett reported the Toquaht First Nation was looking at assessing their treaty lands to build road access from Salmon Beach to their private lands. There was a meeting with Director Bennett, Manager of Environmental Services Andy Daniel and Toquaht First Nation. Toquaht First Nation made changes within their operational plan and decided not to build a road but use existing roads with Salmon Beach.

Director Cote reported the Sproat Lake Parks Commission made recommendations regarding replacement of the Dickson Road wharf, the immediate neighbors' have started a petition. The parks will meet to discuss the opposition.

Director Cote reported on the LHA70 Review meeting held on Saturday, January 18 at Echo Center, the next meeting will be in Ucluelet on February 3.

Director Geall reported there was a Town Hall meeting in Bamfield regarding water issues, 50 people attended.

MOVED: Director Osborne

SECONDED: Director Kokura

THAT the Board of Directors receives the Member Reports.

CARRIED

MOVED: Director Bennett

SECONDED: Director Jack

THAT the Board of Directors authorize staff to make the request on behalf of the Coastal Community Network (CCN) to write a letter to the AVICC requesting a meeting be held

with the Regional District Chairs and the CCN at the AVICC convention to determine the continuation of the CCN.

CARRIED

MOVED: Director Cote

SECONDED: Director McLeman

THAT the Board of Directors authorize the Chairperson of the Hospital District and the Chairperson of the Regional District to attend the February 3, 2014 LHA70 West Coast meeting.

CARRIED

MOVED: Director Cote

SECONDED: Director Irving

THAT the Board of Directors write a letter to Minister Stone and Renee Mounteney thanking them for following up with the ACHN regarding our health consultation study and how it might pertain to the ministry's Vancouver Island Transportation Strategy and invite Renee to attend an Alberni HN meeting along with the schedule.

CARRIED

Director McNabb left the meeting at 4:13 pm

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

MOVED: Director Kokura

SECONDED: Director McLeman

THAT this meeting be adjourned at 4:20 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, JANUARY 22, 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)

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

Jack McLeman, Councillor, City of Port Alberni

Josie Osborne, Mayor, District of Tofino

Bill Irving, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞵiꞵꞵath Government

Wilfred Cootes, Observer, Uchucklesaht

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Teri Fong, Manager of Finance

Mike Irg, Manager of Planning and Development

Shellie Lyle, Administrative Assistant

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:01 am.

2. APPROVAL OF AGENDA

MOVED: Director Kokura

SECONDED: Director Geall

THAT the agenda be approved as circulated.

CARRIED

3. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Gary Anglin, Trinex Internet Solutions regarding Draft ACRD Website

MOVED: Director Kokura

SECONDED: Director Geall

THAT Gary Anglin, Trinex Internet Solutions be invited to address the Committee of the Whole.

CARRIED

Mr. Anglin presented a draft of the redesigned ACRD website. The site has a clean new look and feel, easier navigation and searching tools. Mr. Anglin answered questions and received input from Directors.

Director Jack entered the meeting at 10:07 am.

Director Cote entered the meeting at 10:08 am.

4. REPORTS

a. Pat Deakin, City of Port Alberni Economic Development Officer – 2014 Economic Development

Mr. Pat Deakin, City of Port Alberni Economic Development Officer reviewed Economic Development initiatives in the Alberni-Clayoquot Region. He explained the opportunities - tourism, retirees, health care, forest economy, agriculture, aquaculture mariculture, marine industrial marine research, education, creative industries, home based businesses and power generation. He concluded with the question as to which opportunities to undertake.

MOVED: Director Geall

SECONDED: Director McNabb

THAT staff be instructed to investigate the costs associated with the creation of an Economic Development Committee to meet quarterly to discuss economic development initiatives in the region.

DEFEATED

MOVED: Director McNabb

SECONDED: Director Geall

THAT staff be instructed to prepare a report regarding the projects the Economic Development Officer is going to work on for 2014 which include Agriculture, Long Beach Airport Advisory Committee, AV Airport, Transportation, Website and Bamfield Specific Outreach

CARRIED

b. Administrative Memo Economic Development Grant-in-Aid

MOVED: Director Bennett

SECONDED: Director Geall

THAT this administrative memo be received.

CARRIED

5. **LATE BUSINESS**

6. **ADJOURN**

MOVED: Director Kokura

SECONDED: Director Bennett

THAT this meeting be adjourned at 11:45 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE 2014 – 2018 FINANCIAL PLANNING MEETING HELD ON WEDNESDAY, JANUARY 29, 2014

Ucluelet Community Center, 500 Matterson Drive, Ucluelet, BC

- MEMBERS PRESENT:** Josie Osborne, Chairperson, Mayor, District of Tofino
Bill Irving, Mayor, District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
- REGRETS:** Tony Bennett, Chairperson, Electoral Area "C" (Long Beach)
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer
Andy Daniel, Manager of Environmental Services
Mark Fortune, Airport Superintendent
Teri Fong, Manager of Finance
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:05 am.

2. APPROVAL OF AGENDA

MOVED: Director Irving

SECONDED: Director McCarthy

THAT the agenda be approved as circulated with the addition of the following late items: Letters from District of Ucluelet and Huu-ay-aht First Nation regarding participation in West Coast Emergency Planning.

CARRIED

3. CORRESPONDENCE

4. REPORTS

a. **Administrative Memo regarding - Stump Dump Follow-up**

MOVED: Director Irving

SECONDED: Director McCarthy

THAT the West Coast Committee receive the Stump Dump report.

CARRIED

5. REQUEST FOR DECISION

a. Request for Decision – West Coast Emergency Planning

MOVED: Director Irving

SECONDED: Director Osborne

THAT the West Coast Committee instruct staff to pursue the coordination of emergency planning on the west coast subject to buy in from other West Coast organizations and if so establish a policy committee and working group to develop the details for the establishment of the service in 2015.

CARRIED

6. 2014 – 2018 FINANCIAL PLAN – WEST COAST SERVICES

a. REQUEST FOR DECISION

West Coast Waste Management

The Manager of Finance highlighted 2013 activities at the West Coast Landfill and provided an overview of the proposed West Coast Waste Management budget for 2014 - 2018. The tax rate is similar to prior years. Assessments have dropped over 20% over last year which is impacting the budget.

The Committee reviewed the draft West Coast Waste Management budget line by line and Staff answered questions.

Staff were requested to bring back a plan for the proposed \$6,000.00 (line 21) for Advertising and \$5,000.00 (line 23) for Public Education & School Programs.

The Chief Administrative Officer provided an overview of the solid waste management plan and initiatives. Staff were asked to report back with options for a feasibility study for food waste composting.

Staff were requested to investigate selling composters out of the District of Tofino and District of Ucluelet offices.

The Manager of Finance reported Accounting Staff will be developing an investment policy this spring in order to earn a better interest for the closure and post closure capital reserve fund.

MOVED: Director Irving

SECONDED: Director McCarthy

THAT the West Coast Committee approve the draft West Coast Waste Management proposed budget with the following amendments for consideration by the Board of Directors:

Line 18 – Vehicle Operation – Reduce to \$2,000.00

Line 39 – Wood Waste Grinding – Reduce to \$5,000.00

Line 56 – Service Improvements - Reduce to \$7,500.00

CARRIED

b. REQUEST FOR DECISION

Long Beach Airport

The Manager of Finance provided an overview of the proposed 2014 – 2018 budget for the Long Beach Airport. The Committee reviewed the budget line by line and Staff answered questions from Directors.

The Airport Superintendent provided an overview of proposed projects and upgrades at the Airport for 2014 to 2018.

MOVED: Director Irving

SECONDED: Director McCarthy

THAT the West Coast Committee approve the Long Beach Airport proposed 2014 – 2018 budget and forward for consideration by the Board of Directors.

CARRIED

Director Irving left the meeting at 11:33 am.

7. UNFINISHED BUSINESS

8. LATE BUSINESS

9. ADJOURN

MOVED: Director McCarthy

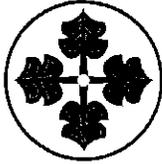
SECONDED: Director Osborne

THAT the meeting be adjourned at 11:50 am.

Certified Correct:

Josie Osborne,
Chairperson

Russell Dyson,
Chief Administrative Officer



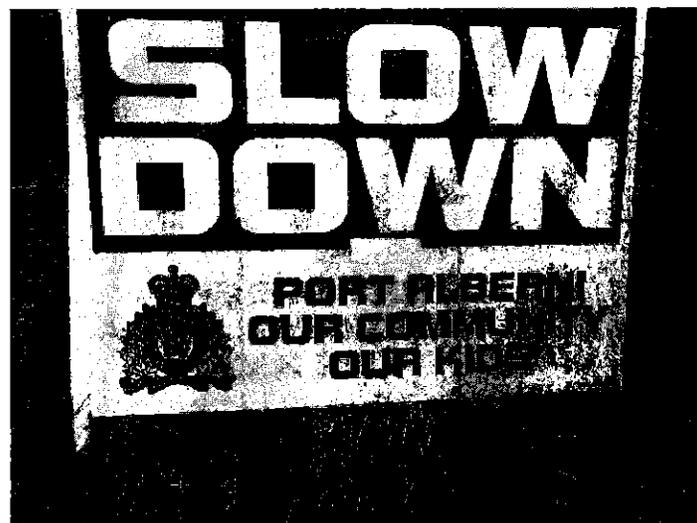
PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



This report represents the policing activities undertaken by the Port Alberni RCMP Detachment during January 2014. I have included an update on policing activities thus far in 2014 and a comparator to previous years.

During the month of January the Port Alberni Detachment received and responded to 834 calls for service. The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month.

- Property related offences are still of concern are above what has been seen historically
- Violence within relationships continues to be of concern. As a response to this, a dedicated Violence in Relationship officer position was created at the Detachment and he commenced his duties in January. It has been shown that a more comprehensive, focused and response to disharmony within relationships is beneficial in that it can predict and prevent future incidents of violence.
- Crime prevention and crime reduction efforts continued throughout January. During the month officers conducted 164 curfew checks, 49 foot patrols and 37 checks of licenced establishments. A new initiative focusing on outstanding warrants began. Individuals who have an arrest warrant will be actively sought and brought before the Judiciary. This initiative will run through to the end of February.
- Traffic complaints, a disregard for traffic laws and collisions continues to be an issue. Enforcement and education activities will continue with the aim of changing driving behaviours. A new initiative instituted this month was a "slow down" campaign. Bright and reflective signs have been placed throughout the community, particularly in School and playgrounds, to remind drivers of the presence of children and to decrease the speed of their vehicle. The slow down signs are available at the Community Policing Office for community members.



Detailed Crime - 2014 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault		43											43
Relationship Violence		9											9
Thefts		90											90
Break and enter		27											27
Mischief		32											32
Drugs		31											31
Provincial Traffic		62											62
Criminal Code Traffic		16											16
Motor Vehicle Incidents		26											26
Calls for Service		900											900

6 Year Comparison

	2008	2009	2010	2011	2012	2013	2014	2015	Total
Assault	766	728	628	616	622	512			3872
Relationship Violence	222	175	158	112	140	87			894
Thefts	1508	1288	1159	1077	1124	961			7117
Break and enter	450	325	298	359	251	287			1970
Mischief	738	679	538	555	582	583			3675
Drugs	445	323	257	372	329	331			2057
Provincial Traffic	1212	1199	1211	1150	1042	1112			6926
Criminal Code Traffic	373	359	398	374	354	294			2152
Motor Vehicle Incidents	518	484	406	364	389	360			2521
Calls for Service	14340	12848	12077	12429	11790	11591			75075

2008 – 2013 Average

Assault	645
Relationship Violence	149
Thefts	1186
Break and enter	328
Mischief	612
Drugs	342
Provincial Traffic	1154
Criminal Code Traffic	358
Motor Vehicle Incidents	420
Calls for Service	12512

Insp Mac Richards
OIC Port Alberni Detachment

Tracy Bond

From: Wendy Thomson
Sent: Monday, January 27, 2014 2:20 PM
To: Tracy Bond
Subject: FW: Regional District of Alberni-Clayoquot Veterans & Troops Support/Remembrance Ad -- Royal Canadian Legion
Attachments: Letter&Rates 2014 5gst.pdf; RD of Alberni-Clayoquot Lest We Forget Ad.pdf
Importance: High

For next Board agenda action
W

From: Campaign Office [<mailto:campaignoffice@fenety.com>]
Sent: Monday, January 27, 2014 1:37 PM
To: Wendy Thomson
Subject: Regional District of Alberni-Clayoquot Veterans & Troops Support/Remembrance Ad -- Royal Canadian Legion
Importance: High

Hello Board of Directors,

First of all, we would like to Thank the Regional District of Alberni-Clayoquot very much for your generous support and recognition of our Veterans and Troops in our Remembrance project the "Military Service Recognition Book" last year. Your support is a big help and greatly appreciated.

We are honored to invite the Regional District of Alberni-Clayoquot to be included in this years Remembrance Day Project by our Veterans. The "Military Service Recognition Book" is a first class, full sized publication, approximately 300 pages. The content of the book honours Veterans who bravely served in WW1, WWII the Korean Conflict and our current Troops serving overseas. The Recognition Books will be available free of charge for all to see at all of our Local Legion Branches for Remembrance Day 2014. The books will be available all year free of charge to Schools and public libraries to educate our younger generation on the sacrifices of our Local Veterans.

The proceeds raised from this project will help in supporting BC's Veterans assistance programs, BC's Military Personnel and our local Legion Members as well as our Local Youth Programs such as scholarships, cadets and sports in British Columbia.

The Regional District of Alberni-Clayoquot is great sponsor every year with a 1/4 Page Full Color Ad in the Military Service Recognition Book. Your continued support would be greatly appreciated for this years success.

Attached is a Greeting from our President , The Sizes with Dimensions + Ratesheet and a Copy of your 1/4 Page Full Color Ad from the Last Edition.

I will forward the Ad instructions with some more information upon your confirmation. If you have any questions, please let me know. Thank You Very Much Wendy.

Best Regards,

Tom Campbell
Royal Canadian Legion
BC/ Yukon Command
18009649074
Campaignoffice@fenety.com



Legion

www.legionbcyukon.ca

British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

Dear Sir/Madam:

Thank you for your interest in the **BC/Yukon Command / The Royal Canadian Legion**, representing **British Columbia** and the **Yukon’s Veterans**. Please accept this written request for your support, as per our recent telephone conversation.

Our **BC/Yukon Command Legion** is very proud to be printing **10,000 copies** of our Annual **“Military Service Recognition Book”**, scheduled for release by Remembrance Day 2014, to help identify and recognize many of the brave **Veterans** of British Columbia and the Yukon who served our Country so well during times of great conflict. This annual publication goes a long way to help the Legion in our job as the **“Keepers of Remembrance”**, so that none of us forget the selfless contributions made by our **Veterans**.

We would like to have your organization’s support for this Remembrance project by sponsoring an advertisement space in our **“Military Service Recognition Book.”** Proceeds raised from this important project will allow us to fund the printing of this unique publication and will also help our Command to improve our services to **Veterans** and the more than 150 communities that we serve throughout British Columbia and the Yukon. The Legion is recognized as one of Canada’s largest **“Community Service”** organizations, and we are an integral part of the communities we serve. This project ensures the Legion’s continued success in providing these very worthwhile services.

Please find enclosed a rate sheet for your review, along with a detailed list of some of the many community activities in our **154 Branches** and **100 Ladies Auxiliaries** in the **BC/Yukon Command**. Whatever you are able to contribute to this worthwhile endeavor would be greatly appreciated. For further information please contact **BC/Yukon Command Office** toll free at **1-866-354-6277**.

Thank you for your consideration and/or support.

Sincerely,

Angus Stanfield
President



www.legionbcyukon.ca



British Columbia / Yukon Command The Royal Canadian Legion

“Military Service Recognition Book”

<u>Ad Size</u>	<u>Advertising Prices</u>		<u>GST</u>	<u>Total</u>
	<u>Cost</u>			
Full Colour Outside Back Cover	\$1,795.24	+	\$89.76	= \$1,885.00
Inside Front/Back Cover (Full Colour)	\$1,595.24	+	\$79.76	= \$1,675.00
Full Colour 2-Page Spread	\$2,990.48	+	\$149.52	= \$3,140.00
Full Page (Full Colour)	\$1,495.24	+	\$74.76	= \$1,570.00
Full Page	\$1,000.00	+	\$50.00	= \$1,050.00
½ Page (Full Colour)	\$866.67	+	\$43.33	= \$910.00
½ Page	\$595.24	+	\$29.76	= \$625.00
¼ Page (Full Colour)	\$538.10	+	\$26.90	= \$565.00
¼ Page	\$423.81	+	\$21.19	= \$445.00
1/10 Page (Business Card-Full Colour)	\$295.24	+	\$14.76	= \$310.00
1/10 Page (Business Card)	\$247.62	+	\$12.38	= \$260.00

G.S.T. Registration # R10 793 3913

All typesetting and layout charges are included in the above prices.

A complimentary copy of this year’s publication will be received by all advertisers purchasing space of 1/10 page and up, along with a Certificate of Appreciation from the BC/Yukon Command.



PLEASE MAKE CHEQUE PAYABLE TO:
 BC/Yukon Command
 The Royal Canadian Legion
 (BC/Y RCL)
 (Campaign Office)
 P O Box 5555
 Vancouver, BC V6B 4B5



Advertiser's Checklist

Ensuring satisfaction, to you - our valued supporter.

If you have already made arrangements with our Telephone Representative to re-run an advertisement that we already have on file for you, then please disregard this notice.

If you have purchased a 1/10-page (business card size) advertisement or larger, then please remember to...

- ✓ Include a business card or letterhead
- ✓ Include an image or logo you may want in your ad
- ✓ Compose your ad or message to your best advantage



Please DO NOT:

- X Staple, bend or write over logos or graphics
- X Send vinyl, reflective, high-gloss or holographic materials
- X Send more information or images reasonable for allocated ad space (see dimensions below)

Reminder:

- If you require your artwork to be returned to you, a proof of your ad or any other special instructions, please specify in writing.
- If you do not provide ad copy before press time, an advertisement will be created for you, including your business name, address and phone number.

IMPORTANT!

I have enclosed: My Artwork / Ad Info Payment

Advertisement Dimensions for Large Format Publication (8" x 10.75")

Size W x H (INCHES)

1/10 page	3.375 X 1.735	1/2 page	7 X 4.735
1/4 page	3.375 X 4.735	FULL PAGE	7 X 9

Please be sure digital images are at least 200 dpi in resolution (300 is preferred). A higher resolution gives a better print quality. We can accept files in Mac or PC format. However we cannot accept Publisher files. If an advertisement is sent in Word, please also include the photos (images) as a separate attachment. Please feel free to contact us with any questions or concerns.

To contact our Publication Department:

email: BCCL@fenety.com or call Tracy: 1-800-561-4422 • Fax: 1-800-631-2211

BC/Yukon Command - The Royal Canadian Legion - Campaign Office

P.O. Box 5555, Vancouver, BC V6B 4B5

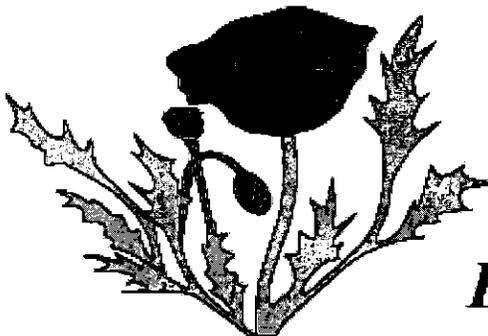


Thank You Again For Your Support!

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT



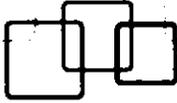
The Alberni-Clayoquot
Regional District wishes
to recognize and show
appreciation for our
veterans. The freedoms
we enjoy are attributable
to their sacrifices.



Lest we forget

VANCOUVER ISLAND

□ ECONOMIC ALLIANCE



January 24, 2014

Cindy Solda
Alberni Clayoquot Regional District
3008 5th Ave
Port Alberni BC V9Y 2E3
Canada



Dear Cindy ,

We have noted your interest in the annual 'State of the Island' Economic Summit. Thank you for participating. We hope that you have found the Summit content and networking to be useful.

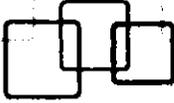
As you probably know, VIEA is a unique non-profit, non-government organization that depends entirely on its membership to continue representing the economic interests of the entire Island region. Our membership includes small business, large corporations, local government and professional associations across sectors and from one end of the Island to the other—AND, we have room for much more participation. We wonder if you might consider becoming a VIEA member in support of initiatives to foster economic vitality on Vancouver Island?

The benefits of membership are simple. VIEA members receive information via email regarding Island economic activity that we think may be of interest. VIEA members receive discount rates to participate in the annual Summit and other VIEA events. Members have their organizations profiled on via.ca. Most of all, VIEA members get to be part of the energy of promoting Island-wide collaboration and of raising awareness of Island challenges and opportunities.

The VIEA website contains a tremendous amount of valuable and accessible information about doing business and living on Vancouver Island. We purposefully DO NOT limit access to this information to 'members only' because we think it important as a tool to inform and attract investors to the region.

VANCOUVER ISLAND

□ ECONOMIC ALLIANCE



A membership form is enclosed for your convenience. You'll notice that membership fees are scaled to the size of your organization whether that be a sole proprietorship or a large community, agency or corporation.

Thank you for your consideration.

A handwritten signature in black ink, appearing to be 'G. Hanson', written in a cursive style.

George Hanson, President

From: [Wendy Thomson](#)
To: [Tracy Bond](#); [Brenda Sauve](#)
Subject: FW: letter of support request
Date: Friday, February 07, 2014 9:14:04 AM

For the ACRD Board agenda action.

W

From: Raymond Bisaro [mailto:thornton.creek.hatchery@gmail.com]
Sent: Friday, February 07, 2014 8:31 AM
To: Wendy Thomson
Subject: letter of support request

To ACRD board members;

I am applying for a CBT grant due in by Feb 17th and I would appreciate a letter of support from the board. The proposal is to transplant chum from Little Toquart to Twin Rivers East. These two river systems lie on the west side of Barkley Sound within Area 'C' of the ACRD. This run of fish is nearly gone and we think a transplant a good first step.

Sincerely, Raymond Bisaro, manager
Thornton Creek Enhancement Society
thornton.creek.hatchery@gmail.com

Tracy Bond

From: Wendy Thomson
Sent: Tuesday, January 28, 2014 1:29 PM
To: Tracy Bond
Subject: FW: Letter from AVICC regarding request from Comox Valley Regional District
Attachments: AVICC_Correspondence_Outgoing_2014_01_28_CVRD.pdf

Next Board agenda
W

From: AVICC [<mailto:avicc@ubcm.ca>]
Sent: Tuesday, January 28, 2014 12:12 PM
To: AVICC
Subject: Letter from AVICC regarding request from Comox Valley Regional District

Dear AVICC members,

Please find attached a letter from AVICC President, Mayor Larry Cross in response to a letter dated November 26, 2013 from Comox Valley Regional District, Chair Grieve on the matter of a request to AVICC to arrange either a stand-alone meeting or a Convention session on the topic of solid waste management on Vancouver Island.

Please don't hesitate to contact me with any questions.

Best Regards,
Shelley

Shelley Webber
AVICC Executive Coordinator
Local Government House Office Manager
525 Government St, Victoria, BC V8V 0A8
Tel: 250-356-5122 Fax: 250-356-5119
EM: swebber@ubcm.ca
avicc.ca
ubcm.ca

[The Compass: Weekly News and Information from UBCM – subscribe for free at www.ubcm.ca](http://www.ubcm.ca)



Mr. Ewin Grieve, Chair
Comox Valley Regional District
600 Comox Road
Courtenay, BC V9N 3P6

January 28, 2014

Dear Chair Greive,

In response to your letter to AVICC President, Mayor Larry Cross dated November 26, 2013, requesting the AVICC host a stand-alone meeting, or pre or post conference session on the matter of solid waste management on Vancouver Island - - the AVICC Executive made and passed a motion at the January 17, 2014 AVICC Executive meeting.

"The AVICC is prepared to facilitate a stand alone meeting on the topic of solid waste management on Vancouver Island through provision of administrative, logistical and some financial assistance to the Comox Valley Regional District, or other AVICC Member(s) who wish to take the lead on organizing this event".

Once a member organization has self-identified as the lead on this event, they are asked to contact AVICC Executive Coordinator, Shelley Webber to discuss administrative and logistical support requirements for the meeting. The lead organization will be expected to develop the agenda for the meeting, as well as identify and secure any required speakers and/or participants. The AVICC will provide administrative assistance in securing an appropriate meeting venue, coordinate food and beverage services, and negotiate a hotel room block for meeting participants if required.

The AVICC is prepared to provide financial support for the meeting with regards to the following: venue, food and beverage for the meeting – up to a maximum of \$1,000.00.

Sincerely,

Larry Cross, President

Cc Alberni-Clayoquot Regional District
 Capital Regional District
 Cowichan Valley Regional District
 Powell River Regional District
 Regional District of Mount Waddington
 Regional District of Nanaimo
 Strathcona Regional District
 Sunshine Coast Regional District



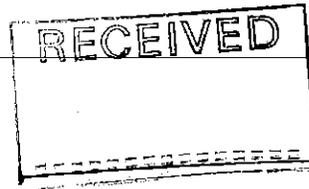
Selina Robinson, MLA
(Coquitlam-Maillardville)



**Province of
British Columbia**
Legislative Assembly

Selina Robinson, MLA
(Coquitlam – Maillardville)
Room 201, Parliament Buildings
Victoria, BC V8V 1X4

Community Office:
102 – 1108 Austin Avenue
Coquitlam, BC V3K 3P5
Phone: 604 933-2001
Facsimile: 604 933-2002



January 16, 2014

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

Dear Chair Solda and Board Members,

Happy New Year. I hope that 2014 is a year of good health and good governance for you all.

As you are likely aware, the Province intends to introduce the long awaited Local Elections Campaign Financing Act during the upcoming Spring 2014 legislative session. These proposed changes stem from the 2010 recommendations made by the Local Government Elections Task Force and represent the first major changes to municipal elections in many years. I am writing to seek your feedback on the proposed bill and offer myself as your representative in the upcoming legislative debate as the Opposition Critic for Local Government.

The changes that are being proposed are noted in a number of documents that can be found on the Ministry of Community, Sport and Cultural Development website:

- Report of the Local Government Elections Task Force – May 2010
- White Paper on Local Government Election Reform – September 2013
- Summary of Consultation Comments – November 2013
- Expense Limits Discussion paper – November 2013

There has been a long history of attempts to introduce legislation stemming from these recommendations. In July 2010, the Province announced that it had been given the 'green light' to implement the recommendations of the Task Force. Then in April 2011, the Province announced that it would not proceed with implementing those changes for the 2011 municipal election because there would not be sufficient time to inform all stakeholders of the changes in advance. In the Spring 2014 Legislative session we will be debating these proposed changes in the months leading up to a municipal election.



page...2 – continued

You will note that a key recommendation of the Local Government Elections Task Force – the establishment of campaign expense limits – is not included in these proposed changes. The Province has decided that more study is needed and they are seeking feedback on their November 2013 Expense Limits Discussion paper by January 31, 2014, for implementation in advance of the November 2017 municipal election.

Following these years of consultation, I invite you to share any thoughts and concerns you might have about these proposed changes with me, so that I am able to seek clarification and, if necessary, changes through debate in the legislature. The best way to reach me is by email Selina.robinson.mla@leg.bc.ca

Thank you for your attention and I look forward to hearing from you. Please do not hesitate to contact me on any matters of concern to your local government.

All the best,



Selina Robinson, MLA
Official Opposition Critic for Local Government and Sports



In Recognition of Your Support

ALBERNI CLAYQUOT REGIONAL DISTRICT

Tom McEwen
Alberni Wrestling

JANUARY 2014
Date

"The Tradition Continues"

From: Island Coastal Economic Trust [<mailto:info@islandcoastaltrust.ca>]
Sent: Tuesday, January 21, 2014 11:26 AM
To: Wendy Thomson
Subject: [Press Release] DAVIS BAY WHARF EXPANSION APPROVED

Island Coastal

TRUST

DAVIS BAY WHARF EXPANSION APPROVED

January 21, 2014

COURTENAY – Expansion and enhancement of Sechelt’s Davis Bay Wharf will begin this spring, with the announcement that the Island Coastal Economic Trust is providing \$150,000 for the \$600,000 project.

“Providing bigger, better, and safer access to the stunning Davis Bay waterfront attracts new tourist dollars, and with them, opportunities for new tourism-based businesses,” said ICET Chair Phil Kent. “Revitalization and investment in new and existing businesses in the area is another expected outcome.”

“Tourism is a very important part of the Sechelt economy. The Davis Bay Wharf provides another reason for visitors to come here, stay longer and support our local businesses,” said Sechelt Mayor John R. Henderson. “Every dollar spent by visitors or by local residents enjoying expanded recreation infrastructure helps sustain local jobs. ICET funding for projects like this is a key component of Sechelt’s efforts to build a strong economic future for our community and region.”

The project will see the wharf enlarged by one-third and new amenities added, which will enable enhanced access for sports fishermen, birdwatchers, and other marine-based tourists. A new timber frame gazebo will provide an attractive and functional all-weather space for entertainment, arts events, and more.

In addition to supporting the existing hospitality businesses (including 12 B&Bs in Davis Bay alone), new business opportunities arising from the expansion of the wharf could include services like kayak rentals, SCUBA diving instruction, and more.

An economic analysis by the District of Sechelt envisions an increase of

\$600,000 in tourism spending based on an additional 9,500 visitors.

"ICET's goal is to help communities leverage investments to help spur economic growth and vitality," said Kent. "This project is a great example of how working together with the community and local government provides tangible results with fairly modest investments."

Based on a standard economic model, ICET estimates approximately 8.4 local jobs will be created through its \$150,000 grant alone.

Construction is expected to begin in late spring, with completion by the end of summer 2014.

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

Ray Parfitt, Director of Development Services
District of Sechelt
Tel. 604-885-1986

SD 70 (Alberni)

Public Input Meetings In Port Alberni



Regarding K-7 and 8-12 Reconfiguration

- Tuesday, February 4 @ 7:00pm
- Wednesday, February 5 @ 4:00pm

Both sessions will take place in the ADSS Student Commons

Cam Pinkerton, Superintendent



School District 70 Alberni

4690 Roger Street, Port Alberni, B.C. V9Y 3Z4 Ph: (250) 723-3565 • Fax: (250) 723-0818

January 30, 2014

Dear parents and guardians:

I am writing to you about the prospect of school closure(s) in Port Alberni starting in September 2014. These closures will be part of a reconfiguration to a K-7, 8-12 format as approved by trustees at the Jan 28, 2014 Board meeting. School closures would be phased in over the upcoming school years.

At the Jan 28 Board meeting, I delivered a report to trustees identifying the reasons for this option. As you may be aware, trustees have faced difficult financial decisions over the past few years and, for the past five years; reductions in programs and services to students have addressed most of our financial challenges. We are at a point where further reductions to student services cannot be sustained. As well, our forecasted enrolment indicates further decline for the next 7 years. At this time we must consider school closures to reduce our costs.

It is in this context that district management has been tasked with preparing options for possible closure. Identifying schools for potential closure considers a number of factors including low enrolment, under utilization, predicted enrolment trends and the availability of space at neighbouring schools.

Public input will be received and considered through a consultation process that will involve public meetings held during February and March 2014. There will be two phases to our consultation process. During phase one (early February), we will present information for feedback to all stakeholder groups. At the end of this phase, any school(s) identified through phase one will host special meetings at their site to gather additional feedback on the implementation of the specific closure.

A final decision will be made by trustees no later than March 11, 2014 in order to provide families at affected schools with sufficient notice that their child's school will close at the end of the 2013-14 school year.

I respect that the prospect of school closure will be unsettling for many families and that you will have many questions about what may happen. While I cannot offer all of the answers at this time, I can assure you that the school district is committed to conducting an open, and inclusive public consultation process. **Phase one of our consultation will take place at ADSS in the student commons on Tuesday February 4 at 7:00 pm and Wednesday February 5 at 4:00 pm. along with an online survey on our website (www.sd70.bc.ca).** As well, there will be notices placed on the website, advertising in local media and signs posted at all schools in Port Alberni.

A section on our website will be created to keep the public informed about the school closure process. The section will include related reports; links to the school closure process policy, status updates, decision timelines and information about how to provide input.

We will respect and value your input when the public consultation phase begins next week.

Sincerely

Cam Pinkerton
Superintendent

Excellence in Education

SCHOOL CLOSURES/RECONFIGURATION

THE PROBLEM(S)

Declining Revenue

Due to declining enrolment and a shortfall in funding, School District 70 will need to reduce expenditures by a minimum of \$800,000 this and subsequent school years.

The district has, for the past five years, been seeking efficiencies and reducing staff to balance the budget. This is becoming ever more difficult.

At present most of our schools have excess capacity and are under utilized. Maintaining this excess capacity is a significant drain on services to students.

School Size

As our total student enrolment declines, so do individual school enrolments. We have over 1300 fewer students since 2003, the last time we closed schools. Our current total elementary enrolment in Port Alberni elementary schools is 1230 with capacity for 1958 students. There are many empty classrooms in our elementary schools. Our two middle schools have an enrolment of 712 with a capacity for 1,025 students.

As schools have fewer students it becomes increasingly difficult to provide the full range of services to students. Library, learning assistance and special education time is reduced. Two-grade split classes have become the norm and soon three-grade splits will be required. Small staffs are stretched to provide a full range of activities for students.

Maintaining Schools

As a district we are operating more schools than required for our student population.

With declining revenues it is increasingly difficult to maintain our aging schools. All capital expenditures costing less than \$1 million are funded from the Annual Capital Grant or the district's operating budget.

THE OPPORTUNITIES

Our school district currently consists of two configurations: K-7, 8-12 in Tofino, Bamfield and Ucluelet and K-5, 6-8, 9-12 in Port Alberni. The Board of Education has directed senior administration to determine the best method to align our entire district to a K-7, 8-12 model. In order to accomplish this reconfiguration we will need to close elementary school(s) in Port Alberni, beginning in September 2014.

CONSULTATION/FEEDBACK PROCESS TO DATE

2013

Jan – Mar	Community meetings lead to feedback and postponement of school closure to 2014-15.
Oct – Dec	Board/admin working sessions to explore options

2014

January 28	Board directs staff to explore K-7, 8-12 for Port Alberni
February 4	Phase one input: Stakeholder/Community Input session @ ADSS – 7:00 pm
February 5	Phase one input: Stakeholder/Community Input session @ ADSS – 4:00
February 4 - 10	Online input survey available at www.sd70.bc.ca
February 11	Board reviews Phase one input and determines Phase two input
February 12 - Feb 17	Phase two input (dates/locations to be determined based on phase one outcomes)
February 24 - March 10	Consideration of all feedback/input
March 11	Board makes final decision regarding school closures/reconfigurations

Guidelines for Decision-Making

1. School closures/reconfiguration shall result in improved service to students with the goal of improved student achievement.
2. School closures/reconfiguration shall result in significant overall savings.
3. The timing and phasing in of any changes will be strategically planned and the needs of displaced students carefully considered.



David
Suzuki
Foundation

SOLUTIONS ARE IN OUR NATURE



By Scott Wallace, Senior Research Scientist

Since the devastating tsunami and earthquake that triggered the Fukushima nuclear disaster nearly three years ago, we've been asked many questions by concerned Canadians about the spread of radiation to West Coast waters, ecosystems and food sources.

David Suzuki has written articles that summarize the credible scientific literature as it emerges:

- **Citizen scientists can fill info gaps about Fukushima effects**
- **Japan's crisis is another reason to look at energy use**
- **Despite Fukushima, scientists say eating West Coast fish is safe**

We've noticed, however, an enormous gap between the public's level of concern and the availability of radiation monitoring data from our West Coast ocean. In fact, no government agency in Canada or elsewhere in North America is monitoring the spread of the radioactive particles originating at Fukushima. This gap can lead people to non-credible sources of (mis)information, which have been spreading like wildfire through social media. Scientists at the renowned Woods Hole Oceanographic Institution have now filled the gap with a crowd-sourced citizen science project called Our Radioactive Ocean. The David Suzuki Foundation partnered with WHOI to support two sites where citizen scientists are engaged in

seawater sampling: one on Haida Gwaii and the other on Vancouver Island. Samples are sent to WHOI for analysis with results posted to *Our Radioactive Ocean* website along with other updates about Fukushima.

Each sample costs several hundred dollars to collect, transport and analyze. If you are concerned about Fukushima radiation and gaining a better understanding of the spread of radiation to the West Coast, you may want to propose a new sampling location or show your support by contributing to this effort through a donation at this link.

Your contribution will help us all better understand the levels of radiation in our ocean waters. The measurements will help scientists to compile a baseline for radiation counts as the particles from Japan begin to reach us on the Pacific West Coast.

- fukushima,
- oceans,
- radiation,
- seafood

January 31, 2014

<http://www.davidsuzuki.org/blogs/healthy-oceans-blog/2014/01/how-radioactive-is-our-ocean/>



David
Suzuki
Foundation

SOLUTIONS ARE IN OUR NATURE

Blogs » Healthy Oceans

How radioactive is our ocean?

By Scott Wallace, Senior Research Scientist

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January 31, 2014

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- fukushima,
- oceans,
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January 31, 2014

<http://www.davidsuzuki.org/blogs/healthy-oceans-blog/2014/01/how-radioactive-is-our-ocean/>



David
Suzuki
Foundation

SOLUTIONS ARE IN OUR NATURE

Blogs » Healthy Oceans

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January 31, 2014

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Karla Louwers

Public Affairs Officer
BC Hydro
PO Box 1500, 400 Madsen Road
Nanaimo, B.C. V9R 5M3
Phone: 250-755-4713
Fax: 250-755-7120
E-mail: karla.louwers@bchydro.com

February 5, 2014

Board Chair and Directors
Alberni-Clayoquot Regional District
3008 Fifth Ave.
Port Alberni, BC, V9Y 2E3
E-mail: cindysolda@me.com
wendy.thomson@acrd.bc.ca

Dear Chairperson Solda and Directors

Re: Long Beach Area Reinforcement Project

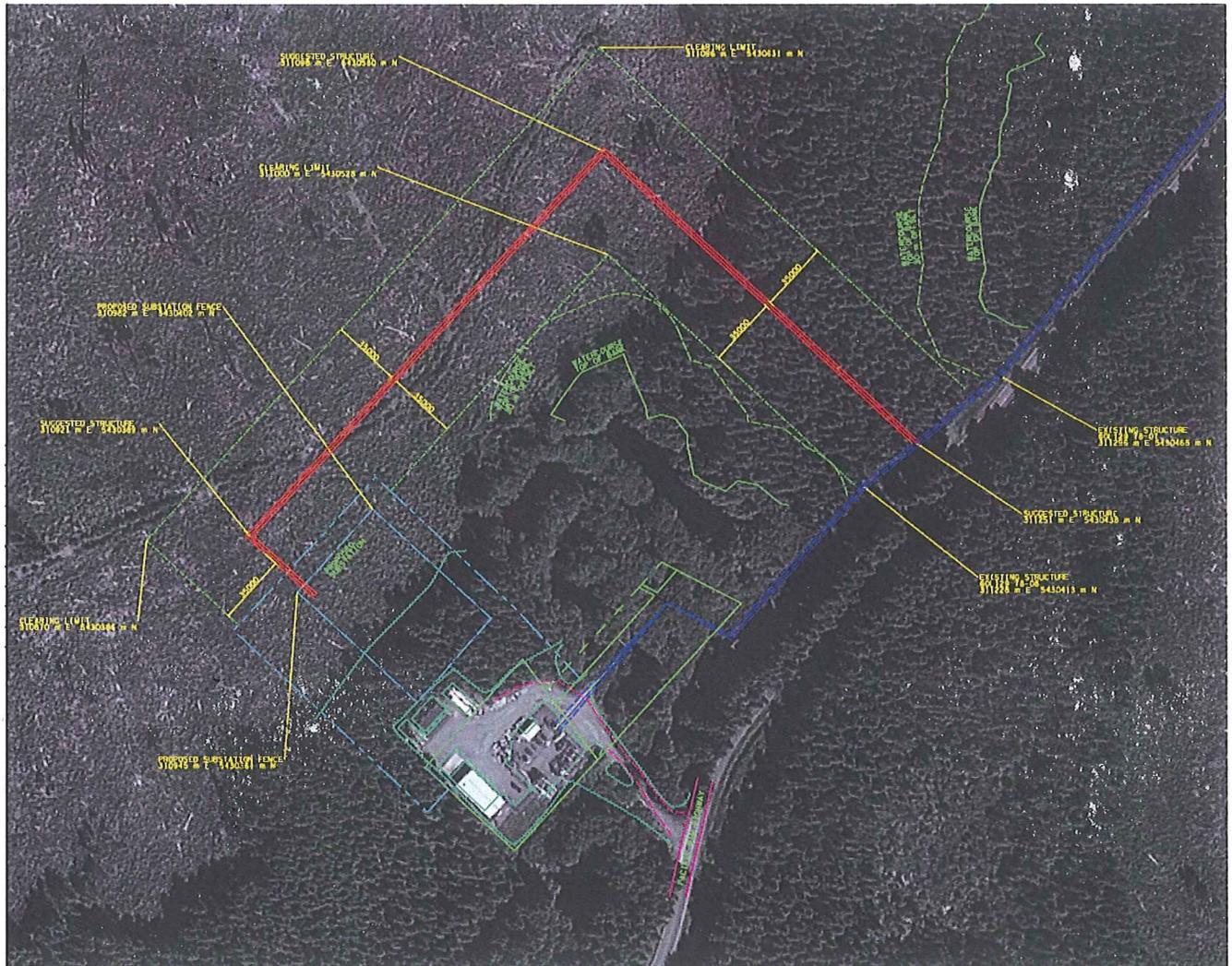
BC Hydro would like to provide an update on our Long Beach Area Reinforcement Project, a project to keep up with the growing electricity demand in the Tofino and Ucluelet area.

As communicated prior, the two regional substations were constructed about 50 years ago and are now pushed to capacity. These substations are being replaced with new stations and transformers that have about twice the capacity and will serve the West Coast for another 30 to 50 years. The project is in the implementation phase and on site activity will increase in the coming months.

Vegetation removals

The Hupacasath First Nation was awarded the contract for the clearing work at the Great Central Lake substation. Clearing work was completed in December 2013.

Ucluelet First Nation has been awarded the clearing contract at Long Beach substation. Clearing for the substation will begin in early February and continue for about a month. The contractor will be burning wood waste on site that will be conducted in accordance with the appropriate legislations and regulations. In addition to the substation clearing, further clearing will occur in winter 2014/2015 to accommodate the 512 metre long re-routing of the transmission line. Please refer to the image on Page 2 that shows the current alignment of the transmission line in blue, and the new alignment in red.



Along the relocated transmission line route a one-time 75 metre clearing width is needed to mitigate the risk of falling trees onto the new circuit. Newly exposed trees are more vulnerable to winds and are susceptible to failure. The setback was determined based on the height of trees in the areas and electrical clearance required. Following this initial clearing, trees will be allowed to grow within the cleared area with BC Hydro then maintaining an 18 metre clearing width for public safety and power reliability.

Site earthworks and project tendering

The Long Beach and Great Central Lake substation site grading and preparation tender has recently closed. Work will be awarded in March and completed this spring.

A Request for Tenders for the civil and electrical works at both substations will be issued on BC Bid in March. These works are planned to commence in June and last just over 12 months. The upgraded substations are scheduled to be in service summer 2015.

Should the board or staff have any questions, or if a presentation is requested please contact Karla Louwers at 250-755-4713 or karla.louwers@bchydro.com.

Sincerely,

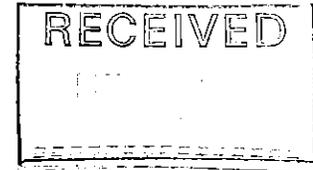


Karla Louwers

CC Charles Young, Project Manager, LBARP, BC Hydro
CC Stephen Watson, Stakeholder Engagement Advisor, BC Hydro



City of Parksville
Office of the Mayor



January 27, 2014

President and Board of Directors
Union of BC Municipalities
525 Government Street
Victoria, BC V8V 0A8

On behalf of the Council of the City of Parksville I am writing to strongly urge you to continue to advocate for the provincial government to update or replace the provincial emergency notification system (PENS).

Two recent earthquakes (October 27, 2012 and January 5, 2013) off the west coast of Haida Gwaii and Vancouver Island were of strong enough intensity to generate warnings to residents about the possibility of a tsunami. The West Coast Alaska Tsunami Warning Centre, now called the National Tsunami Warning Centre, generated warnings that were sent to Emergency Management British Columbia (EMBC) where the provincial emergency notification system was activated. By the time emergency program coordinators and first responders received the provincial emergency system notification, the projected tsunami waves referenced by the warning had already contacted land.

If these two events had created large enough waves, evacuations for the life safety of coastal residents would not have been completed in time. Early notification for emergency program coordinators and first responders is paramount for the safety of residents in affected areas.

In 2013 the City of Parksville, through the AVICC and UBCM, brought forward a resolution to update or replace the provincial emergency notification system in order to provide more adequate notification to all coastal communities in the event of a natural disaster. As of this date, EMBC has advised that the province has no plan to implement any changes to the provincial emergency notification system.

This letter is to urge the UBCM and its membership to continue to advocate for the update or replacement of the provincial emergency notification system for the safety of residents living in coastal communities in British Columbia.

Yours truly,

CHRIS BURGER
Mayor

cc: Honourable Suzanne Anton, Justice and Attorney General
AVICC President and Board of Directors
UBCM Member Municipalities
Emergency Management British Columbia (EMBC)

I:\Users\ADMINISTRATION\COUNCIL-0530\Letters\2013 Letters\December 16 - Emergency Management.docx



MEMORANDUM

TO: Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: February 3, 2014
RE: Finance Warrant No.537

Recommendation:

That the Board of Directors approves Finance Warrant Number 537 in the amount of \$630,404.81 dated January 31, 2014.

Chief Administrative Officer Comments:

Concur

IMPLICATIONS OF THE RECOMMENDATION

1. GENERAL

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

2. TIME REQUIREMENT – STAFF AND ELECTED OFFICIALS – none

3. FINANCIAL – none

4. POLICY OR LEGISLATIVE – none

5. RELEVANCE TO THE STRATEGIC PLAN AND CURRENT WORK PLAN

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

6. COMMUNICATION ISSUES - none

Submitted by: Teri Fong, CGA, Manager of Finance

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Page : 1

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
0004	0802661 BC LTD (DBA - SPROAT LAKE PILING & DOCK WORKS)							
35207	23-Jan-2014		Issued	19	C	4233.60		
678086	01-4-2500-000	PAYABLES - TRADE				4233.60		
Invoice Description -->		SL PARKS - DICKSON PARK DOCK - CAPITAL						
Total :						4233.60	0.00	4233.60
Supplier Total :						4233.60	0.00	4233.60
0076	666082 BC LTD (ALBERNI VALLEY BULLDOGS)							
35137	13-Jan-2014		Issued	12	C	2000.00		
1680-2	01-4-2500-000	PAYABLES - TRADE				2000.00		
Invoice Description -->		AVLF - EDUCATION PROGRAM - FINAL PAYMENT FOR 2013 CONTRACT						
Total :						2000.00	0.00	2000.00
Supplier Total :						2000.00	0.00	2000.00
0006	AC INDUSTRIAL INSTRUMENT SERVICES LIMITED							
35133	13-Jan-2014		Issued	12	C	450.24		
28642	01-4-2500-000	PAYABLES - TRADE				450.24		
Invoice Description -->		BCWS - PUMP STATION REMOVED BLOCKAGE FROM ROTAMETER ASSEMBLY						
Total :						450.24	0.00	450.24
Supplier Total :						450.24	0.00	450.24
0016	ACE COURIER SERVICES							
35208	23-Jan-2014		Issued	19	C	85.22		
14103046	01-4-2500-000	PAYABLES - TRADE				85.22		
Invoice Description -->		BCWS - SHIPPING COST						
Total :						85.22	0.00	85.22
Supplier Total :						85.22	0.00	85.22
0056	AIRGAS CANADA INC.							
35134	13-Jan-2014		Issued	12	C	202.49		
175658	01-4-2500-000	PAYABLES - TRADE				14.17		
Invoice Description -->		BCVFD - MONTHLY GAS SUPPLIES - DECEMBER 2013						
169428	01-4-2500-000	PAYABLES - TRADE				24.86		
Invoice Description -->		SLVFD - MONTHLY GAS SUPPLIES - OCTOBER 2013						
172689	01-4-2500-000	PAYABLES - TRADE				24.86		
Invoice Description -->		SLVFD - MONTHLY GAS SUPPLIES - NOVEMBER 2013						
175737	01-4-2500-000	PAYABLES - TRADE				24.86		
Invoice Description -->		SLVFD - MONTHLY GAS SUPPLIES - DECEMBER 2013						
168020	01-4-2500-000	PAYABLES - TRADE				113.74		
Invoice Description -->		SLVFD - 4 OXYGEN CYLINDERS						
Total :						202.49	0.00	202.49

Cheque Register - Detail - Supp.



AP5100

Page : 2

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
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 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description							
Supplier Total :							202.49	0.00	202.49

0060	ALBERNI COMMUNICATIONS & ELECTRONICS								
35136	13-Jan-2014			Issued	12	C			223.38
15295	01-4-2500-000	PAYABLES - TRADE					223.38		
	Invoice Description -->		SLVFD - RADIO REPROGRAMMING & TESTING						
Total :							223.38	0.00	223.38

35210	23-Jan-2014			Issued	19	C			329.90
15994	01-4-2500-000	PAYABLES - TRADE					145.15		
	Invoice Description -->		BCVFD - IMPRESS 750/860 BATTERY						
15948	01-4-2500-000	PAYABLES - TRADE					184.75		
	Invoice Description -->		AV EMERG PLANNING - MINITOR PAGER REPAIR & BATTERY						
Total :							329.90	0.00	329.90
Supplier Total :							553.28	0.00	553.28

0021	ALBERNI DISTRICT CO-OP ASSOCIATION								
35209	23-Jan-2014			Issued	19	C			1341.17
BCVFD - DEC/13	01-4-2500-000	PAYABLES - TRADE					401.72		
	Invoice Description -->		BCVFD - DECEMBER 2013 FUEL COSTS						
BCWS - DEC/13	01-4-2500-000	PAYABLES - TRADE					468.49		
	Invoice Description -->		BCWS - DECEMBER 2013 FUEL COSTS						
ACRD - DEC/13	01-4-2500-000	PAYABLES - TRADE					470.96		
	Invoice Description -->		ACRD - DECEMBER 2013 FUEL COSTS						
Total :							1341.17	0.00	1341.17
Supplier Total :							1341.17	0.00	1341.17

0213	ALBERNI TOWING								
35139	13-Jan-2014			Issued	12	C			289.80
16298	01-4-2500-000	PAYABLES - TRADE					289.80		
	Invoice Description -->		SLVFD - TOWING TRUCK #49 FROM WOODWARDS PIT						
Total :							289.80	0.00	289.80
Supplier Total :							289.80	0.00	289.80

0458	ALBERNI VALLEY WRESTLING CLUB								
35143	13-Jan-2014			Issued	12	C			2000.00
AVWSPEVENTGIA2	01-4-2500-000	PAYABLES - TRADE					2000.00		
	Invoice Description -->		SPECIAL EVENT GRANT 2014 - FOR 2014 TOURNEY						
Total :							2000.00	0.00	2000.00
Supplier Total :							2000.00	0.00	2000.00

0091	ALBERTA FIRE CHIEFS ASSOCIATION								

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Page : 3

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 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

Bank : 1 To 3
 Status : All
 Medium :

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
35138	13-Jan-2014			Issued	12	C	2578.32	
IN13-1014	01-4-2500-000	PAYABLES - TRADE				2578.32		
Invoice Description --> SLVFD - TRAINING MATERIALS - 20 EDITIONS WITH TEACHING AND TRAINING MATERIALS								
Total :						2578.32	0.00	2578.32
Supplier Total :						2578.32	0.00	2578.32

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
0058	ALBION ELECTRIC LTD							
35135	13-Jan-2014			Issued	12	C	523.49	
747588	01-4-2500-000	PAYABLES - TRADE				523.49		
Invoice Description --> LBA - LIGHTING REPAIR ON TERMINAL BUIDING								
Total :						523.49	0.00	523.49
Supplier Total :						523.49	0.00	523.49

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
0270	ANDREW SHERET LTD.							
00037-0001	15-Jan-2014			Issued	11	T	18674.77	
DISCOUNTDEC13	01-4-2500-000	PAYABLES - TRADE				-446.56		
Invoice Description --> BCWS - DISCOUNT FOR EARLY PAYMENT								
03-057122	01-4-2500-000	PAYABLES - TRADE				528.61		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES - SODIUM HYPOCHLORITE & DECHLORINATION PUCKS								
03-056951	01-4-2500-000	PAYABLES - TRADE				672.27		
Invoice Description --> BCWS - METER STOCK								
03-057290	01-4-2500-000	PAYABLES - TRADE				865.79		
Invoice Description --> BCWS - WITHERS ROAD REPAIR MATERIALS								
03-056816	01-4-2500-000	PAYABLES - TRADE				4250.34		
Invoice Description --> BCWS - METER EXCHANGE PROGRAM								
03-057262	01-4-2500-000	PAYABLES - TRADE				12804.32		
Invoice Description --> BCWS - METER EXCHNGE PROGRAM								
Total :						18674.77	0.00	18674.77
Supplier Total :						18674.77	0.00	18674.77

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
0391	ARROWSMITH GLASS							
35140	13-Jan-2014			Issued	12	C	134.40	
4726	01-4-2500-000	PAYABLES - TRADE				134.40		
Invoice Description --> SLVFD - CLEAR TABLE TOP - EQUIPMENT								
Total :						134.40	0.00	134.40
Supplier Total :						134.40	0.00	134.40

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
0395	ASSOCIATED ENGINEERING(B.C.) LTD.							
35142	13-Jan-2014			Issued	12	C	1039.50	
51592	01-4-2500-000	PAYABLES - TRADE				1039.50		
Invoice Description --> BCWS - KITSUKSIS REPAIRS								

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
 Date : Feb 03, 2014

Page : 4
 Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description				Debit	Credit	
Total :						1039.50	0.00	1039.50
Supplier Total :						1039.50	0.00	1039.50

0394 ASSOCIATED FIRE SAFETY EQUIPMENT

35141	13-Jan-2014		Issued	12	C		8023.68	
11773	01-4-2500-000	PAYABLES - TRADE				887.25		
Invoice Description -->		SLVFD - EQUIPMENT - MODIFICATION OF COATS AND PANTS						
11541	01-4-2500-000	PAYABLES - TRADE				7136.43		
Invoice Description -->		SLVFD - EQUIPMENT - 4 TURNOUT JACKETS AND PANTS						
Total :						8023.68	0.00	8023.68
Supplier Total :						8023.68	0.00	8023.68

0403 ASTTBC

35211	23-Jan-2014		Issued	19	C		325.50	
2014DUES-AD	01-4-2500-000	PAYABLES - TRADE				325.50		
Invoice Description -->		ANDY DANIEL 2014 MEMBERSHIP FEES						
Total :						325.50	0.00	325.50
Supplier Total :						325.50	0.00	325.50

0508 BAMFIELD BUILDERS SUPPLY

35212	23-Jan-2014		Issued	19	C		43.66	
166770	01-4-2500-000	PAYABLES - TRADE				3.90		
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES - SAFETY SUPPLIES						
166887	01-4-2500-000	PAYABLES - TRADE				10.40		
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES - BOND ST AIR VENT						
166924	01-4-2500-000	PAYABLES - TRADE				29.36		
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES - BAMFIELD ROAD						
Total :						43.66	0.00	43.66
Supplier Total :						43.66	0.00	43.66

0535 BARBARA L. PRICE LTD.

35146	13-Jan-2014		Issued	12	C		813.75	
01215	01-4-2500-000	PAYABLES - TRADE				813.75		
Invoice Description -->		ACRD - CONSULTING SERVICES FOR FINANCIAL STATEMENTS						
Total :						813.75	0.00	813.75
Supplier Total :						813.75	0.00	813.75

0556 BARKLEY SOUND MANAGEMENT

00037-0002	15-Jan-2014		Issued	11	T		5823.11
2848.12	01-4-2500-000	PAYABLES - TRADE				2848.12	
Invoice Description -->		SALMON BEACH - SEWAGE PUMP & HAUL FIELD & TRUCK MAINT. \$892.50, TRANS GROUND M					

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Date : Feb 03, 2014

Page : 5

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
2014-01	01-4-2500-000	PAYABLES - TRADE		2974.99		
Invoice Description -->		SB MGMT CONTRACT JANUARY 1 TO 15, 2014				
Total :				5823.11	0.00	5823.11
Supplier Total :				5823.11	0.00	5823.11
0473	BC FIRE TRAINING OFFICERS ASSOCIATION					
35144	13-Jan-2014		Issued	12	C	100.00
1311	01-4-2500-000	PAYABLES - TRADE		100.00		
Invoice Description -->		BCVFD - MEMBERSHIP DUES 2014				
Total :				100.00	0.00	100.00
Supplier Total :				100.00	0.00	100.00
0660	BC HYDRO					
35147	13-Jan-2014		Issued	12	C	11907.44
116006896245	01-4-2500-000	PAYABLES - TRADE		0.46		
Invoice Description -->		BWS - CHLORINATION BUILDING - FINAL - MOVED TO CONSOLIDATED				
SLVFD - FABEROCT	01-4-2500-000	PAYABLES - TRADE		199.70		
Invoice Description -->		SLVFD - FABER - OCT 13				
SLVFD - HB OCT13	01-4-2500-000	PAYABLES - TRADE		362.84		
Invoice Description -->		SLVFD - HAROLD BISHOP - OCT 13				
SLVFD-LS-OCT13	01-4-2500-000	PAYABLES - TRADE		404.41		
Invoice Description -->		SLVFD - LAKESHORE ROAD - OCT 13				
400002215602	01-4-2500-000	PAYABLES - TRADE		10940.03		
Invoice Description -->		HYDRO - ACRD CONSOLIDATED				
Total :				11907.44	0.00	11907.44
Supplier Total :				11907.44	0.00	11907.44
0998	BC LIFE AND CASUALTY COMPANY					
35153	13-Jan-2014		Issued	12	C	2171.12
BCLJAN14	01-4-2500-000	PAYABLES - TRADE		2171.12		
Invoice Description -->		GROUP INSURANCE JANUARY 2014				
Total :				2171.12	0.00	2171.12
Supplier Total :				2171.12	0.00	2171.12
0673	BC ONE CALL					
35213	23-Jan-2014		Issued	19	C	39.58
201305531	01-4-2500-000	PAYABLES - TRADE		39.58		
Invoice Description -->		BCWS - 4TH QUARTER MEMBERSHIP FEES				
Total :				39.58	0.00	39.58
Supplier Total :				39.58	0.00	39.58

Cheque Register - Detail - Supp.



AP5100
Date : Feb 03, 2014

Page : 6
Time : 1:32 pm

Supplier : 0004 To T9193
Trans. Date : 01-Jan-2014 To 31-Jan-2014
Cheque Date : 01-Jan-2014 To 31-Jan-2014
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
0700	BC TRANSIT							
35148	13-Jan-2014		Issued	12	C	11885.00	11885.00	
1113602	01-4-2500-000	PAYABLES - TRADE				11885.00		
Invoice Description -->		NOVEMBER 2013 CUSTOM TRANSIT						
Total :						11885.00	0.00	11885.00
Supplier Total :						11885.00	0.00	11885.00

0740	BEAVER CREEK HOME CENTER							
35149	13-Jan-2014		Issued	12	C	207.93	207.93	
571230	01-4-2500-000	PAYABLES - TRADE				10.09		
Invoice Description -->		SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE - CLEANER						
572044	01-4-2500-000	PAYABLES - TRADE				49.27		
Invoice Description -->		SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE - SHELF MATERIALS						
568978	01-4-2500-000	PAYABLES - TRADE				60.70		
Invoice Description -->		SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE - PAINTING SUPPLIES						
569544	01-4-2500-000	PAYABLES - TRADE				87.87		
Invoice Description -->		SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE - SHELF MATERIAL & TRIM						
Total :						207.93	0.00	207.93
Supplier Total :						207.93	0.00	207.93

0750	BEAVER CREEK VOL. FIRE DEPARTMENT							
35214	23-Jan-2014		Issued	19	C	6364.20	6364.20	
BCVFD-Q4-2013	01-4-2500-000	PAYABLES - TRADE				6364.20		
Invoice Description -->		BCVFD - TRAINING \$5683.58, BUILD MAINTENANCE \$204.90, COMPUTER \$300, BANK FEES \$1						
Total :						6364.20	0.00	6364.20
Supplier Total :						6364.20	0.00	6364.20

0785	BERKS INTERTRUCK LTD.							
35150	13-Jan-2014		Issued	12	C	2627.69	2627.69	
135003	01-4-2500-000	PAYABLES - TRADE				110.88		
Invoice Description -->		SLVFD - 6 FUEL CONDITIONER						
23970	01-4-2500-000	PAYABLES - TRADE				223.81		
Invoice Description -->		SLVFD - COMMERCIAL VEHICLE INSPECTION - TRUCK #43						
24680	01-4-2500-000	PAYABLES - TRADE				383.40		
Invoice Description -->		SLVFD - REPLACE LEAKING TAP ON FUEL TANK - TRUCK #49						
24438	01-4-2500-000	PAYABLES - TRADE				447.87		
Invoice Description -->		SLVFD - REMOVE AND REPAIR FUEL TANK - TRUCK #49						
24574	01-4-2500-000	PAYABLES - TRADE				1461.73		
Invoice Description -->		SLVFD - SERVICE CALL & ENGINE REPAIR - TRUCK #49						
Total :						2627.69	0.00	2627.69
Supplier Total :						2627.69	0.00	2627.69

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Page : 7

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
0791	BERRY & VALE CONTRACTING LTD							
00037-0003	15-Jan-2014		Issued	11	T	100909.06		
1274	01-4-2500-000	PAYABLES - TRADE				34367.55		
Invoice Description -->		WCLF DECEMBER CONTRACTOR AND FREON REMOVAL \$48						
1273	01-4-2500-000	PAYABLES - TRADE				66541.51		
Invoice Description -->		AVLF DECEMBER CONTRACTOR, FREON REMOVAL \$192, RECEIPT PAPER \$307.80						
Total :						100909.06	0.00	100909.06
Supplier Total :						100909.06	0.00	100909.06
0530	BEST WESTERN BARCLAY HOTEL							
35145	13-Jan-2014		Issued	12	C	147.36		
2013011709	01-4-2500-000	PAYABLES - TRADE				42.06		
Invoice Description -->		COMMITTEE MTG FOOD - FIREFIGHTERS - DECEMBER 12, 2013						
2013012089	01-4-2500-000	PAYABLES - TRADE				105.30		
Invoice Description -->		COMMITTEE MTG FOOD - FIREFIGHTERS - DECEMBER 19, 2013						
Total :						147.36	0.00	147.36
Supplier Total :						147.36	0.00	147.36
0825	BLACK PRESS GROUP LTD.							
35215	23-Jan-2014		Issued	19	C	65.36		
32152445	01-4-2500-000	PAYABLES - TRADE				65.36		
Invoice Description -->		BCWS - AD FOR DODGE BID PROCESS						
Total :						65.36	0.00	65.36
Supplier Total :						65.36	0.00	65.36
0828	BLACK SHIELD PREPAREDNESS SOLUTIONS INC.							
35151	13-Jan-2014		Issued	12	C	10500.00		
1110	01-4-2500-000	PAYABLES - TRADE				5250.00		
Invoice Description -->		AV EMERGENCY PLAN UPDATE FIRST HALF						
1114	01-4-2500-000	PAYABLES - TRADE				5250.00		
Invoice Description -->		AV EMERGENCY PLAN UPDATE FINAL						
Total :						10500.00	0.00	10500.00
Supplier Total :						10500.00	0.00	10500.00
0914	BOWERMAN EXCAVATING LTD							
00038-0001	27-Jan-2014		Issued	20	T	19016.88		
PC#4-SRPS	01-4-2500-000	PAYABLES - TRADE				19016.88		
Invoice Description -->		BCWS - STRICT ROAD PUMP STATION - GAS TAX INITIATIVE PROGRESS PAYMENT #4 - CAPIT.						
Total :						19016.88	0.00	19016.88
Supplier Total :						19016.88	0.00	19016.88

Cheque Register - Detail - Supp.



AP5100

Page : 8

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name		Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date						
Invoice No.	Account No.	Account Description			Debit	Credit	
0946	BRENNTAG CANADA INC						
35216	23-Jan-2014		Issued	19	C	3176.23	
40388913	01-4-2500-000	PAYABLES - TRADE			-1260.00		
	Invoice Description -->	BCWS - CREDIT MEMO - WATER SYSTEM SUPPLIES					
40395943	01-4-2500-000	PAYABLES - TRADE			-1260.00		
	Invoice Description -->	BCWS - CREDIT MEMO - WATER SYSTEM SUPPLIES					
40394393	01-4-2500-000	PAYABLES - TRADE			2441.24		
	Invoice Description -->	BCWS - CHLORINE SUPPLIES					
40423580	01-4-2500-000	PAYABLES - TRADE			3254.99		
	Invoice Description -->	BCWS - CHLORINE SUPPLIES					
Total :					3176.23	0.00	3176.23
Supplier Total :					3176.23	0.00	3176.23
0950	BRETT, KENNETH						
00037-0004	15-Jan-2014		Issued	11	T	1000.00	
BRE162084	01-4-2500-000	PAYABLES - TRADE			1000.00		
	Invoice Description -->	ALBERNI VALLEY AIRPORT SUPERVISION					
Total :					1000.00	0.00	1000.00
Supplier Total :					1000.00	0.00	1000.00
0987	BULL HOUSSER						
35217	23-Jan-2014		Issued	19	C	7573.15	
12-4003B	01-4-2500-000	PAYABLES - TRADE			7573.15		
	Invoice Description -->	ACRD - LEGAL FEES					
Total :					7573.15	0.00	7573.15
Supplier Total :					7573.15	0.00	7573.15
1035	BUTLER, LES						
00037-0005	15-Jan-2014		Issued	11	T	3215.62	
2013-12	01-4-2500-000	PAYABLES - TRADE			3215.62		
	Invoice Description -->	BWS - DECEMBER 2013 CONTRACTOR					
Total :					3215.62	0.00	3215.62
Supplier Total :					3215.62	0.00	3215.62
1058	C. BOWNE ENTERPRISES						
35154	13-Jan-2014		Issued	12	C	55.55	
8498	01-4-2500-000	PAYABLES - TRADE			55.55		
	Invoice Description -->	ACRD OFFICE - JANITORIAL SUPPLIES					
Total :					55.55	0.00	55.55
35218	23-Jan-2014		Issued	19	C	55.55	
8518	01-4-2500-000	PAYABLES - TRADE			55.55		

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
 Date : Feb 03, 2014

Page : 9
 Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES						
Total :				55.55	0.00	55.55
Supplier Total :				111.10	0.00	111.10

Supplier	Supplier Name	Status	Batch	Medium	Amount	
1069	CALENDAR, BRIAN					
35155	13-Jan-2014	Issued	12	C	32.00	
JAN7/14	01-4-2500-000	PAYABLES - TRADE		32.00		
Invoice Description --> SLVFD - AIR BRAKES TRAINING/EXAM						
Total :				32.00	0.00	32.00
Supplier Total :				32.00	0.00	32.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
1110	CANADA POST					
35156	13-Jan-2014	Issued	12	C	29.26	
9530929304-1	01-4-2500-000	PAYABLES - TRADE		9.59		
Invoice Description --> CC NOISE - BYLAW ENFORCEMENT						
9530929304-2	01-4-2500-000	PAYABLES - TRADE		9.59		
Invoice Description --> CC NOISE - BYLAW ENFORCEMENT						
9530929304	01-4-2500-000	PAYABLES - TRADE		10.08		
Invoice Description --> SL NOISE - BYLAW ENFORCEMENT						
Total :				29.26	0.00	29.26
Supplier Total :				29.26	0.00	29.26

Supplier	Supplier Name	Status	Batch	Medium	Amount	
1270	CDW CANADA INC					
35157	13-Jan-2014	Issued	12	C	1194.69	
HR00998	01-4-2500-000	PAYABLES - TRADE		47.79		
Invoice Description --> BCWS - OTTERBOX DEFENDER GAALAXY PRO CASE						
HT88371	01-4-2500-000	PAYABLES - TRADE		59.38		
Invoice Description --> BCWS - 2 STYLUS FOR IPADS						
HV63521	01-4-2500-000	PAYABLES - TRADE		84.25		
Invoice Description --> BCWS - OTTERBOX DEFENDER CASE						
JB43004	01-4-2500-000	PAYABLES - TRADE		1003.27		
Invoice Description --> ACRD COMPUTER - DESKTOP SCANNER FINANCE						
Total :				1194.69	0.00	1194.69
35219	23-Jan-2014	Issued	19	C	1399.36	
JB69367	01-4-2500-000	PAYABLES - TRADE		335.76		
Invoice Description --> ACRD COMPUTER - SERVER POWER SUPPLY						
JD45317	01-4-2500-000	PAYABLES - TRADE		355.10		
Invoice Description --> COMPUTER PURCHASE PLAN - IRG						
JD45194	01-4-2500-000	PAYABLES - TRADE		708.50		
Invoice Description --> ACRD COMPUTER - IPAD FOR DIRECTOR						
Total :				1399.36	0.00	1399.36

Cheque Register - Detail - Supp.



AP5100

Date : Feb 03, 2014

Page : 10

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				2594.05	0.00	2594.05

1316 CERTITECH IT SERVICES

00037-0006	15-Jan-2014		Issued	11	T	4777.50
135	01-4-2500-000	PAYABLES - TRADE				4777.50
Invoice Description --> DECEMBER 2013 IT SUPPORT SERVICES \$3800, BCWS SUPPORT \$700, AVRA SUPPORT \$50						
Total :						4777.50
Supplier Total :						4777.50

1378 CIT

35221	23-Jan-2014		Issued	19	C	245.28
14344270	01-4-2500-000	PAYABLES - TRADE				245.28
Invoice Description --> FORMER BCID PRINTER LEASE 780-0460648-001 - INVOICE 14344270						
Total :						245.28
Supplier Total :						245.28

1342 CITY OF PORT ALBERNI

35158	13-Jan-2014		Issued	12	C	3800.00
JAN6/14	01-4-2500-000	PAYABLES - TRADE				3800.00
Invoice Description --> SLVFD - USED FIRE FIGHTER EQUIPMENT - 11 AIR PACKS AND 5 MASKS						
Total :						3800.00
35205	15-Jan-2014		Issued	13	C	101.00
JAN15/14	01-4-2500-000	PAYABLES - TRADE				101.00
Invoice Description --> FOLIOS - 001-1749-10, 001-1938-00, 013-0007-10 - ALREADY TRANSFERED TO TAXES						
Total :						101.00
Supplier Total :						3901.00

1351 CIVICINFO BC

35220	23-Jan-2014		Issued	19	C	435.75
2014164	01-4-2500-000	PAYABLES - TRADE				435.75
Invoice Description --> 2014 CIVIC INFO MEMBERSHIP						
Total :						435.75
Supplier Total :						435.75

1382 COAST CATERING COMPANY

35222	23-Jan-2014		Issued	19	C	231.00
1	01-4-2500-000	PAYABLES - TRADE				231.00
Invoice Description --> ACRD - LUNCHES - ACRD STAFF TRAINING DAY - (LESS \$40 DISCOUNT - R DYSON BEEF)						
Total :						231.00

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
 Date : Feb 03, 2014

Page : 11
 Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				231.00	0.00	231.00

1432	COKELY WIRE ROPE LTD.					
35223	23-Jan-2014		Issued	19	C	56.70
22367	01-4-2500-000	PAYABLES - TRADE				56.70
Invoice Description -->		LBA - FIRE EXTINGUISHER SERVICE & REPAIR				
Total :						56.70
Supplier Total :						56.70

1434	COLUMBIA ICE					
35159	13-Jan-2014		Issued	12	C	69.60
094722	01-4-2500-000	PAYABLES - TRADE				31.05
Invoice Description -->		OFFICE SUPPLIES				
088065	01-4-2500-000	PAYABLES - TRADE				38.55
Invoice Description -->		OFFICE SUPPLIES				
Total :						69.60
Supplier Total :						69.60

0801	CORIX WATER PRODUCTS LTD.					
00037-0007	15-Jan-2014		Issued	11	T	1770.44
1031509373	01-4-2500-000	PAYABLES - TRADE				-9.39
Invoice Description -->		BWS - CREDIT MEMO - RETURN SUPPLIES				
1031440343	01-4-2500-000	PAYABLES - TRADE				119.62
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES - PVC FITTINGS				
1031441429	01-4-2500-000	PAYABLES - TRADE				209.81
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES - PIPE AND WET/DRY CEMENT				
1031440349	01-4-2500-000	PAYABLES - TRADE				669.95
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES - FITTINGS AND PIPE				
1031440344	01-4-2500-000	PAYABLES - TRADE				780.45
Invoice Description -->		BWS - WATER SYSTEM SUPPLIES - CHLORINE				
Total :						1770.44
Supplier Total :						1770.44

1650	CUPE - LOCAL 118					
35160	13-Jan-2014		Issued	12	C	1139.05
DUESDEC13	01-4-2500-000	PAYABLES - TRADE				1139.05
Invoice Description -->		DECEMBER 2013 DUES				
Total :						1139.05
Supplier Total :						1139.05

1634	DAMOND COMMUNICATIONS LTD					
35224	68 2014		Issued	19	C	7653.66

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
 Date : Feb 03, 2014

Page : 12
 Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
1675	DAVID STALKER EXCAVATING LTD.						
35130	01-4-2500-000	PAYABLES - TRADE	7653.66				
	Invoice Description --> ACRD PHONE SYSTEM - CAPITAL - 50% DEPOSIT						
		Total :	7653.66	0.00			7653.66
		Supplier Total :	7653.66	0.00			7653.66
1709	DEER BAY CONTRACTING						
00038-0002	01-4-2500-000	PAYABLES - TRADE	1373.40				
	Invoice Description --> SALMON BEACH - TRANSPORTATION - GRADING ROAD MACOAH TO SB						
		Total :	1373.40	0.00			1373.40
		Supplier Total :	1373.40	0.00			1373.40
4002	DIGITAL POSTAGE ON CALL						
35236	01-4-2500-000	PAYABLES - TRADE	1050.00				
	Invoice Description --> POSTAGE ACCOUNT 8000202700						
		Total :	1050.00	0.00			1050.00
		Supplier Total :	1050.00	0.00			1050.00
1847	DUPERE, JOHANNE						
35161	01-4-2500-000	PAYABLES - TRADE	200.00				
	Invoice Description --> SPROAT PARKS CARETAKER						
		Total :	200.00	0.00			200.00
		Supplier Total :	200.00	0.00			200.00
0940	DUVALL, EDITH						
00036-0001	01-4-2500-000	PAYABLES - TRADE	1650.00				
	Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL						
		Total :	1650.00	0.00			1650.00

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
 Date : Feb 03, 2014

Page : 13
 Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

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

Supplier Total : 1650.00 0.00 1650.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
1948	ENVIROWORLD CORP.				
35163	13-Jan-2014		Issued	12	C 7875.00
509	01-4-2500-000	PAYABLES - TRADE			7875.00
Invoice Description --> AVLF - 200 COMPOSTERS FOR RESALE					
Total :					7875.00 0.00 7875.00
Supplier Total :					7875.00 0.00 7875.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
2025	FEDERATION OF CANADIAN MUNICIPALITIES				
35226	23-Jan-2014		Issued	19	C 4773.32
29837	01-4-2500-000	PAYABLES - TRADE			4773.32
Invoice Description --> 2014 FCM MEMBERSHIP					
Total :					4773.32 0.00 4773.32
Supplier Total :					4773.32 0.00 4773.32

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
2046	FIRE CHIEFS' ASSOCIATION OF B.C.				
35164	13-Jan-2014		Issued	12	C 372.00
348	01-4-2500-000	PAYABLES - TRADE			372.00
Invoice Description --> SLVFD - 2014 MEMEBERSHIP					
Total :					372.00 0.00 372.00
Supplier Total :					372.00 0.00 372.00

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
2043	FISHER'S REGALIA				
35227	23-Jan-2014		Issued	19	C 298.78
24340	01-4-2500-000	PAYABLES - TRADE			298.78
Invoice Description --> BCVFD - UNIFORMS - BADGES					
Total :					298.78 0.00 298.78
Supplier Total :					298.78 0.00 298.78

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
2067	FORTISBC				
35165	13-Jan-2014		Issued	12	C 327.09
DEC23/13	01-4-2500-000	PAYABLES - TRADE			327.09
Invoice Description --> BCVFD - MONTHLY NATURAL GAS FOR HALL					
Total :					327.09 0.00 327.09
Supplier Total :					327.09 0.00 327.09

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
2140	GEDDES, RICHARD D.				
00037-0008	15-Jan-2014		Issued	11	T 55.00
RG-SLVFD0162088	01-4-2500-000	PAYABLES - TRADE			55.00

Cheque Register - Detail - Supp.



Supplier : 0004 To T9193
Trans. Date : 01-Jan-2014 To 31-Jan-2014
Cheque Date : 01-Jan-2014 To 31-Jan-2014
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount	
		Invoice No.	Account No.	Account Description						
		Invoice Description --> SLVFD - MONTHLY PHONE REIMBURSEMENT								
		Total :						55.00	0.00	55.00
		Supplier Total :						55.00	0.00	55.00

2127	GLACIER MEDIA GROUP	35166	13-Jan-2014	Issued	12	C			237.49	
		GCCL00017665	01-4-2500-000	PAYABLES - TRADE			237.49			
		Invoice Description --> BCWS - ADVERTISING FOR DISPOSAL OF 2003 DODGE DAKOTA								
		Total :						237.49	0.00	237.49
		Supplier Total :						237.49	0.00	237.49

2366	HACH SALES & SERVICE CANADA LP	35167	13-Jan-2014	Issued	12	C			285.60	
		74116	01-4-2500-000	PAYABLES - TRADE			285.60			
		Invoice Description --> BCWS - DPD FREE CHLORINE								
		Total :						285.60	0.00	285.60
		Supplier Total :						285.60	0.00	285.60

35228		74945	23-Jan-2014	Issued	19	C			2699.20	
			01-4-2500-000	PAYABLES - TRADE			2699.20			
		Invoice Description --> BCWS - RECALIBRATION OF TESTING DEVICES								
		Total :						2699.20	0.00	2699.20
		Supplier Total :						2984.80	0.00	2984.80

2390	HARBOUR VIEW COLLISION LTD	35168	13-Jan-2014	Issued	12	C			270.36	
		31318	01-4-2500-000	PAYABLES - TRADE			270.36			
		Invoice Description --> 2007 JEEP - FRONT DOOR LOCK REPAIR								
		Total :						270.36	0.00	270.36
		Supplier Total :						270.36	0.00	270.36

2564	HEPP, KELLY	35171	13-Jan-2014	Issued	12	C			500.00	
		KH2013	01-4-2500-000	PAYABLES - TRADE			500.00			
		Invoice Description --> SLVFD - 2013 ANNUAL MAINTENANCE & DATA ENTRY FEES FOR FIRE PRO								
		Total :						500.00	0.00	500.00
		Supplier Total :						500.00	0.00	500.00

2465	HETHERINGTON INDUSTRIES LTD	35169	13-Jan-2014	Issued	12	C			274.74
		E-35341	01-4-2500-000	PAYABLES - TRADE			-32.55		
		Invoice Description --> AVLF WASTE OIL REBATE							

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
 Date : Feb 03, 2014

Page : 15
 Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
E-35836	01-4-2500-000	PAYABLES - TRADE	-32.55				
Invoice Description --> AVLF WASTE OIL REBATE							
E-35148	01-4-2500-000	PAYABLES - TRADE	-19.95				
Invoice Description --> AVLF WASTE OIL REBATE							
E-31976	01-4-2500-000	PAYABLES - TRADE	-16.80				
Invoice Description --> AVLF WASTE OIL REBATE							
E-35412	01-4-2500-000	PAYABLES - TRADE	-15.75				
Invoice Description --> AVLF WASTE OIL REBATE							
E35219	01-4-2500-000	PAYABLES - TRADE	-7.35				
Invoice Description --> AVLF WASTE OIL REBATE							
9294	01-4-2500-000	PAYABLES - TRADE	28.88				
Invoice Description --> SL PARKS AUGUST TOILET RENTAL - SEPT 1 TO 10/2013							
9586	01-4-2500-000	PAYABLES - TRADE	370.81				
Invoice Description --> SLVFD - ENGINE BATTERIES - TRUCK #49							
Total :			274.74	0.00			274.74
Supplier Total :			274.74	0.00			274.74

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
2485	HOLDER, DAN						
35170	13-Jan-2014			Issued	12	C	2116.80
JAN8/14	01-4-2500-000	PAYABLES - TRADE	2116.80				
Invoice Description --> FIRE SERVICE COORDINATOR CONTRACTOR - DECEMBER 2013 & EXPENSES							
Total :			2116.80	0.00			2116.80
Supplier Total :			2116.80	0.00			2116.80

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
2491	HOLLAND KATHLEEN (PETTY CASH)						
00038-0003	27-Jan-2014			Issued	20	T	76.99
OCT31/13	01-4-2500-000	PAYABLES - TRADE	76.99				
Invoice Description --> SALMON BEACH - SECURITY - OFFICE PAPER AND INK							
Total :			76.99	0.00			76.99
Supplier Total :			76.99	0.00			76.99

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
2580	HUB FIRE ENGINES & EQUIPMENT LTD.						
35172	13-Jan-2014			Issued	12	C	175.12
IN00028234	01-4-2500-000	PAYABLES - TRADE	12.59				
Invoice Description --> BCVFD - EQUIPMENT - ADAPTOR							
IN00027911	01-4-2500-000	PAYABLES - TRADE	162.53				
Invoice Description --> SLVFD - EQUIPMENT - LIGHT LED AND FLANGE							
Total :			175.12	0.00			175.12
Supplier Total :			175.12	0.00			175.12

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
5015	ICOMPASS TECHNOLOGIES INC						
35198	13-Jan-2014			Issued	12	C	1065.40

Cheque Register - Detail - Supp.



AP5100

Page : 16

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

Bank : 1 To 3

Status : All

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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description							
14003	01-4-2500-000	PAYABLES - TRADE					1065.40		
Invoice Description -->		COUNCIL VIEWS ANNUAL MEMBERSHIP 2014							
Total :							1065.40	0.00	1065.40
Supplier Total :							1065.40	0.00	1065.40
2650	INGENIOUS SOFTWARE (530640 ONTARIO LTD.)								
35174	13-Jan-2014			Issued	12	C			84.00
4632	01-4-2500-000	PAYABLES - TRADE					84.00		
Invoice Description -->		SLVFD - TRAINING COST 1 DAY							
Total :							84.00	0.00	84.00
Supplier Total :							84.00	0.00	84.00
2690	INSURANCE CORPORATION OF B.C.								
35230	23-Jan-2014			Issued	19	C			14438.00
ICBC-2014FLEET	01-4-2500-000	PAYABLES - TRADE					14438.00		
Invoice Description -->		2014 FLEET INSURANCE							
Total :							14438.00	0.00	14438.00
Supplier Total :							14438.00	0.00	14438.00
2734	ISLAND AGRICULTURE SHOW								
35231	23-Jan-2014			Issued	19	C			650.00
IAS2014	01-4-2500-000	PAYABLES - TRADE					650.00		
Invoice Description -->		REG PLAN - AGRICULTURE PLAN/INITIATIVES - REGISTRATION FEE 2014							
Total :							650.00	0.00	650.00
Supplier Total :							650.00	0.00	650.00
2772	ISLAND FIRE PROTECTION LTD.								
35175	13-Jan-2014			Issued	12	C			30.03
8624	01-4-2500-000	PAYABLES - TRADE					30.03		
Invoice Description -->		SLVFD - HYDROSTRATIC TESTING - 1 CYLINDER							
Total :							30.03	0.00	30.03
Supplier Total :							30.03	0.00	30.03
2614	IWC EXCAVATION LTD.								
35173	13-Jan-2014			Issued	12	C			57864.28
PPC#1	01-4-2500-000	PAYABLES - TRADE					57864.28		
Invoice Description -->		BCWS - STRICK ROAD WATERMAIN - GAS TAX INITIATIVE - PPC #1							
Total :							57864.28	0.00	57864.28
35229	23-Jan-2014			Issued	19	C			6429.37
PPC#2-HOLDBACK	01-4-2500-000	PAYABLES - TRADE					6429.37		

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Page : 17

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
Invoice Description --> BCWS - STRICK ROAD WATERMAIN - GAS TAX INITIATIVE - PPC #2 - HOLDBACK								
Total :						6429.37	0.00	6429.37
Supplier Total :						64293.65	0.00	64293.65

2787	JACKSON, ROBERT							
35176	13-Jan-2014		Issued	12	C	60.00	60.00	
CSPNOV1262087	01-4-2500-000	PAYABLES - TRADE				60.00		
Invoice Description --> SL PARKS - COUGAR SMITH REIMBURSEMENT FOR HYDRO USAGE								
Total :						60.00	0.00	60.00
Supplier Total :						60.00	0.00	60.00

2840	JUSTICE INSTITUTE							
35177	13-Jan-2014		Issued	12	C	849.60	849.60	
20036816	01-4-2500-000	PAYABLES - TRADE				40.00		
Invoice Description --> SLVFD - FIREFIGHTER EXAMS								
276854	01-4-2500-000	PAYABLES - TRADE				50.00		
Invoice Description --> SLVFD - APPLICATION FEE - CALLANDER								
20036495	01-4-2500-000	PAYABLES - TRADE				80.85		
Invoice Description --> SLVFD - FIRST RESPONDER TRAINIG - 1 STUDENTS								
20036722	01-4-2500-000	PAYABLES - TRADE				285.00		
Invoice Description --> BCVFD - FIREFIGHTER EXAMS - 24 EXAMS FOR FF1 & FF2								
20036520	01-4-2500-000	PAYABLES - TRADE				393.75		
Invoice Description --> BCVFD - FIRST RESPONDER TRAINIG - 5 STUDENTS								
Total :						849.60	0.00	849.60
35232	23-Jan-2014		Issued	19	C	292.95	292.95	
20036822	01-4-2500-000	PAYABLES - TRADE				109.20		
Invoice Description --> SLVFD - FIRST RESPONDER - 2 MEMBERS								
20036823	01-4-2500-000	PAYABLES - TRADE				183.75		
Invoice Description --> BCVFD - FIRST RESPONDER TRAINING - 7 MEMBERS								
Total :						292.95	0.00	292.95
Supplier Total :						1142.55	0.00	1142.55

2851	K.S. SIRENS INC.							
35178	13-Jan-2014		Issued	12	C	113.91	113.91	
KS033010	01-4-2500-000	PAYABLES - TRADE				113.91		
Invoice Description --> SLVFD - 3 LINE PLATES								
Total :						113.91	0.00	113.91
Supplier Total :						113.91	0.00	113.91

2846	KELLY, MARK						
35233	23-Jan-2014		Issued	19	C	120.00	120.00

Cheque Register - Detail - Supp.



AP5100

Page : 18

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

Bank : 1 To 3
 Status : All
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Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
JAN13/14	01-4-2500-000	PAYABLES - TRADE	120.00				
Invoice Description --> BWS - TRACTOR/BACKHOE SERVICE VENT ON BOND STREET							
Total :			120.00	0.00			120.00
Supplier Total :			120.00	0.00			120.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
2877	KOERS & ASSOCIATES ENGINEERING LTD.						
00037-0009	15-Jan-2014			Issued	11	T	18032.08
1245-014	01-4-2500-000	PAYABLES - TRADE	262.50				
Invoice Description --> BWS - 294 BAMFIELD WATER SOUTH MAIN							
1245-013	01-4-2500-000	PAYABLES - TRADE	1050.00				
Invoice Description --> RURAL PLANNING - BAMFIELD DEVELOPMENT REVIEW							
1372-001	01-4-2500-000	PAYABLES - TRADE	1380.75				
Invoice Description --> BWS - WATER SYSTEM ENGINEERING SERVICES							
0933-023	01-4-2500-000	PAYABLES - TRADE	3983.16				
Invoice Description --> BCWS - NORTH RESERVOIR WATERMAIN REPLACEMENT & BOOSTER PUMP UPGRADE							
1232-012	01-4-2500-000	PAYABLES - TRADE	11355.67				
Invoice Description --> BCWS - STRICT ROAD PUMP STATION & WATERMAIN - GAS TAX INITIATIVE							
Total :			18032.08	0.00			18032.08
Supplier Total :			18032.08	0.00			18032.08
00038-0004	27-Jan-2014			Issued	20	T	9165.40
0933-024	01-4-2500-000	PAYABLES - TRADE	163.01				
Invoice Description --> BCWS - NORTH RESERVOIR WATERMAIN REPLACEMENT & BOOSTER PUMP UPGRADE							
1372-002	01-4-2500-000	PAYABLES - TRADE	2497.16				
Invoice Description --> BWS - WATER SYSTEM ENGINEERING SERVICES							
1232-013	01-4-2500-000	PAYABLES - TRADE	6505.23				
Invoice Description --> BCWS - STRICT ROAD PUMP STATION & WATERMAIN - GAS TAX INITIATIVE							
Total :			9165.40	0.00			9165.40
Supplier Total :			27197.48	0.00			27197.48

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
2890	L.B. WOODCHOPPERS LTD.						
00037-0010	15-Jan-2014			Issued	11	T	156.52
183861	01-4-2500-000	PAYABLES - TRADE	66.92				
Invoice Description --> BCWS - CUTOFF SAW REPAIR							
183863	01-4-2500-000	PAYABLES - TRADE	89.60				
Invoice Description --> BCWS - CUTOFF SAW RENTAL							
Total :			156.52	0.00			156.52
Supplier Total :			156.52	0.00			156.52

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
3025	LADY ROSE MARINE SERVICES						
35234	23-Jan-2014			Issued	19	C	1119.58
2010-13484	01-4-2500-000	PAYABLES - TRADE	25.20				
Invoice Description --> BWS - SHIPPING COST OF WATER SYSTEM SUPPLIES							
2010-13488	01-4-2500-000	PAYABLES - TRADE	180.88				
Invoice Description --> BWS - SHIPPING COST FOR WATER SYSTEM SUPPLIES							

Cheque Register - Detail - Supp.



Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

Bank : 1 To 3
 Status : All
 Medium :

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit	Amount		
2010-13524	01-4-2500-000	PAYABLES - TRADE	304.50				
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-13599	01-4-2500-000	PAYABLES - TRADE	304.50				
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-13612	01-4-2500-000	PAYABLES - TRADE	304.50				
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
Total :			1119.58	0.00	1119.58		
Supplier Total :			1119.58	0.00	1119.58		

3005	LGMA							
35179	13-Jan-2014		Issued	12	C		1286.25	
2014MEMBER	01-4-2500-000	PAYABLES - TRADE				1286.25		
Invoice Description --> 2014 LGMA MEMBERSHIP								
Total :						1286.25	0.00	1286.25
Supplier Total :						1286.25	0.00	1286.25

3272	MCCONNELL, SHAWN							
00038-0005	27-Jan-2014		Issued	20	T		1865.56	
574189	01-4-2500-000	PAYABLES - TRADE				811.86		
Invoice Description --> DECEMBER 2013 MILLSTREAM WATER CONTRACTOR								
574190	01-4-2500-000	PAYABLES - TRADE				1053.70		
Invoice Description --> LONG BEACH AIRPORT WATER CONTRACTOR DECEMBER 2013								
Total :						1865.56	0.00	1865.56
Supplier Total :						1865.56	0.00	1865.56

3273	MCDUGALL'S LANDSCAPING							
35180	13-Jan-2014		Issued	12	C		934.50	
3077	01-4-2500-000	PAYABLES - TRADE				126.00		
Invoice Description --> AVLF - 3RD AVENUE DEPOT - SALT APPLICATION - DECEMBER 3, 5, & 18								
3078	01-4-2500-000	PAYABLES - TRADE				178.50		
Invoice Description --> ACRD OFFICE - SALT APPLICATION ON PARKING LOTS - DECEMBER 3, 5, 18								
3076	01-4-2500-000	PAYABLES - TRADE				630.00		
Invoice Description --> ACRD OFFICE - OCTOBER TO DECEMBER 2013 - LANDSCAPING								
Total :						934.50	0.00	934.50
Supplier Total :						934.50	0.00	934.50

3280	MCGILL & ASSOCIATES ENGINEERING							
00037-0011	15-Jan-2014		Issued	11	T		4778.80	
14505	01-4-2500-000	PAYABLES - TRADE				4778.80		
Invoice Description --> SALMON BEACH - RECREATION - BOAT RAMP EXTENTSION								
Total :						4778.80	0.00	4778.80

Cheque Register - Detail - Supp.



AP5100

Page : 20

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

Bank : 1 To 3
 Status : All
 Medium :

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
Invoice No.	Account No.	Account Description	Debit	Credit			
00038-0006	27-Jan-2014		Issued	20	T	10626.63	
14542	01-4-2500-000	PAYABLES - TRADE	196.88				
Invoice Description -->		SALMON BEACH - RECREATION - BOAT RAMP EXTENTSION					
14550	01-4-2500-000	PAYABLES - TRADE	417.38				
Invoice Description -->		WCLF GENERAL CONSULTING COSTS					
14560	01-4-2500-000	PAYABLES - TRADE	945.34				
Invoice Description -->		BCVFD SEISMIC UPGRADE					
14551	01-4-2500-000	PAYABLES - TRADE	970.20				
Invoice Description -->		ACRD - GENERAL CONSULTING FOR BUDGET					
14554	01-4-2500-000	PAYABLES - TRADE	1318.75				
Invoice Description -->		AVLF GENERAL CONSULTING COSTS					
14561	01-4-2500-000	PAYABLES - TRADE	2121.53				
Invoice Description -->		AVLF TRANSFER STATION EXPANSION					
14552	01-4-2500-000	PAYABLES - TRADE	2232.47				
Invoice Description -->		AVLF NORTH EAST EXPANSION					
14553	01-4-2500-000	PAYABLES - TRADE	2424.08				
Invoice Description -->		AVLF - COVER MATERIAL SOURCING					
Total :			10626.63	0.00	10626.63		
Supplier Total :			15405.43	0.00	15405.43		

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
3287	McLEAN & HIGGINS LTD.						
35181	13-Jan-2014		Issued	12	C	163.80	
36311	01-4-2500-000	PAYABLES - TRADE	163.80				
Invoice Description -->		SL PARKS - COUGAR SMITH PARK WATER SYSTEM REPAIRS - UV LAMP					
Total :			163.80	0.00	163.80		
Supplier Total :			163.80	0.00	163.80		

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
3505	MFA LEASING						
AUTO62086	28-Jan-2014		Issued	10	E	2553.97	
BAMFIRE62086	01-4-2500-000	PAYABLES - TRADE	2553.97				
Invoice Description -->		BAMFIELD FIRE HALL LEASE PAYMENT					
Total :			2553.97	0.00	2553.97		
AUTO62089	28-Jan-2014		Issued	10	E	1654.31	
6140262089	01-4-2500-000	PAYABLES - TRADE	1654.31				
Invoice Description -->		LBA TRACTOR LEASE					
Total :			1654.31	0.00	1654.31		
Supplier Total :			4208.28	0.00	4208.28		

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount
3370	MINISTER OF FINANCE						
35132	09-Jan-2014		Issued	6	C	262.50	
BWS-TENUREAPPL	01-4-2500-000	PAYABLES - TRADE	262.50				
Invoice Description -->		BWS - FEE FOR LAND USE/SUPPLY DRINKING WATER					

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Page : 21

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
Trans. Date : 01-Jan-2014 To 31-Jan-2014
Cheque Date : 01-Jan-2014 To 31-Jan-2014
Cheque No. : All
Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				262.50	0.00	262.50
Supplier Total :				262.50	0.00	262.50

3340 MINISTER OF FINANCE							
35182	13-Jan-2014		Issued	12	C	2151.00	
MSPJAN14	01-4-2500-000	PAYABLES - TRADE			2151.00		
Invoice Description --> MSP PREMIUMS FOR JANUARY 2014							
Total :					2151.00	0.00	2151.00
Supplier Total :					2151.00	0.00	2151.00

3510 MUNICIPAL INSURANCE ASSOCIATION							
35183	13-Jan-2014		Issued	12	C	31818.00	
23705	01-4-2500-000	PAYABLES - TRADE			31818.00		
Invoice Description --> 2014 INSURANCE PREMIUM							
Total :					31818.00	0.00	31818.00
Supplier Total :					31818.00	0.00	31818.00

3490 MUNICIPAL PENSION PLAN							
EFT-1	06-Jan-2014		Issued	8	E	7046.14	
DEC15/13 - SUPER	01-4-2500-000	PAYABLES - TRADE			7046.14		
Invoice Description --> PP ENDING DECEMBER 15 - SUPERANNUATION							
Total :					7046.14	0.00	7046.14
EFT-2	17-Jan-2014		Issued	24	E	7920.35	
DEC29/13 - SUPER	01-4-2500-000	PAYABLES - TRADE			7920.35		
Invoice Description --> PP ENDING DECEMBER 29 - SUPERANNUATION							
Total :					7920.35	0.00	7920.35
Supplier Total :					14966.49	0.00	14966.49

3622 NICKLIN WASTE DISPOSAL							
35184	13-Jan-2014		Issued	12	C	630.00	
2854	01-4-2500-000	PAYABLES - TRADE			105.00		
Invoice Description --> SLVFD GARBAGE DISPOSAL AUGUST & SEPTEMBER 2013							
3027	01-4-2500-000	PAYABLES - TRADE			105.00		
Invoice Description --> SLVFD GARBAGE DISPOSAL OCTOBER & NOVEMBER 2013							
2764	01-4-2500-000	PAYABLES - TRADE			210.00		
Invoice Description --> BCVFD GARBAGE DISPOSAL JULY TO SEPTEMBER 2013							
2966	01-4-2500-000	PAYABLES - TRADE			210.00		
Invoice Description --> BCVFD GARBAGE DISPOSAL OCTOBER TO DECEMBER 2013							
Total :					630.00	0.00	630.00

Cheque Register - Detail - Supp.



AP5100

Date : Feb 03, 2014

Page : 22

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

Bank : 1 To 3
 Status : All
 Medium :

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				630.00	0.00	630.00

3651 NORTH ISLAND LABORATORIES							
35185	13-Jan-2014		Issued	12	C	131.25	
89132	01-4-2500-000	PAYABLES - TRADE			131.25		
Invoice Description -> BCWS WATER TESTING							
Total :					131.25	0.00	131.25
Supplier Total :					131.25	0.00	131.25

2010 OUGHTRED COFFEE & TEA LTD.							
35225	23-Jan-2014		Issued	19	C	100.27	
INV106062	01-4-2500-000	PAYABLES - TRADE			100.27		
Invoice Description -> OFFICE SUPPLIES							
Total :					100.27	0.00	100.27
Supplier Total :					100.27	0.00	100.27

3792 PACIFIC BLUE CROSS							
35186	13-Jan-2014		Issued	12	C	4166.52	
PBCJAN14	01-4-2500-000	PAYABLES - TRADE			4166.52		
Invoice Description -> JANUARY 2014 PREMIUMS							
Total :					4166.52	0.00	4166.52
Supplier Total :					4166.52	0.00	4166.52

3838 PERFORMANCE SALES GROUP INC.							
35187	13-Jan-2014		Issued	12	C	205.52	
2509	01-4-2500-000	PAYABLES - TRADE			205.52		
Invoice Description -> SLVFD - FREIGHT ON SHIPMENT - PROMOTIONAL EVENT							
Total :					205.52	0.00	205.52
Supplier Total :					205.52	0.00	205.52

4010 PETRO CANADA							
35188	13-Jan-2014		Issued	12	C	135.62	
DEC27/13	01-4-2500-000	PAYABLES - TRADE			135.62		
Invoice Description -> ACRD - DECEMBER 2013 VEHICLE FUEL							
Total :					135.62	0.00	135.62
Supplier Total :					135.62	0.00	135.62

3800 PORT ALBERNI EFAP SUPPORT SOCIETY						
35235	23-Jan-2014		Issued	19	C	1086.75
117	01-4-2500-000	PAYABLES - TRADE			1086.75	

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Page : 23

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Debit	Credit	Amount
Invoice No.	Account No.	Account Description					
Invoice Description --> SLVFD - 2014 FEES - 15 MEMBERS							
Total :					1086.75	0.00	1086.75
Supplier Total :					1086.75	0.00	1086.75

4115	PRICE'S ALARM SYSTEM LTD		Status	Batch	Medium	Debit	Credit	Amount
35189	13-Jan-2014		Issued	12	C			485.10
1841050	01-4-2500-000	PAYABLES - TRADE				220.50		
Invoice Description --> AVLF SCALE SHACK ALARM MONITORING JANUARY TO JUNE 2014								
1841049	01-4-2500-000	PAYABLES - TRADE				264.60		
Invoice Description --> ACRD OFFICE ALARM MONITORING JANUARY - JUNE 2014								
Total :					485.10	0.00	485.10	
Supplier Total :					485.10	0.00	485.10	

4187	QUALITY FOODS-PORT ALBERNI		Status	Batch	Medium	Debit	Credit	Amount
35190	13-Jan-2014		Issued	12	C			91.00
67 1044510	01-4-2500-000	PAYABLES - TRADE				23.81		
Invoice Description --> SLVFD - TRAINING EXPENSES								
63 309000	01-4-2500-000	PAYABLES - TRADE				67.19		
Invoice Description --> SLVFD - BANQUET EXPENSES								
Total :					91.00	0.00	91.00	
Supplier Total :					91.00	0.00	91.00	

4220	RAYNER & BRACHT LTD		Status	Batch	Medium	Debit	Credit	Amount
35191	13-Jan-2014		Issued	12	C			1887.20
2013258	01-4-2500-000	PAYABLES - TRADE				1887.20		
Invoice Description --> AVLF - BAMFIELD BIN CHARGES DECEMBER 2013								
Total :					1887.20	0.00	1887.20	
Supplier Total :					1887.20	0.00	1887.20	

4510	RBC ROYAL BANK VISA		Status	Batch	Medium	Debit	Credit	Amount
35192	13-Jan-2014		Issued	12	C			588.72
DEC27/13	01-4-2500-000	PAYABLES - TRADE				588.72		
Invoice Description --> BCVFD - MEMBERSHIP \$256.80, PHONE \$65, OFFICE \$7.55,								
Total :					588.72	0.00	588.72	
Supplier Total :					588.72	0.00	588.72	

4280	RECEIVER GENERAL FOR CANADA		Status	Batch	Medium	Debit	Credit	Amount
35131	08-Jan-2014		Issued	5	C			13749.04
PD7A - DEC22/13 DI	01-4-2500-000	PAYABLES - TRADE				1281.44		
Invoice Description --> TAX REMITTANCE FOR PAYROLL ENDING DECEMBER 22, 2013 - DIRECTORS								
PD7A - DEC22/13	01-4-2500-000	PAYABLES - TRADE				12467.60		

Cheque Register - Detail - Supp.



AP5100

Page : 24

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
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Invoice No.	Account No.	Account Description	Debit	Credit	Amount
Invoice Description -> TAX REMITTANCE FOR PAYROLL ENDING DECEMBER 22, 2013					
Total :			13749.04	0.00	13749.04
35237	23-Jan-2014	Issued	19	C	37845.45
PP#1 - 2014 - DIR	01-4-2500-000	PAYABLES - TRADE	183.64		
Invoice Description -> TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #1 - DIRECTORS					
PP#2 - 2014 - DIR	01-4-2500-000	PAYABLES - TRADE	375.41		
Invoice Description -> TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #2 - DIRECTORS					
PP#2 - 2014	01-4-2500-000	PAYABLES - TRADE	16656.33		
Invoice Description -> Payroll Remittance BN: 107882813RP0001					
PP#1 - 2014	01-4-2500-000	PAYABLES - TRADE	20630.07		
Invoice Description -> TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #1					
Total :			37845.45	0.00	37845.45
Supplier Total :			51594.49	0.00	51594.49

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
4491	ROMPRES, SUZANNE								
00037-0012	15-Jan-2014	Issued	11	T	700.00				
DEC1-31/13	01-4-2500-000	PAYABLES - TRADE	700.00						
Invoice Description -> DECEMBER BAMFIELD TRANSFER STATION CONTRACTOR									
Total :			700.00	0.00	700.00				
Supplier Total :			700.00	0.00	700.00				

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
4645	SHAW CABLE								
35238	23-Jan-2014	Issued	19	C	672.62				
09-JAN-14	01-4-2500-000	PAYABLES - TRADE	672.62						
Invoice Description -> ACCT# 012-80958259 - ACRD CONSOLIDATED INTERNET/CABLE - FEBRUARY 2014									
Total :			672.62	0.00	672.62				
Supplier Total :			672.62	0.00	672.62				

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
4728	SONBIRD REFUSE & RECYCLING LTD.								
00037-0013	15-Jan-2014	Issued	11	T	18917.30				
17805	01-4-2500-000	PAYABLES - TRADE	18917.30						
Invoice Description -> DECEMBER 2013 WC GARBAGE & RECYCLING									
Total :			18917.30	0.00	18917.30				
Supplier Total :			18917.30	0.00	18917.30				

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	Amount
4765	SPROAT LAKE FORESTRY SERVICES LTD.								
35194	13-Jan-2014	Issued	12	C	16048.02				
13003	01-4-2500-000	PAYABLES - TRADE	1621.02						
Invoice Description -> SL PARKS - SUPPLIES FOR TRAIL & PARK MAINTENANCE									
13002	01-4-2500-000	PAYABLES - TRADE	4557.00						
Invoice Description -> SL PARKS - 2013 TRAIL MAINTENANCE									

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Page : 25

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
13001	01-4-2500-000	PAYABLES - TRADE		9870.00	
Invoice Description -->		SL PARKS - 2013 PARK MAINTENANCE			
Total :				16048.02	0.00
Supplier Total :				16048.02	0.00
<hr/>					
4788	STAPLES ADVANTAGE				
35195	13-Jan-2014		Issued 12	C	342.43
34501449	01-4-2500-000	PAYABLES - TRADE		12.86	
Invoice Description -->		ACRD OFFICE SUPPLIES			
34591481	01-4-2500-000	PAYABLES - TRADE		329.57	
Invoice Description -->		ACRD OFFICE \$51.94, ELECTIONS \$15.99, PLANNING OFFICE \$18.54 , BINSPECT \$207.78			
Total :				342.43	0.00
Supplier Total :				609.90	0.00
<hr/>					
35240	23-Jan-2014		Issued 19	C	267.47
34586590	01-4-2500-000	PAYABLES - TRADE		94.15	
Invoice Description -->		SLVFD - PAPER & TONER \$39.99, OFFICE EXP \$10.99			
34670846	01-4-2500-000	PAYABLES - TRADE		173.32	
Invoice Description -->		ACRD OFFICE SUPPLIES			
Total :				267.47	0.00
Supplier Total :				609.90	0.00
<hr/>					
4845	STAPLES BUSINESS DEPOT #321				
35196	13-Jan-2014		Issued 12	C	183.70
1737851	01-4-2500-000	PAYABLES - TRADE		14.47	
Invoice Description -->		ACRD COMPUTER EXPENSE - POCKET CARD READER			
1746572	01-4-2500-000	PAYABLES - TRADE		79.59	
Invoice Description -->		AVLF - OFFICE SUPPLIES			
1738829	01-4-2500-000	PAYABLES - TRADE		89.64	
Invoice Description -->		ACRD COMPUTER EXPENSES			
Total :				183.70	0.00
Supplier Total :				183.70	0.00
<hr/>					
4785	STEWART MCDANNOLD STUART				
35239	23-Jan-2014		Issued 19	C	2782.14
65919	01-4-2500-000	PAYABLES - TRADE		36.96	
Invoice Description -->		LEGAL FEES			
65921	01-4-2500-000	PAYABLES - TRADE		86.46	
Invoice Description -->		LEGAL FEES			
65920	01-4-2500-000	PAYABLES - TRADE		631.66	
Invoice Description -->		LEGAL FEES			
66143	01-4-2500-000	PAYABLES - TRADE		2027.06	
Invoice Description -->		LEGAL FEES			
Total :				2782.14	0.00

Cheque Register - Detail - Supp.



AP5100

Page : 26

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

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

Supplier Total : 2782.14 0.00 2782.14

4885 SUN COAST WASTE SERVICES								
00037-0014	15-Jan-2014			Issued	11	T	22469.91	
110880	01-4-2500-000	PAYABLES - TRADE				22469.91		
Invoice Description -->		DECEMBER 2013 AV RECYCLING CONTRACT						
Total :						22469.91	0.00 22469.91	
Supplier Total :						22469.91	0.00 22469.91	

5410 TD VISA								
35249	27-Jan-2014			Issued	21	C	2131.76	
JAN5/14	01-4-2500-000	PAYABLES - TRADE				2131.76		
Invoice Description -->		ACRD OFFICE \$2027.60, ACRD COMPUTER REFUND \$926.24, PLANNING TONER \$1030.40						
Total :						2131.76	0.00 2131.76	
Supplier Total :						2131.76	0.00 2131.76	

1882 TEAM EAGLE LTD.								
35162	13-Jan-2014			Issued	12	C	2847.42	
10960	01-4-2500-000	PAYABLES - TRADE				784.00		
Invoice Description -->		LBA - EQUIPMENT - CASTER WHEEL ASSEMBLY						
SO#7778	01-4-2500-000	PAYABLES - TRADE				2063.42		
Invoice Description -->		LBA - EQUIPMENT - SPARE PARTS						
Total :						2847.42	0.00 2847.42	
Supplier Total :						2847.42	0.00 2847.42	

4984 TELUS								
35242	23-Jan-2014			Issued	19	C	3006.46	
JAN7/14	01-4-2500-000	PAYABLES - TRADE				3006.46		
Invoice Description -->		ACRD CONSOLIDATED						
Total :						3006.46	0.00 3006.46	
Supplier Total :						3006.46	0.00 3006.46	

4983 TELUS MOBILITY (BC)								
35197	13-Jan-2014			Issued	12	C	48.95	
DEC5/13	01-4-2500-000	PAYABLES - TRADE				48.95		
Invoice Description -->		SLVFD - CELL PHONE OCTOBER 2013						
Total :						48.95	0.00 48.95	
35241	23-Jan-2014			Issued	19	C	882.03	
020322435156	01-4-2500-000	PAYABLES - TRADE				882.03		
Invoice Description -->		ACRD CELLPHONES						

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
 Date : Feb 03, 2014

Page : 27
 Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				882.03	0.00	882.03
Supplier Total :				930.98	0.00	930.98

4744	THE SOCIAL SCIENTIST INC.					
35193	13-Jan-2014		Issued	12	C	3265.36
2013-ACRD-03	01-4-2500-000	PAYABLES - TRADE			1576.58	
Invoice Description --> ACRD -TRANSPORTATION STUDY #3						
2013-ACRD-02	01-4-2500-000	PAYABLES - TRADE			1688.78	
Invoice Description --> ACRD -TRANSPORTATION STUDY #2						
Total :				3265.36	0.00	3265.36
Supplier Total :				3265.36	0.00	3265.36

5020	TOFINO AIRLINES LTD					
35199	13-Jan-2014		Issued	12	C	189.00
179	01-4-2500-000	PAYABLES - TRADE			189.00	
Invoice Description --> LBA - BIRD DOG FOR RUNWAY OPS - 3 HRS						
Total :				189.00	0.00	189.00
Supplier Total :				189.00	0.00	189.00

5025	TOM HARRIS CELLULAR LTD					
35243	23-Jan-2014		Issued	19	C	39.20
PORTAIN82624	01-4-2500-000	PAYABLES - TRADE			39.20	
Invoice Description --> ACRD CELL PHONES - NEW SMART PHONE & CELLULAR IPAD ACTIVATION FEE - (DANIEL)						
Total :				39.20	0.00	39.20
Supplier Total :				39.20	0.00	39.20

5069	TOTAL DELIVERY SYSTEMS					
00037-0015	15-Jan-2014		Issued	11	T	81.30
162774	01-4-2500-000	PAYABLES - TRADE			81.30	
Invoice Description --> SHIPPING COSTS - SB WATER \$39.94, BWS \$17.61, LBA WATER \$6.62, MSWS \$6.63, SL PARKS						
Total :				81.30	0.00	81.30
Supplier Total :				81.30	0.00	81.30

0900	TRACY BOND (PETTY CASH)					
35152	13-Jan-2014		Issued	12	C	174.90
DEC31/13	01-4-2500-000	PAYABLES - TRADE			174.90	
Invoice Description --> OFFICE EXPENSES \$48.67, POSTAGE \$40, BCWS OFFICE \$68.56, OFFICE EXP \$5						
Total :				174.90	0.00	174.90

Cheque Register - Detail - Supp.



AP5100

Date : Feb 03, 2014

Page : 28

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Supplier Total :				174.90	0.00	174.90

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5114	TRINEX INTERNET SOLUTIONS INC					
35244	23-Jan-2014		19	C	420.00	
6543	01-4-2500-000	PAYABLES - TRADE		420.00		
Invoice Description -->		JANUARY 2014 WEBSITE MAINTENANCE				
Total :				420.00	0.00	420.00
Supplier Total :				420.00	0.00	420.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5131	TSESHAHT MARKET					
35245	23-Jan-2014		19	C	234.30	
SR#1388450	01-4-2500-000	PAYABLES - TRADE		60.00		
Invoice Description -->		SLVFD - MARKED GAS 48.428 LITRES				
SR#1388371	01-4-2500-000	PAYABLES - TRADE		80.01		
Invoice Description -->		SLVFD - DIESEL 61.592 LITRES				
SR#1383889	01-4-2500-000	PAYABLES - TRADE		94.29		
Invoice Description -->		SLVFD - DIESEL - 72.584 LITRES				
Total :				234.30	0.00	234.30
Supplier Total :				234.30	0.00	234.30

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5145	UCLUELET CONSUMERS CO-OP ASSN					
35246	23-Jan-2014		19	C	338.39	
LBA-DEC/13	01-4-2500-000	PAYABLES - TRADE		338.39		
Invoice Description -->		LBA - DECEMBER 2013 FUEL				
Total :				338.39	0.00	338.39
Supplier Total :				338.39	0.00	338.39

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5186	UCLUELET RENT-IT CENTER					
00037-0016	15-Jan-2014		11	T	362.25	
17412	01-4-2500-000	PAYABLES - TRADE		362.25		
Invoice Description -->		SALMON BEACH GARBAGE NOVEMBER 2013 HAULING & BIN RENTAL				
Total :				362.25	0.00	362.25
Supplier Total :				362.25	0.00	362.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
5180	UNION OF B.C. MUNICIPALITIES					
35247	23-Jan-2014		19	C	336.00	
EGJAN14/14	01-4-2500-000	PAYABLES - TRADE		168.00		
Invoice Description -->		ELECTORAL AREA DIRECTORS FORUM REGISTRATION - GEALL				
JM-JAN14/14	01-4-2500-000	PAYABLES - TRADE		168.00		
Invoice Description -->		ELECTORAL AREA DIRECTORS FORUM REGISTRATION - MCNABB				
Total :				336.00	0.00	336.00

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100

Page : 29

Date : Feb 03, 2014

Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

Bank : 1 To 3
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Supplier Total :				336.00	0.00	336.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5195	UNISERVE COMMUNICATIONS CORPORATION					
35200	13-Jan-2014	Issued	12	C	39.09	
000502023-1228201	01-4-2500-000	PAYABLES - TRADE		39.09		
Invoice Description --> JANUARY 2014 WCLF & BWS INTERNET SERVICE						
Total :				39.09	0.00	39.09
Supplier Total :				39.09	0.00	39.09

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5263	VADIM SOFTWARE					
35201	13-Jan-2014	Issued	12	C	551.25	
I-VC09357	01-4-2500-000	PAYABLES - TRADE		551.25		
Invoice Description --> VADIM TRAINING - PAYROLL CHANGES						
Total :				551.25	0.00	551.25
Supplier Total :				551.25	0.00	551.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5255	VALHALLA TRAILS LTD					
35248	23-Jan-2014	Issued	19	C	5041.68	
140102	01-4-2500-000	PAYABLES - TRADE		5041.68		
Invoice Description --> REGIONAL PARKS - TRAIL PLAN - CONSULTANT - CAPITAL						
Total :				5041.68	0.00	5041.68
Supplier Total :				5041.68	0.00	5041.68

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5278	VANCOUVER ISLAND PUBLISHING GROUP A/R					
00037-0017	15-Jan-2014	Issued	11	T	467.25	
AVTD00007949	01-4-2500-000	PAYABLES - TRADE		221.55		
Invoice Description --> AVLF - WRAPPING PAPER NOTICE/REMINDER						
AVTD00007863	01-4-2500-000	PAYABLES - TRADE		245.70		
Invoice Description --> ACRD OFFICE CLOSURE NOTICE						
Total :				467.25	0.00	467.25
Supplier Total :				467.25	0.00	467.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
5274	VANCOUVER ISLAND FIRE FIGHTERS ASSOCIATION					
35202	13-Jan-2014	Issued	12	C	90.00	
BCVFD-2014DUES	01-4-2500-000	PAYABLES - TRADE		90.00		
Invoice Description --> BCVFD - 2013 MEMBERSHIP DUES						
Total :				90.00	0.00	90.00
Supplier Total :				90.00	0.00	90.00

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



AP5100
 Date : Feb 03, 2014

Page : 30
 Time : 1:32 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Jan-2014 To 31-Jan-2014
 Cheque Date : 01-Jan-2014 To 31-Jan-2014
 Cheque No. : All
 Batch No. : All

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

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
35203	13-Jan-2014		Issued	12	C	180.00		
BCVFD - 2014DUES	01-4-2500-000	PAYABLES - TRADE				180.00		
Invoice Description --> BCVFD - 2014 MEMBERSHIP								
Total :						180.00	0.00	180.00
Supplier Total :						180.00	0.00	180.00
5543	WL SOLUTIONS LTD							
00037-0018	15-Jan-2014		Issued	11	T	420.00		
2042	01-4-2500-000	PAYABLES - TRADE				420.00		
Invoice Description --> BCWS - ALARMS DESIGN AND INSTALL NEW PLC								
Total :						420.00	0.00	420.00
Supplier Total :						420.00	0.00	420.00
5620	WORKSAFE BC							
35206	17-Jan-2014		Issued	14	C	2809.90		
4THQTR2013	01-4-2500-000	PAYABLES - TRADE				2809.90		
Invoice Description --> 4TH QUARTER 2013 WCB PREMIUMS								
Total :						2809.90	0.00	2809.90
Supplier Total :						2809.90	0.00	2809.90
5549	WYNANS, CHRISTOPHER A.							
35204	13-Jan-2014		Issued	12	C	146.86		
JAN8/14	01-4-2500-000	PAYABLES - TRADE				146.86		
Invoice Description --> SLVFD - REIMBURSEMENT - DUES \$63, COMPUTER BU \$69.89, TRAINING \$4.99								
Total :						146.86	0.00	146.86
Supplier Total :						146.86	0.00	146.86
Total Computer Paid :		364,844.27	Total EFT PAP :		19,174.77	Total Paid :		630,404.81
Total Manually Paid :		0.00	Total EFT File Transfer :		246,385.77			



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: February 12, 2014

Subject: **Appointment of Chief and Deputy Chief Election Officers – 2014 General Local Election**

Recommendation:

THAT pursuant to Section 41 (1) and (2) of the *Local Government Act*, the Alberni-Clayoquot Regional District Board of Directors:

- a. **Appoint Wendy Thomson the Chief Election Officer for the purposes of conducting the 2014 general local election and referenda in the Alberni-Clayoquot Regional District; and,**
- b. **Appoint Russell Dyson the Deputy Chief Election Officer for the purposes of conducting the 2014 general local election and referenda in the Alberni-Clayoquot Regional District.**

Desired Outcome:

To appoint a Chief and Deputy to organize and conduct the 2014 elections for electoral area directors in the Alberni-Clayoquot Region and referenda.

Background:

General local elections are held every three years. The next general local election is on Saturday, November 15, 2014. For the purposes of conducting the election and referenda, the Regional District Board of Directors must appoint a Chief Election Officer and Deputy Chief Election Officer.

Time Requirements – Staff & Elected Officials:

Substantial staff time is required to organize and conduct the election.

Financial:

\$35,000.00 has been budgeted in the 2014 Financial Plan for the election.

Request for Decision – 2014 General Local Election

Policy or Legislation:

Section 41 (1) of the *Local Government Act* requires the Regional District to appoint a Chief and Deputy prior to commencing any election or referenda preparations.



Submitted by: _____
Wendy Thomson, Manager of Administrative Services



Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 12, 2014

Subject: Regional Parks

Recommendation:

That the Board of Directors review the Regional Parks proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

Highlights:

The following are highlights of the 2014 draft Regional Parks budget:

- Line 4 - Revenue is received each year from the contract with the Port Alberni Port Authority for the operation of the China Creek Campground.
- Lines 7 & 10 – The administration charge and labour and benefits have increased in 2014 to recognize the amount of staff time that is required to support the Regional Parks and Trails plan development and implementation. Once the plan is completed and direction for the service has been provided by the Board staff time will be adjusted accordingly for 2015.
- Line 23 - In 2013 the ACRD completed a bridge project on the Alberni Inlet Trail to connect Stage 1 to Stage 2 and eliminate the public parking on Island Timberlands active logging road. This project was made possible with funding from both Island Coastal Economic Trust and Port Alberni Port Authority. The funding allocated in 2014 is to complete additional trail signage.

Background:

This budget was developed with input from the Planning Department and Chief Administrative Officer.

Financial:

This is the first time in many years that this service has had a tax requisition and the residential tax rate is \$0.001 per \$1,000 of assessed value

Submitted by: 

 Teri Fong, CGA, Manager of Finance

Approved by: 

 Russell Dyson, Chief Administrative Officer



Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
REVENUE									
1	\$ 12,629	\$ 12,630	Surplus (deficit) from prior years	\$ 8,393	\$ -	\$ -	\$ -	\$ -	1
2	-	-	Tax requisition	7,607	16,200	16,400	16,600	16,800	2
3	29,956	33,185	Grants & other contributions	680	-	-	-	-	3
4	5,858	4,500	Licenses & fees	5,000	5,000	5,000	5,000	5,000	4
5	1,813	-	Other sources	-	-	-	-	-	5
6	\$ 50,256	\$ 50,315	TOTAL REVENUE	\$ 21,680	\$ 21,200	\$ 21,400	\$ 21,600	\$ 21,800	6
EXPENDITURES									
7	\$ 3,000	\$ 3,000	Administration charge	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	7
8	5,000	5,000	Capital fund contribution from operating	-	-	-	-	-	8
9	31,768	33,185	Capital fund contribution from grants	680	-	-	-	-	9
10	1,080	2,000	Labour & benefits	8,000	8,200	8,400	8,600	8,800	10
11	1,015	7,130	Operating costs	3,000	3,000	3,000	3,000	3,000	11
12	\$ 41,863	\$ 50,315	TOTAL EXPENDITURES	\$ 21,680	\$ 21,200	\$ 21,400	\$ 21,600	\$ 21,800	12
13	\$ 8,393	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	13
14	36,768	38,185	Add: Transfer to reserves	680	-	-	-	-	14
15	-	-	Deduct: Estimated amortization not included	-	-	-	-	-	15
16	12,629	12,630	Surplus from previous year	8,393	-	-	-	-	16
17	\$ 32,532	\$ 25,555	ANNUAL SURPLUS/(DEFICIT)	-\$ 7,713	\$ -	\$ -	\$ -	\$ -	17
CAPITAL FUND									
18	\$ 170,825	\$ 170,825	Balance, beginning of year	\$ 121,600	\$ 91,389	\$ 92,489	\$ 93,689	\$ 94,889	18
19	5,000	5,000	Contribution from operating fund	-	-	-	-	-	19
20	29,956	33,185	Grants & other contributions	680	-	-	-	-	20
21	1,813	1,400	Interest earnings	1,300	1,100	1,200	1,200	1,200	21
22			<i>Less - capital expenditures</i>						22
23	67,505	68,185	China Creek bridge	680	-	-	-	-	23
24	18,489	50,000	Regional trails & parks plan	31,511	-	-	-	-	24
25	85,994	118,185	Total capital expenditures	32,191	-	-	-	-	25
26	\$ 121,600	\$ 92,225	BALANCE, END OF YEAR	\$ 91,389	\$ 92,489	\$ 93,689	\$ 94,889	\$ 96,089	26



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CGA, Manager of Finance
Meeting Date: February 12, 2014
Subject: E911 Emergency Telephone System

Recommendation:

That the Board of Directors review the E911 Emergency Telephone System proposed budget and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

Background:

The North Island 9-1-1 Corporation governs the service and the budget is based on the 2014-2018 recommended financial plan from the corporation board. A delegation presented to the Board on January 22nd and the 9-1-1 staff report has also been included to explain the increases in the requisition amount.

Financial:

The requisition is 11% higher than that of the prior year. The residential tax rate has increased from \$0.047 to \$0.051 per \$1,000 of assessed value.

Submitted by: _____

Teri Fong, CGA, Manager of Finance

Approved by: _____

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 E 911 EMERGENCY TELEPHONE SYSTEM
 PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
REVENUE									
1	\$ 7,266	\$ 7,267	Surplus (deficit) from prior years	\$ 7,244	\$ -	\$ -	\$ -	\$ -	1
2	258,734	258,733	Tax requisition	287,756	300,800	306,700	312,800	319,000	2
3	5,640	-	Grant in lieu of taxes	-	-	-	-	-	3
4	\$ 271,640	\$ 266,000	TOTAL REVENUE	\$ 295,000	\$ 300,800	\$ 306,700	\$ 312,800	\$ 319,000	4
EXPENDITURES									
5	\$ 4,000	\$ 4,000	Administrative charge	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	5
6	3,521	4,000	Labour & benefits	4,000	4,100	4,200	4,300	4,400	6
7	256,875	258,000	Operating costs	286,000	291,700	297,500	303,500	309,600	7
8	\$ 264,396	\$ 266,000	TOTAL EXPENDITURES	\$ 295,000	\$ 300,800	\$ 306,700	\$ 312,800	\$ 319,000	8
9	\$ 7,244	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	9
10	7,266	7,267	Deduct: Surplus from previous year	7,244	-	-	-	-	10
11	-\$ 22	-\$ 7,267	ANNUAL SURPLUS/(DEFICIT) (for Financial Reporting purposes)	-\$ 7,244	\$ -	\$ -	\$ -	\$ -	11

DATE: January 23, 2014

FILE: 9-FIN

TO: President and Directors
Corporation BoardFROM: Debra Oakman
Secretary**RE: 2014-2018 Recommended budget and financial plan**

Purpose

To provide the board of the North Island 9-1-1 Corporation (NI 9-1-1) with the recommended 2014-2018 five year financial plan. The report will highlight changes made to date to the provisional budget as adopted by the NI 9-1-1 Corporation board on October 18, 2013.

Policy analysis

The North Island 9-1-1 Corporation was established on January 5, 1995 to manage the provision of 9-1-1 to the Comox Valley Regional District, Strathcona Regional District, Regional Districts of Mt. Waddington and Alberni-Clayoquot and a portion of the Nanaimo Regional District. The Powell River Regional District joined the service in 1999.

Executive summary

The NI 9-1-1 Corporation operates within a sophisticated technology and communication environment. The technology and communication systems require ongoing assessment of current and future needs in order to provide a high level of service over the six regional districts and to maintain the long term financial health of the corporation. The 2014-2018 financial plan reflects the operational and capital requirements for the provision of 9-1-1 services over the next five years.

The 2014 recommended budget and the five year financial plan include the increased costs of the OCC operations associated with the new memorandum of understanding (MOU) to take effect in August 2014 between the North Island 9-1-1 Corporation and the RCMP "E" Division. Both the FTE number and the cost per FTE will increase for the provision of the Public Safety Answering Point (PSAP) function through the RCMP. In order to assess what alternate service provision models are available to the Corporation, a \$10,000 provision has been budgeted under professional fees to complete an options analysis.

In April 2013, a new five year agreement was signed between NI 9-1-1 and the City of Campbell River for the provision of fire dispatch services. Included in the new agreement is the addition of an administration fee of \$20,000 per annum payable to the City of Campbell River commencing in April of 2014. This has been included in the 2014-2018 financial plan, prorated for 2014.

All other operating expenditure budget items are stable over the five years.

The tax requisition in the 2014 recommended budget is set to increase to \$2,209,738. This is a 5.6% increase over the 2014 provisional budget and 11.1% increase over the 2013 adopted budget. This increase reflects the impact of the RCMP OCC costing model (including the increased resource

requirements from four to six FTEs effective August 2014) as well as the updated 2014-2018 budget submission from the City of Campbell River for the 9-1-1 fire dispatch center. Additional tax requisition increases in years 2015 to 2018 have been included primarily to address the financial impact projected for both these contracts. A prior year 2013 surplus has been estimated at \$70,000 in 2014.

Commencing in 2016, reserve contributions have been budgeted that will replenish the capital works reserve to approximately \$471,000 by 2018.

Recommendation(s) from the secretary:

THAT the 2014-2018 recommended financial plan be received.

Respectfully:

D. Oakman

Debra Oakman, CMA
Secretary

History/background factors

NI 9-1-1 system technology

The North Island 9-1-1 Corporation (NI 9-1-1) is a highly technical communication system, responsible for ensuring that initial emergency calls are received and transferred to the appropriate emergency service dispatch office. The primary (initial) call is managed via TELUS communications systems into the 9-1-1 dispatch centre contracted to the RCMP OCC centre. The NI 9-1-1 Corporation currently funds the equivalent of four full time civilian members' salaries and administrative costs as per the memorandum of understanding (MOU) dated October 2009. The current MOU expires August 2014. A new MOU is expected to be signed by NI 9-1-1 Corporation and the RCMP which would see the number of FTEs funded increase to six (6).

Once a call is received, the 9-1-1 operator asks 'what is the nature of the emergency' and transfers the call to police, ambulance or fire. The RCMP staff then dispatch police officers to police emergency calls, the BC ambulance service dispatch ambulance attendants to health emergency calls and/or transfer the call to fire dispatch for first responder incidents.

The City of Campbell River staff at the NI 9-1-1 fire dispatch centre, dispatches fire and first responder calls to the appropriate fire department within the north island 9-1-1 system. There are approximately fifty fire departments operating within the boundaries of the north island 9-1-1 dispatch catchment area. The catchment area includes the Comox Valley, Strathcona, Mount Waddington, Alberni-Clayoquot, Powell River (excluding electoral area E) regional districts and the School District No. 69 portion of the Nanaimo regional district (includes City of Parksville, Town of Qualicum Beach, Electoral Areas E, F, G and H). A new agreement was signed in April 2013 with the City of Campbell River. The term of the agreement is five years with an option to renew for an additional five years.

The system technology that keeps this highly responsive communication flowing is a series of towers, radios and telephone technology. The North Island 9-1-1 Corporation has utilized the expertise of the fire dispatch manager, the NI 9-1-1 technology manager and the CVRD senior manager of information systems and GIS to install, repair and maintain the various systems. The fire dispatch manager and the NI 9-1-1 technology manager work closely to bring the technical expertise needed to keep on top of the ongoing technology demands necessary for the effective,

North Island 9-1-1 Corporation

reliable and efficient delivery of 9-1-1 services on the north island and Powell River Regional District.

Financial factors

Tax impact

The requisition has been increased to \$2,209,738 in the 2014 recommended budget from \$2,092,409 approved in the 2014 provisional budget. This represents a 5.6% increase over the provisional budget and 11.1% over the adopted 2013 budget. Since the adoption of the provisional budget at the NI 9-1-1 board meeting on October 18, 2013, there have been ongoing discussions between the RCMP and the NI 9-1-1 Corporation concerning the resource requirements for the PSAP function at the Courtenay OCC. A letter from the RCMP dated December 10, 2013 notified the NI 9-1-1 Corporation that the required staffing resources for our OCC would be six (6) FTEs. This is an increase of two FTEs from the current MOU at the 2014 rate of \$119,331 per FTE. The recommended 2014-2018 financial plan reflects this increase in resource requirements and the associated costs to the corporation. Table 1 below summarizes the impact on the five year plan.

Table 1 – PSAP resource costs

	2014	2015	2016	2017	2018
Per Capita Costs	\$119,331	\$121,976	\$124,090	\$126,307	\$128,581
4 FTE (provisional budget)	\$477,324	\$487,904	\$496,360	\$505,228	\$514,324
6 FTE (recommended budget - prorated for 2014)	\$567,662	\$731,856	\$744,540	\$757,842	\$771,486
<i>Increase due to FTE #</i>	<i>\$90,338</i>	<i>\$243,952</i>	<i>\$248,180</i>	<i>\$252,614</i>	<i>\$257,162</i>

In addition to the costs associated with the PSAP function through the OCC, the City of Campbell River has provided an updated five year cost summary for the fire dispatch centre. The revised costing for the dispatch centre has increased by \$25,568 over the amount in the provisional budget. This increase reflects the updated FTE costs for the fire dispatchers, benefit costs of \$23,000 for a dispatcher on extended leave and updated administration costs as submitted by the City of Campbell River. Table 2 below summarizes the impact on the five year plan

Table 2

	2013	2014 PV	2014 RB	2015	2016	2017	2018
Administration	\$119,394	\$121,771	\$124,333	\$126,560	\$128,831	\$131,147	\$133,510
Dispatch Operations	\$776,171	\$791,508	\$814,868	\$831,092	\$847,639	\$864,518	\$881,734
Training	\$16,976	\$17,314	\$16,960	\$17,107	\$17,257	\$17,410	\$17,567
Support Services	\$0	\$15,000	\$15,000	\$20,000	\$20,000	\$20,000	\$20,000
Sub Total	<i>\$912,541</i>	<i>\$945,593</i>	<i>\$971,161</i>	<i>\$994,759</i>	<i>\$1,013,727</i>	<i>\$1,033,075</i>	<i>\$1,052,811</i>
Provision for Resources	0	\$28,000	\$19,423	\$0	\$0	\$0	\$0
Line Item 216 Total	<i>\$912,541</i>	<i>\$973,593</i>	<i>\$990,584</i>	<i>\$994,759</i>	<i>\$1,013,727</i>	<i>\$1,033,075</i>	<i>\$1,052,811</i>

With the requisition for 2014 increasing over 2013 adopted budget and 2014 provisional budget levels and with the overall decrease in property assessments, the net taxable rate per \$1,000 has increased to \$.065 from the 2013 rate of \$.057 and the 2014 provisional rate of \$.061. Over the five year plan, the net taxable rate per \$1,000 of assessed value is anticipated to increase given the

projected operating costs of the OCC and fire dispatch centre, assuming relatively flat assessment values.

The impact on each regional district shareholder is variable depending on the change in the property assessed values for each jurisdiction. Table 3 below provides a comparative to 2013 adopted budget allocations, 2014 provisional budget allocations and the impacts of the 2014 recommended budget. See Appendix E for the estimated impacts per jurisdiction over the five year plan.

Table 3 – Requisition impacts

<i>Requisition comparisons for 2014 – 5.6% net change over 2014 provisional budget</i>				
Regional District	2013 Adopted Budget Allocations	2014 Provisional Budget Allocations	2014 Recommended Budget Allocations	\$ Change over 2014 Provisional Budget
Comox Valley	\$620,760	\$663,240	\$700,431	\$37,191
Strathcona	\$340,439	\$360,293	\$380,496	\$20,203
Nanaimo	\$538,255	\$559,949	\$591,347	\$31,398
Mount Waddington	\$64,673	\$67,677	\$71,473	\$3,796
Alberni-Clayoquot	\$256,848	\$269,033	\$284,118	\$15,085
Powell River	\$167,470	\$172,217	\$181,873	\$9,656
Total Requisition	\$1,988,445	2,092,409	\$2,209,738	\$117,329

Attached to this report (appendix B) is the comparative relative percentage allocations based on the net taxable assessed values as of March 2013.

Other revenues include sub-licencing recoveries, interest on investments (bank interest) and prior year surplus. The surplus at this point in time is estimated to be approximately \$70,000. As yearend processes are completed, updated surplus values will be provided in the February report.

Support services

- Support services –The Comox Valley Regional District (CVRD) provides management, financial, human resources, administrative and information system support to the North Island 9-1-1 Corporation. The chief administrative officer is appointed as the Secretary of the Corporation and the Senior Manager of Information Technology and GIS is appointed as Deputy Secretary of the corporation.
- Support services – Mapping Coordinator. The CVRD provides one person to the North Island 9-1-1 Corporation for the purpose of coordinating all six regional district mapping and house numbering databases into the fire dispatch CAD system.

9-1-1 Emergency dispatch – RCMP, Courtenay operations communications centre (OCC)

The current MOU signed between the NI 9-1-1 and the RCMP in 2009 expires August 2014. Under the terms of the current RCMP MOU, the CVRD is committed to paying for the equivalent of four FTEs. The 2014-2018 per capita costs have been provided to NI 9-1-1 and have been included in the 2014-2018 financial plan. In December of 2013, the RCMP notified the NI 9-1-1 Corporation that the required resources for the PSAP function will be six (6) FTEs. This is an increase of two (2) FTEs and the associated costs have been included in the 2014-2018 recommended budget and financial plan. The cost is \$119,331 per FTE for 2014.

Fire dispatch –Campbell River

An agreement was signed on April 1, 2013 between the North Island 9-1-1 Corporation and the City of Campbell River for the operation of an emergency response dispatch system whereby the Campbell River Fire Department agreed to act as the 9-1-1 Fire Dispatch Centre to all fire departments included in the NI 9-1-1 system.

The term of this agreement is five years from April 1, 2013 to March 31, 2018 with the provision to extend an additional five years. The key obligations and responsibilities of the parties are as follows:

City of Campbell River

1. Operate and manage the 9-1-1 fire dispatch system.
2. Provide qualified staff and management for the dispatch centre.
3. Protect all equipment by ensuring its proper use and maintenance.
4. Provide fire dispatch services to only those areas within the fire protection or rescue boundaries.

North Island 9-1-1 Corporation

1. Supply and maintain all necessary equipment.
2. Pay all capital expenses of the 9-1-1 fire dispatch system.
3. Reimburse the City of Campbell River for operating expenses incurred with respect to the 9-1-1 fire dispatch centre.
4. Determine and amend policy for the effective administration of the operations.

Chris Vrabel is the manager of fire dispatch services. Under the contract with the City of Campbell River, fire dispatch staff wages are tied to the fire fighters agreement subject to the Vancouver fire fighters agreement. The existing contract was signed by the parties on February 26, 2009. The contract expired March 31, 2010. The Vancouver fire fighters concluded their contract negotiations and a new agreement was finalized in 2012. Based on the finalization of this agreement, the City of Campbell River continues to negotiate with the fire dispatch staff. The 2014-2018 fire dispatch budget submission has been provided based on the new rates for the fire dispatch centre employees. Budget impacts for retroactive pay adjustments will need to be considered from April 1, 2010 up to the signing of a new agreement. Contributions to the general operating contingency reserve have been made in previous years and will continued in 2014 in anticipation of the retroactive pay requirements. The sufficiency of these reserve funds will not be known until the details of the new agreement are made available.

Minor capital

The minor capital account includes allowances for equipment and minor asset replacements as required. A provision of \$10,000 has been included in 2014 for the installation of air conditioning at the Dogwood radio site. Total minor capital is \$56,500.

Operational plan changes

The following table 4 summarizes operational changes from the 2014 provisional budget to the 2014 recommended budget. The 2014-2018 recommended budget summary is attached to this report as Appendix A.

Table 4 – Operational budget changes

Account Description (Operations)	Increases (Decreases) 2014 PB to 2014 RB	Comments
Contract Services – RCMP (214)	\$90,338	Impact of federal costing model for OCCs combined with the pro-rated addition of two FTEs as per notification from RCMP
Municipal Contract (216)	\$16,991	Costs relating to the new contract with the City of Campbell River and anticipated dispatch operator contract rates.
Professional Services (387)	(\$10,000)	Completion of call taking function study in 2013. Provision for options analysis is included in this line item.

Capital expenditures

Proposed capital expenditures for 2014 are as follows:

1. CAD to RMS data transfer project - \$35,000
2. Visinet browser portal - \$10,000
3. Walco container for storage - \$6,000
4. Quadra repeater carry forward from 2012/13 - \$20,000
5. Two console station units at \$10,000 each - \$20,000

Total is \$91,000

All capital projects in the five year plan are funded from the future expenditure (capital works) reserve. Details of the capital projects projected over the five year plan were outlined in a separate staff report presented at the October 18th, 2013 board meeting. Significant dollars are required to maintain the integrity of the communication and technical infrastructure that supports the operation of NI 9-1-1. The five year capital plan identifies those projects that are anticipated to be critical in meeting the emergency response expectations of the North Island and Powell River communities.

Reserve fund

The reserve for future expenditures was established to provide for expenditures for capital works, machinery and equipment and the replacement of equipment and software made inefficient through amortization and obsolescence. The future expenditure reserve fund balance is \$1,000,468 as per the financial statements dated December 31, 2012. The following table 5 illustrates the budgeted contributions and applications of the future expenditures reserve fund over the 2014-2018 five year financial plan.

Table 5 – Capital reserve summary

Future Expenditure Reserve (machinery & equipment) Activity	2013	2014	2015	2016	2017	2018
Beginning balance	\$1,000,468	\$547,383	\$456,383	\$406,383	\$428,804	\$403,769
Contributions to reserve	\$148,915	\$0	\$0	\$22,421	\$34,965	\$67,622
Applied to capital	\$602,000	\$91,000	\$50,000	\$0	\$60,000	\$0
<i>Estimated balance at year end</i>	<i>\$547,383</i>	<i>\$456,383</i>	<i>\$406,383</i>	<i>\$428,804</i>	<i>\$403,769</i>	<i>\$471,391</i>

It is anticipated at this point that capital projects for 2014 will be funded through reserve dollars. The radio control system replacement project currently underway will deplete the current future expenditure reserve balance substantially. It is estimated that it would cost approximately \$500,000 to replace the most critical component of the system. In light of this, it would be reasonable to maintain the reserve close to this threshold ensuring that the NI 9-1-1 system can provide uninterrupted service in the long term. It should be noted that a portion of the tax requisition increase in each year from 2016 to 2018 will provide for a partial replenishment of the capital works reserve to approximately \$471,000 by 2018.

An annual contribution to the reserve is optimal given the cost of new technology and the need to replace aging systems within the NI 9-1-1 Corporation. Requisition levels need to be considered in order to allow for contributions and replenishment to this reserve in preparation for future needs.

As of December 31, 2011, there are two additional reserve funds held by NI 9-1-1:

1. Insurance reserve fund –balance as of December 31, 2012 is \$50,367. The insurance reserve represents self-insurance to assist with any deductible arising from insurance claims.
2. General operational contingency reserve fund – balance as of December 31, 2012 is \$97,969. This reserve is for general operational contingencies.

Debt

The North Island 9-1-1 Corporation had no debt as of December 31, 2013 and none is foreseen for 2014.

Legal factors

Sound fiscal management and planning is critical in the provision of 9-1-1 services on North Vancouver Island and Powell River. The ongoing maintenance of the existing infrastructure and the planned replacement of aging assets ensures that the residents of the catchment area have uninterrupted access to 9-1-1 services.

Liability and property insurance policies are reviewed on an ongoing basis to ensure the Corporation has adequate and appropriate coverage. Risk mitigation items and associated costs are considered on an ongoing basis to minimize the corporation risk exposure.

Intergovernmental factors

The NI 9-1-1 Corporation is comprised of shareholders from six regional districts on North Vancouver Island and the Sunshine Coast. The shareholders are the regional districts of Comox Valley, Strathcona, Mt. Waddington, Alberni-Clayoquot, Nanaimo and Powell River. Governed by a board, comprised of a designated representative from each of the regional districts, the board works together to achieve the goals of the corporation.

Interdepartmental involvement

The chief administrative officer of the Comox Valley Regional District is the secretary of the corporation and the CVRD senior manager of information systems and GIS is the deputy secretary. The one staff member of the corporation works closely with the deputy secretary of the corporation, the City of Campbell River fire dispatch manager as well as the RCMP OCC manager and CVRD administration staff.

Citizen/public relations

Citizens rely on the NI 9-1-1 system to report emergency situations. The efficient and effective delivery of a 9-1-1 dispatch system is an expectation of citizens. Ongoing improvements to the system will enable citizens to access NI 9-1-1 assistance over a broader range of locations within the catchment area.

Prepared by:

W. Byrne

Wendy Byrne
Manager of Financial Planning

Beth Dunlop
Corporate Financial Officer

Attachments:

Appendix A – 2014-2018 NI 9-1-1 Corporation recommended five year financial plan

Appendix B – 2014 Annual requisition allocation

Appendix C – 2014-2018 OCC 5 Year Estimates North Island 9-1-1

Appendix D – 2014–2018 Fire dispatch cost summary – City of Campbell River

Appendix E – 2014-2018 Five year estimates by jurisdiction



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 11, 2014

Subject: Regional Planning

Recommendation:

That the Board of Directors review the Regional Planning proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

2013 Highlights:

The Regional Planning service was very much business as usual in 2013 with the following items to note:

- The ACRD was the 'Feature Farming Community' at the Island Agricultural Show that was held in Duncan in February as part of the Agricultural Development Committee's initiatives.
- Worked with the West Coast Aquatic and the Province regarding a float home strategy.
- Met with Toquaht Nation and Yuułu?if?atḥ Government to review their Official Community Plans.
- Assisted with the mapping of the Official Community Plans for both Toquaht Nation and Yuułu?if?atḥ Government.

Upcoming for 2014:

The projects planned for 2014 include:

- Line 25 & 41 – The aerial photos are done every five years and cost the ACRD approximately \$50,000 each time. In order to eliminate the tax spike that occurs from this periodic cost the aerial photos have been moved from the operating budget to the capital reserve fund and the contribution to capital has been increased to fund these photos over time. This project is cost shared with Management of Development – Rural Planning.
- Line 21 – The Agricultural Development Committee has requested further resources to support the implementation of the recommendations from the Agricultural Plan. The initiatives planned for 2014 consist of:
 - Participation in the Island Agricultural Show on February 7th and 8th.
 - Hosting of a 'Farmer to Chef' forum on the West Coast.
 - Hiring a contractor to assist with Farmer's Market options, Farm Gate sales initiative, identifying local marketing opportunities, grant applications and including shellfish growers in the Ag initiatives.
- Line 29 – This mapping update project was budgeted in 2013 but has been delayed because it is being done in conjunction with our member municipalities who are in process of completing their data. The work is initially done by a surveyor who goes into the field and places ties to

make the data more spatially correct then the ties are sent to GeoBC who perform the corrections. In 2011 the District of Tofino was completed, in 2012 the District of Ucluelet with Electoral Areas 'B', 'E', and 'F' was completed, and then in 2013 the City of Port Alberni was worked on. Once GeoBC is done with the data from the City then the ACRD can proceed with Electoral Areas 'A', 'C', and 'D'. Once completed, the information will be loaded into our CityView program and will be accessible throughout our organization. This project is cost shared with Management of Development - Rural Planning and an additional grant may be forth coming from Integrated Cadastral Information Society but it is unknown at this time and therefore a total of \$25,000 has been budgeted to ensure completion.

Background:

This budget was developed with input from the Planning Department and Chief Administrative Officer.

Financial:

The requisition is 16.56% lower than that of the prior year. The residential tax rate has decreased from \$0.022 to \$0.019 per \$1,000 of assessed value.

Disclosure:

The prior year actual balances may yet change as 2013 invoices are still trickling in and year-end adjustments are still being completed.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
REVENUE									
1	\$ 25,745	\$ 26,217	Surplus (deficit) from prior years	\$ 65,385	\$ -	\$ -	\$ -	\$ -	1
2	127,783	127,783	Tax requisition	106,615	166,400	167,800	169,200	170,600	2
3	2,202	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	3
4	1,100	1,000	Sales of services	1,000	1,000	1,000	1,000	1,000	4
5	189	-	Other sources	-	-	-	-	-	5
6	\$ 157,019	\$ 156,000	TOTAL REVENUE	\$ 174,000	\$ 168,400	\$ 169,800	\$ 171,200	\$ 172,600	6
EXPENDITURES									
7	\$ 14,000	\$ 14,000	Administration charge	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	7
8	4,189	4,000	Capital fund contribution	8,000	7,000	7,000	7,000	7,000	8
9			<i>Labour & related costs</i>						9
10	1,060	1,000	Convention/professional development	1,000	1,000	1,000	1,000	1,000	10
11	56,285	65,000	Labour & benefits	68,000	69,400	70,800	72,200	73,600	11
12	-	500	Recruiting costs	500	500	500	500	500	12
13	57,345	66,500	Total labour & related costs	69,500	70,900	72,300	73,700	75,100	13
14			<i>Office costs</i>						14
15	3,408	5,000	Office operations	5,000	5,000	5,000	5,000	5,000	15
16	3,924	10,000	Computer operations	10,000	10,000	10,000	10,000	10,000	16
17	992	1,000	Memberships/subscriptions	1,000	1,000	1,000	1,000	1,000	17
18	8,324	16,000	Total office costs	16,000	16,000	16,000	16,000	16,000	18
19			<i>Other costs</i>						19
20	-	2,000	Agricultural Advisory Committee	2,000	2,000	2,000	2,000	2,000	20
21	7,059	30,000	Agricultural Plan initiatives	45,000	45,000	45,000	45,000	45,000	21
22	-	1,000	Travel & accomodation	1,000	2,500	2,500	2,500	2,500	22
23	7,059	33,000	Total other costs	48,000	49,500	49,500	49,500	49,500	23



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

2012-2016 FINANCIAL PLAN

REGIONAL PLANNING (continued)

PARTICIPANTS: PORT ALBERNI, TOFINO, UCLUELET, ELECTORAL AREAS 'A', 'B', 'C', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
EXPENDITURES (continued)									
24			<i>Professional fees</i>						24
25	\$ -	\$ 5,000	Aerial photos	\$ -	\$ -	\$ -	\$ -	\$ -	25
26	-	2,000	Consultant costs	2,000	2,000	2,000	2,000	2,000	26
27	-	1,000	Float homes	1,000	1,000	1,000	1,000	1,000	27
28	717	2,000	Legal costs	2,000	2,000	2,000	2,000	2,000	28
29	-	12,500	Mapping update	12,500	5,000	5,000	5,000	5,000	29
30	717	22,500	Total professional fees	17,500	10,000	10,000	10,000	10,000	30
31	\$ 91,634	\$ 156,000	TOTAL EXPENDITURES	\$ 174,000	\$ 168,400	\$ 169,800	\$ 171,200	\$ 172,600	31
32	\$ 65,385	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	32
33	4,189	4,000	Add: Transfer to reserves	8,000	7,000	7,000	7,000	7,000	33
34		3,500	Deduct: Estimated amortization not included	3,500	3,500	3,500	3,500	3,500	34
35	25,745	26,217	Surplus from previous year	65,385	-	-	-	-	35
36	\$ 43,829	-\$ 25,717	ANNUAL SURPLUS/(DEFICIT)	-\$ 60,885	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	36
CAPITAL FUND									
37	\$ 15,379	\$ 15,379	Balance, beginning of year	\$ 19,569	\$ 9,269	\$ 16,469	\$ 23,669	\$ 869	37
38	4,000	4,000	Contribution from operating fund	8,000	7,000	7,000	7,000	7,000	38
39	190	100	Interest earnings	200	200	200	200	100	39
40			<i>Less - capital expenditures</i>						40
41	-	-	Aerial photos^	-	-	-	30,000	-	41
42	-	2,500	Color printer^	2,500	-	-	-	-	42
43	-	7,500	Mapping software^	7,500	-	-	-	-	43
44	-	8,500	Plotter^	8,500	-	-	-	-	44
45	-	18,500	Total capital expenditures	18,500	-	-	30,000	-	45
46	\$ 19,569	\$ 979	BALANCE, END OF YEAR	\$ 9,269	\$ 16,469	\$ 23,669	\$ 869	\$ 7,969	46

^costs shared with Management of Development - Rural Areas



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 12, 2014

Subject: General Government Services

Recommendation:

That the Board of Directors review the General Government proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

2013 Highlights:

The General Government service was hectic again in 2013 including the following projects:

- The continuation of the Health Network with funds provided by Island Health including a transportation study.
- Office renovations including upgrading the windows in the ACRD office and the heating system in the Board room.
- The notification from Uchucklesaht Tribe Government of their desire to join the Regional District Board.

Upcoming for 2014:

The projects planned for 2014 include:

- Line 12 to 16 – The original funding from Island Health for the Health Network expires this year and the committee is currently determining the future of the Network.
- Line 21 – The ACRD recently created a Joint Occupational Health and Safety Committee because the increasing size of the of organization and Worksafe BC requirements. A budget is required for training and other expenses.
- Line 25 – The membership fee for the Coastal Community Network has not been included in this year's budget, please provide direction if this needs to be added back in.
- Line 35 – The ACRD contractor for Information Systems has been extremely active in the past year and has done a significant amount of work to stabilize, streamline and document our existing systems. Due to the time restraints in the contract he has been unable to move forward with many of the necessary upgrades that are required for outdated hardware and software. Additionally, many of the services have increasing technology demands and staff therefore recommend that an increase in hours from 900 to 1200 annually. The draft budget includes this proposed increase. Staff will also be presenting a separate contract later in the month for SCADA services for the Alberni Valley Landfill and Beaver Creek Water System as the current contractor is slowing retiring and new technology is being installed.
 - Lines 70 & 71 – The office renovation planned for this year includes a replacement of

the current heating system and relocation to the roof for better efficiency as well as the painting of the exterior of the office building.

- Line 73 – The Regional District postage meter is causing some problems due to its age and may require replacement this year.

Background:

This budget was developed with input from the following people:

- Manager of Administrative Services
- Chief Administrative Officer
- Property Maintenance Coordinator
- George Rose – Information Systems Contractor
- Tanis Dagert – Health Network Coordinator

Financial:

The requisition is 5.81% higher than that of the prior year. Due to changes in assessments the residential tax rate has actually decreased from \$0.100 to \$0.099 per \$1,000 of assessed value.

The new Board members, Uchucklesaht Tribe Government, will now participate in this service and have been included in the apportionment calculation. A draft of the 2014 requisition by area has been included for your information.

Disclosure:

The prior year actual balances may yet change as 2013 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____

Teri Fong, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2014-2018 FINANCIAL PLAN
GENERAL GOVERNMENT SERVICES
PARTICIPANTS: ALL MEMBERS**

Draft for discussion
purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
REVENUE									
1	\$ 352,177	\$ 352,548	Surplus (deficit) from prior years	\$ 344,860	\$ -	\$ -	\$ -	\$ -	1
2	465,596	465,596	Committed surplus from prior years	132,393	-	-	-	-	2
3	526,543	526,553	Tax requisition	557,140	857,900	870,100	889,700	909,700	3
4			<i>Government grants</i>						4
5	20,785	15,000	Conditional	-	-	-	-	-	5
6	126,605	130,000	Unconditional	130,000	130,000	130,000	130,000	130,000	6
7	147,390	145,000	Total government grants	130,000	130,000	130,000	130,000	130,000	7
8	11,464	8,000	Grant in lieu of taxes	8,000	8,000	8,000	8,000	8,000	8
9	92,098	80,000	Other sources	80,000	80,000	80,000	80,000	80,000	9
10	\$ 1,595,268	\$ 1,577,697	TOTAL REVENUE	\$ 1,252,393	\$ 1,075,900	\$ 1,088,100	\$ 1,107,700	\$ 1,127,700	10
EXPENDITURES									
11	\$ 105,000	\$ 105,000	Capital fund contribution	\$ 90,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	11
12			<i>Health Network</i>						12
13	55,000	55,000	Coordinator	23,000	-	-	-	-	13
14	15,862	15,000	Labour & benefits	15,000	-	-	-	-	14
15	57,407	224,500	Operating	94,393	-	-	-	-	15
16	128,269	294,500	Total Health Network costs	132,393	-	-	-	-	16
17			<i>Labour & related costs</i>						17
18	12,168	8,000	Convention/professional development	12,000	12,000	12,000	12,000	12,000	18
19	842,029	880,000	Labour & benefits	889,000	906,800	924,900	943,400	962,300	19
20	-	-	Labour negotiations	-	7,000	-	-	-	20
21	-	-	Occupational health & safety committee	3,000	3,000	3,000	3,000	3,000	21
22	481	1,000	Recruiting	1,000	1,000	1,000	1,000	1,000	22
23	854,678	889,000	Total labour & related costs	905,000	929,800	940,900	959,400	978,300	23
24			<i>Legislative costs</i>						24
25	-	5,000	Coastal Communities Network	-	-	-	-	-	25
26	121,967	130,000	Directors indemnities	130,000	130,000	130,000	130,000	130,000	26
27	29,501	38,000	Directors travel	38,000	38,000	38,000	38,000	38,000	27
28	4,964	6,500	FCM convention & membership	6,500	6,600	6,700	6,800	6,900	28
29	156,432	179,500	Total legislative costs	174,500	174,600	174,700	174,800	174,900	29



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 GENERAL GOVERNMENT SERVICES (continued)
 PARTICIPANTS: ALL MEMBERS

Draft for discussion
 purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
			EXPENDITURES (continued)						
30	\$ 2,758	\$ 9,000	Natural Resources Committee	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	30
31			<i>Office costs</i>						31
32	8,840	12,000	Building maintenance	11,000	11,000	11,000	11,000	11,000	32
33	17,999	23,000	Building utilities	21,000	22,000	23,000	24,000	25,000	33
34	41,748	56,000	Computer expenses	58,000	58,000	58,000	58,000	58,000	34
35	40,979	41,000	IT contractor	60,000	60,000	60,000	60,000	60,000	35
36	18,123	20,000	Janitorial service	20,000	20,000	20,000	20,000	20,000	36
37	1,963	3,000	Office equipment	3,000	3,000	3,000	3,000	3,000	37
38	20,052	26,000	Office supplies - general	26,000	26,000	26,000	26,000	26,000	38
39	6,108	10,000	Office supplies - toner	8,000	8,000	8,000	8,000	8,000	39
40	6,312	9,000	Postage	8,000	8,000	8,000	8,000	8,000	40
41	17,581	16,000	Telephone	16,000	16,000	16,000	16,000	16,000	41
42	179,705	216,000	Total office costs	231,000	232,000	233,000	234,000	235,000	42
43			<i>Other costs</i>						43
44	2,799	5,000	Advertising & publicity	5,000	5,000	5,000	5,000	5,000	44
45	590	1,000	Bank interest & bad debts	1,000	1,000	1,000	1,000	1,000	45
46	5,645	5,000	Committee expenses	6,000	6,000	6,000	6,000	6,000	46
47	7,597	6,500	Memberships & subscriptions	6,500	6,500	6,500	6,500	6,500	47
48	3,451	6,000	Staff travel	6,000	6,000	6,000	6,000	6,000	48
49	7,806	8,000	Vehicle operation	8,000	8,000	8,000	8,000	8,000	49
50	27,888	31,500	Total other costs	32,500	32,500	32,500	32,500	32,500	50
51			<i>Professional fees & insurance</i>						51
52	22,679	22,000	Audit fees	22,000	22,000	22,000	22,000	22,000	52
53	32,447	35,000	Insurance - liability	33,000	33,000	33,000	33,000	33,000	53
54	6,757	9,000	Insurance - property	8,000	8,000	8,000	8,000	8,000	54
55	12,660	50,000	Legal fees	50,000	50,000	50,000	50,000	50,000	55
56	74,543	116,000	Total professional fees & insurance	113,000	113,000	113,000	113,000	113,000	56
57	44,745	40,000	Studies & reports	40,000	40,000	40,000	40,000	40,000	57
58	- 456,003	- 473,900	Recovery of administration costs	- 475,000	- 465,000	- 465,000	- 465,000	- 465,000	58
59	\$ 1,118,015	\$ 1,406,600	TOTAL EXPENDITURES	\$ 1,252,393	\$ 1,075,900	\$ 1,088,100	\$ 1,107,700	\$ 1,127,700	59



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 GENERAL GOVERNMENT SERVICES (continued)
 PARTICIPANTS: ALL MEMBERS

Draft for discussion
 purposes only

		History				Budget					
		2013	2013			2014	2015	2016	2017	2018	
		ACTUAL	PLAN								
60	\$	477,253	\$ 171,097	FINANCIAL PLAN BALANCE		\$ -	\$ -	\$ -	\$ -	\$ -	60
61		105,000	105,000	Add: Transfer to reserves		90,000	10,000	10,000	10,000	10,000	61
62			36,000	Deduct: Estimated amortization not included		36,000	36,000	36,000	36,000	36,000	62
63		352,177	818,144	Surplus from previous year		477,253	-	-	-	-	63
64	\$	<u>230,076</u>	<u>-\$ 578,047</u>	ANNUAL SURPLUS/(DEFICIT)		<u>-\$ 423,253</u>	<u>-\$ 26,000</u>	<u>-\$ 26,000</u>	<u>-\$ 26,000</u>	<u>-\$ 26,000</u>	64
(for Financial Reporting purposes)											
CAPITAL FUND											
65	\$	50,749	\$ 50,749	Balance, beginning of year		\$ 86,760	\$ 34,760	\$ 24,760	\$ 14,760	\$ 4,760	65
66		105,000	105,000	Contribution from operating fund		90,000	10,000	10,000	10,000	10,000	66
67		-	-	Interest earnings		-	-	-	-	-	67
68				<i>Less - capital expenditures</i>							68
69		4,893	-	Folder/stuffer		-	-	-	-	-	69
70		-	-	HVAC upgrade		90,000	-	-	-	-	70
71		59,096	90,000	Office renovation/upgrades		17,000	20,000	20,000	20,000	20,000	71
72		-	20,000	Phone system		20,000	-	-	-	-	72
73		-	-	Postage meter		5,000	-	-	-	-	73
74		5,000	15,000	Website		10,000	-	-	-	-	74
75		68,989	125,000	Total capital expenditures		142,000	20,000	20,000	20,000	20,000	75
76	\$	<u>86,760</u>	<u>\$ 30,749</u>	BALANCE, END OF YEAR		<u>\$ 34,760</u>	<u>\$ 24,760</u>	<u>\$ 14,760</u>	<u>\$ 4,760</u>	<u>-\$ 5,240</u>	76

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014 REQUISITION (BASED ON DRAFT PLAN)
 GENERAL GOVERNMENT SERVICES

PARTICIPANTS: ALL MEMBERS

TOTAL REQUISITION: \$ 557,140

BASIS OF APPORTIONMENT: LAND AND IMPROVEMENTS
 CONVERTED HOSPITAL VALUES

PARTICIPANT	BCAA CODE	2014 CONVERTED VALUES	% SHARE	REQUISITION	ADJUSTMENT RE CHANGES TO PREVIOUS YEARS' ASSESSMENTS	NET REQUISITION
PORT ALBERNI		\$223,100,959	39.61%	\$220,671	-\$ 168	\$220,503
TOFINO		\$91,538,468	16.25%	\$90,542	\$ 96	\$90,638
UCLUELET		\$49,824,257	8.85%	\$49,282	-\$ 412	\$48,869
YUUKU?H?ATH		\$602,111	0.11%	\$596	\$ 2	\$597
HUU-AY-AHT		\$201,184	0.04%	\$199	\$ 1	\$200
UCHUCKLESAHT		\$39,900	0.01%	\$39	\$ 0	\$39
AREA A		\$19,407,648	3.45%	\$19,196	\$ 610	\$19,807
AREA B		\$9,437,977	1.68%	\$9,335	-\$ 93	\$9,242
AREA C		\$20,774,585	3.69%	\$20,548	-\$ 1,320	\$19,228
AREA D		\$80,933,320	14.37%	\$80,052	\$ 1,066	\$81,117
AREA E		\$31,974,362	5.68%	\$31,626	\$ 105	\$31,731
AREA F		\$35,439,939	6.29%	\$35,054	\$ 114	\$35,168
		<u>\$563,274,710</u>	<u>100.00%</u>	<u>\$557,140</u>	<u>\$ 0</u>	<u>\$557,140</u>

Residential Tax Rate \$0.099 per \$1,000 of assessed value
 No Tax Limit



Alberni-Clayoquot Regional District

Board Remuneration Review Policy

Policy Issued by: Board of Directors

Date Adopted:

Dates Amended:

Purpose

To establish a process, which is reasonable, independent and transparent, to be used in determining the remuneration, expenses and benefits provided to Regional District Directors.

Policy

1. The Regional District provides remuneration, expenses and benefits to Directors under provisions of the *Local Government Act*.
2. The ACRD Board sets the remuneration, expenses and benefits by bylaw cited as "*Board Remuneration, Expenses and Benefits Bylaw*".
3. The *Board Remuneration, Expenses and Benefits Bylaw* is reviewed every three years on general election year. An independent "Board Remuneration Review Committee" is established by the ACRD Board to conduct the review. The Committee is to assess the workload of the Chairperson, Vice-Chairperson and Directors for the ACRD and to establish an independent unbiased reasonable level of remuneration for members of the Board.

Procedure

1. Every three years in February of general election year, the ACRD Board will appoint three independent members to sit on a "Board Remuneration Review Committee".
2. Two of the appointed members will be previous Directors of the ACRD Board. The third will be a member at large from the region. The Regional District will put out a call for submissions for a member at large to sit as a volunteer on the Committee. The ACRD Board will review the submissions and select an individual with a good understanding of local government in the region.
3. As per the Terms of Reference below, the Board Remuneration Review Committee will prepare recommendations for the Board's consideration on or before September 15th in the year of the general election.

4. Recommendations on remuneration, expenses and benefits accepted by the ACRD Board as set by bylaw will be effective January 1st the New Year following the general election.

Committee Terms of Reference

The Board Remuneration Review Committee will undertake the following:

- Review all existing indemnities, expenses and benefits as per the current Bylaw;
- Review comparative rates and formats for other Regional District Boards;
- Consider the workload required, expected and undertaken by members of the Board;
- Consider processes for approval;
- Consider the different roles, members and appointments and how they should be resourced;
- Interview all current Directors to identify issues/ideas;
- Consider Chairperson and Vice-Chairperson's authority to attend meetings, ceremonies, community events etc. on behalf of the Regional District without prior approval from the Regional District Board;
- Consider any other pertinent data relating to indemnities;
- Consider applicable policies for attendance at conferences, workshops;
- Recommend any formula which may provide a reasonable basis for establishing remuneration on an ongoing basis;
- The Committee may call upon the Chief Administrative Officer, Manager of Administrative Services or Manager of Finance as resource persons;



MEMORANDUM

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

From: Heather Dunn Junior Planner/Bylaw Enforcement Officer

Date: February 3, 2014

Subject: Alberni Valley Regatta Association request for a Noise Exemption from Noise Bylaw R1024.

Background

The Alberni Valley Regatta Association has requested a noise exemption from Bylaw R1024 during a Regatta to be held on Sproat Lake July 17 – 19, 2014. The noise exemption is requested from 9am to 5pm each day. It is anticipated that the regatta will include races and demonstrations from the following types of boats: speed boats, dragon boats, canoes, puddle ducks, and paddleboards.

The Alberni Valley Regatta Association provided letters of support for their event including letters from the Alberni Valley Chamber of Commerce, the City of Port Alberni and other residents of the area.

Section 7 of the "Sproat Lake Noise Control Bylaw No. R1024, 2013" allows the Board of Directors of the Regional District, by resolution to grant a permit for a race, regatta or special event, therein providing exemption from the provision of this Bylaw.

Recommendation

The Board pass a resolution to request public input by advertising in the local paper identifying the intention of the board to grant an exemption from the noise bylaw as per Section 7 of the "Sproat Lake Noise Control Bylaw No. R1024, 2013".

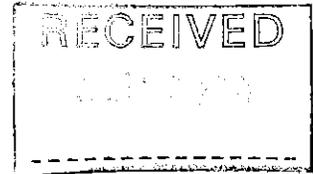
Reviewed By:

Mike Irg, Manager of Planning & Development

Russell Dyson, Chief Administrative Officer



Alberni Valley Regatta Association
8735 Faber Road
Port Alberni, BC
V9Y 9B7
nassr@telus.net



Jan 21, 2014

ACRD Board Members

Re: Noise By-laws on Sproat Lake

I am writing today on behalf of the newly formed Alberni Valley Regatta Association. As you may or may not know, we are in the process of re-starting the regattas of the 50's and 60's with some boat races along with other water sports such as Dragon boats, puddle ducts, paddle boards, etc.

Due to the noise from some of the race boats, we are sending a request for an noise exemption to allow such boats to race on July 17th, 18th, and 19th, 2014 from 9:00 am to 5:00 pm. Most power boat races will be on the 19th of July. Some boat owners from out of town may want to test run the course 1 or 2 days early.

Thank you for your attention to this matter.

Yours truly,

Ray Nass

- (b) operate or permit to be operated any Vessel propelled by an engine equipped with exhausting devices commonly described as 'water injected headers', unless a suitable muffler is installed thereto;
- (c) operate or permit to be operated any Vessel propelled by an engine equipped with exhausting devices commonly described as 'over-transom water cooled exhaust', unless a suitable muffler is installed thereto;
- (d) operate or permit to be operated a Vessel as described in subsections 5 (b) or 5 (c) above, for which the muffler is determined to be inoperative or ineffectual in preventing Noise therefrom.

6. **EXEMPTIONS**

Subject to section 4 of this Bylaw, the provisions of this Bylaw shall not apply to, or be enforced against:

- (a) Aircraft;
- (b) The use of whistles, sirens, or such devices operated for emergency purposes;
- (c) The making of Noise by any persons in the conduct of business within an area zoned for such business, where the nature of the business conforms to the particular zoning requirements and where the Noise is such as is usual or inevitable to the business so conducted.

7. **PERMIT**

- (a) Notwithstanding the regulations contained herein, the Board of Directors of the Regional District may, by resolution, grant a permit for a race, regatta or specific event, therein providing exemption from the provisions of this Bylaw;
- (b) A public sign board may be erected at the discretion of and by the authority of the Regional District advising of regulations heretofore described, at locations deemed appropriate by the Board of Directors of the Regional District; and
- (c) No person shall remove, alter, conceal, damage or destroy any sign so posted without the written consent of the Regional District.



Memorandum

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

From: Heather Dunn, Junior Planner / Bylaw Enforcement Officer

Date: February 6, 2014

Subject: Establishing Cherry Creek Dangerous Dog Bylaw.

Recommendation:

That the Board of Directors:

- 1) Rescind 3rd reading of Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014".
- 2) Amend Bylaw E1058 cited as "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014" as attached.
- 3) Give 3rd reading to "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014" as amended.

Background:

At the January 8, 2014 Board meeting, 1st, 2nd, and 3rd readings were given to "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014". The establishing bylaw was forwarded to the Inspector of Municipalities for review and approval. Upon review by the Ministry of Community, Sport and Cultural Development it was noted that the bylaw had a cost recovery method that was not one of stated methods in the *Local Government Act*.

The amended "Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014" removed the reference to 'land and improvements tax' and replaced with 'property value tax'. The 'property value tax' is consistent with the *Local Government Act* section 803(1)(a).

Submitted by: _____

Heather Dunn, Junior Planner/Bylaw Enforcement Officer

Reviewed by: _____

Mike Irg, Manager of Planning and Development

Approved by: _____

Russell Dyson, Chief Administrative Officer

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. E1058

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

WHEREAS the Regional District may, by bylaw, establish and operate a Regulatory Service under provisions of the Local Government Act¹;

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

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

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

AND WHEREAS the approval of the Inspector of Municipalities is required under the Local Government Act²;

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

Service being Established

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

Service Area Boundaries

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

Participating Area Boundaries

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

Cost Recovery

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

Citation

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

Read a first time this 8th day of January, 2014

¹Part 22, Division 1 – Regulation of Animals

²Section 801(1)(a)

Read a second time this 8th day of January, 2014

Read a third time this 8th day of January, 2014

I HEREBY CERTIFY THE FOREGOING to be true and correct copy of Bylaw No. E1058 cited as “Cherry Creek Animal Control Regulatory Service Establishment Bylaw No. E1058, 2014” as read a third time by the Regional Board of the Regional District of Alberni-Clayoquot at a meeting held on the 8th day of January, 2014.

Dated at Port Alberni, B.C. this 9th day of January, 2014.

Russell Dyson, CAO

APPROVED by the Inspector of Municipalities this day of , 2014

CONSENT was given on behalf of the electors this 8th day of January, 2014

ADOPTED this day of , 2014

Filed with the Inspector of Municipalities this day of , 2014

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

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

Russell Dyson, CAO

Chair of the Regional Board



MEMORANDUM

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

FROM: Alex Dyer, Planner

DATE: February 06, 2014

RE: Public Hearing Report for Bylaw P1315 (5950 Strathcona Street)

A second Public Hearing for Bylaw P1315 was held on Monday, January 27, 2014 in the Board Room at the Alberni-Clayoquot Regional District office. The meeting was attended by Vice Chairperson of the Regional Board and Electoral Area "D" (Sproat Lake) Director Penny Cote, ACRD planning staff members Mike Irg and Alex Dyer, property owner Leo Van Vliet (LPV Land Development Inc), agent Rob Howat, and 17 members of the public.

This hearing was the second public hearing held for this rezoning application. The Board deferred a decision on the bylaw after the first public hearing was held on November 06, 2013 to seek additional information from the applicant. The applicant has since amended the application to rezone the entire property to Acreage Residential (RA2) District in order to facilitate a subdivision with a one acre minimum parcel size. The amended bylaw was given second reading by the Board at the January 08, 2014 Board meeting.

There were eight (8) written submissions received prior to the public hearing and two (2) written submissions received at the public hearing. These submissions were read into the record by staff at the hearing and are attached to the minutes as Appendices A through J. The submissions were generally opposed to the rezoning proceeding as submitted and raised a number of concerns surrounding the rural character of the neighbourhood, density, lot widths, sewage disposal requirements and proximity to a fish bearing stream.

The agency referral comments received were either conditionally supportive or interests unaffected and were received by the Board at the November 13, 2013 Board meeting after the first public hearing. Copies of the eight (8) written submissions received prior to the hearing and the minutes from the first public hearing were made available for the public at the meeting.

A presentation was made by Rob Howat, agent for the property owner, introducing the application followed by a presentation by Tobin Laughlin, Registered Onsite Wastewater Practitioner introducing the sewage disposal requirements. Six (6) members of the public spoke to the application with three (3) people generally opposed to the development as proposed and

RF13005

three (3) people generally supportive of application. Questions and concerns raised by speakers reiterated many of the concerns in the received written correspondence.

After the first public hearing, the Board opted to defer a decision on the bylaw to seek additional information from the applicant. The applicant has since amended their rezoning application to proceed with the Acreage Residential (RA2) District zoning and a one acre minimum parcel size across the entire property. From a technical planning perspective, planning staff are supportive of this application noting that it complies with the Cherry Creek Official Community Plan and that this type of development provides for infill development in close proximity to the City of Port Alberni. Planning staff are recommending that the Board proceed with third reading of the bylaw.

Recommendation

That the Board of Directors proceed with third reading of Bylaw P1315.

Submitted by: 

Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 – ELECTORAL AREA 'F' CHERRY CREEK

Minutes of a Public Hearing held on Monday, January 27, 2014 at 7:00 pm in the Board Room at the Regional District of Alberni-Clayoquot Office, 3008 Fifth Avenue, Port Alberni BC.

Present: Penny Cote, Electoral Area “D” (Sproat Lake) Director and Vice Chairperson of the Regional Board of Directors
Staff: Mike Irg, Manager of Planning and Development and Alex Dyer, Planner
Applicants: Leo Van Vliet – Property Owner, Rob Howat - Agent
Members of the Public: 17

1. The meeting was called to order at 7:00 pm. Director Penny Cote introduces herself and explains that she is chairing the hearing as Chairperson of the Regional Board as Director Banton was unable to attend.
2. Director Cote introduces planning staff Mike Irg and Alex Dyer. Director Cote asks staff to read out Notice of Public Hearing.
3. The notice is read by M. Irg as follows:

A Public Hearing for residents and property owners within Electoral Area “F” will be held in the Board Room at the Regional District of Alberni-Clayoquot office, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Monday, January 27, 2014 to consider the following bylaw:

Bylaw P1315 to rezone LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340 from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate a subdivision with a minimum one (1) acre parcel size.

(LPV Land Development Inc, Property Owner/Rob Howat, Agent – 5950 Strathcona Street)

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

The Public Hearing for Bylaw P1315 is to be held by the Director for Electoral Area ‘F’, the Alternate Director, or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaw as set out in this notice.

Interested persons may inspect the bylaw and relevant background documents at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from January 16, 2014 to January 27, 2014 inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

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

4. M. Irg: I just note that this is the, the second public hearing that we’ve, with respect to this property. The, the bylaw has been amended slightly in that the previous version of the bylaw had, had a zone, a zoning, a split zoning designation of RA1 and RA3 and the RA3 was to, to permit a smaller lot subdivision, down to 0.6



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 – ELECTORAL AREA 'F' CHERRY CREEK

of a hectare, sorry 0.6 of an acre. And, and that has been removed and amended by the, by the Board at the request of the applicants so the bylaw we're considering tonight deals, would rezone the entire property to the RA1 zone.

5. A. Dyer: The RA2.
6. M. Irg: Oh sorry, RA2.
7. Director Cote: RA2, okay?
8. M. Irg: Yes, RA2.
9. Director Cote: I'd just like to say that the purpose of this hearing is to hear representations written and verbal from any person who believes that their interest in the property is affected by this proposal. The Regional District will receive full minutes of the hearing before voting on the bylaw. If the hearing is contentious, we will record it, as we are, and produce a verbatim transcript. If not, the staff will take written minutes that summarize the issues raised. But it is being taped now so. Staff will now read out any written submissions received prior to the hearing and any correspondence received ahead of time from the public.
10. A. Dyer: Okay, we've received a number of letters and response to this public hearing. Copies are at the back. I'm thinking we've probably run out of copies. My apologies, if anybody wants additional copies run off, we can do that real quick. But if you would like grab a copy, you can read along and, and bear with me, I'll read them all verbatim into the minutes. A. Dyer reads letters from Robert Babych (Appendix A), Hugh and Anne Grist (Appendix B), John Perkovic (Appendix C), Cheryl Roth (Appendix D), Steve Shewchuk (Appendix E), GB Ward (Appendix F), Dave and Chelsea Wiebe (Appendix G), Clara Cauduro (Appendix H), Barbara Kevis (Appendix I), and Don Kevis (Appendix J). And just another note. The referral agency comments were received. The bylaw was referred out prior to the previous public hearing in November. All the responses received at that time were either conditionally supportive of the rezoning or interests unaffected. One more thing to note as well. The, the applicants, and I'm sure Rob will speak to this, the agent, but, they have provided a conceptual layout showing a, a four lot subdivision. We just wanted to point out that the property being 5.15 acres in size and a 1.0 acre minimum zoning, it is conceivable that it would be possible to get a five lot subdivision in there. Once the rezoning is adopted and the subdivision is applied for, there isn't a public process. There would not be a public hearing or anything. So, I mean, we just want to make it more clear, they've been clear that, that they wish to proceed with a four lot subdivision, but it may be technically possible to obtain a five lot subdivision when the time comes.
11. Director Cote: Okay, thank you for that. At this time, I would like to call on the applicants to give, to explain the proposal that they've brought forward.
12. A. Dyer: Just a quick housekeeping note. Sorry Rob, but if anybody who wants to speak, if they could walk up to the microphone and say their name and address. They're not amplified microphones or anything, its just for recording so, go ahead Rob.
13. R. Howat: Thanks. My name is Rob Howat. As you all know, I am representing Leo Van Vliet of LPV Land Development Limited on this proposed rezoning. After the last public hearing, we realized that there was



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

some concerns with the density that we were proposing being the five lots so. As Alex iterated, we went back and we are now proposing a four lot subdivision. All at least one acre. One is 1 ¼ acre I believe. The property is located at 5950 Strathcona Road. The current zoning is A1 Small Holding with an area of 5.14 acres or 2.08 hectares. Again, we have amended this rezoning to, what we consider comply and facilitate and rectify some of the problems that the people of the public hearing put forward back in November. We are, as I said, we are revising our proposal to go from the A1 to the RA2 in total. Eliminating the RA3 zone as originally proposed to allow the 0.6 acre lot that was to the north. Or excuse me, to the, yes to the north end of the property. We are not exploiting the land here. We are proposing something that in our minds fits with the OCP designation and conforms with some of the, some of the policies within that OCP. When you have lots that are serviced with either community water or community sewer. Obviously, these lots here are not going to be connected to community sewer but they will be connected to the Cherry Creek water system. We have been in contact with the approving officer at the Ministry of Transportation. She is giving favourable consideration to type 1 sewage disposal and we have someone here who is an expert in type 1 sewage disposal that can address any questions that anybody might raise with regards to that. It's a different scenario with regards to soil testing and things like that from the conventional type 1 gravity fed system. As I said, each lot will have its own in ground system being a type 1 pressurized system. We had it evaluated once before by a professional ROWP and again, we have someone here who can answer all the questions. Access to all the lots will be Strathcona Road. There's no topographical issues to be complied with or to have a problem with, with regards to the access. All the lots will comply with the minimum area requirements of the RA2 zone. As I stated previously. And there'll be no variances required on this proposal. The width requirements are met and the frontage requirements also are complied with for the RA2 zone. Pursuant to section 940 of the *Local Government Act*, park requirement is applicable in this case because we are proposing more than three lots. But as the subdivision process unfolds, we will be going forward with, with the request for a cash-in-lieu proposal as seems to be the norm in this particular area for subdivisions. Subdivision activity. Again, given the parcel sizes we are proposing, and the fact that we're, that we're not exploiting anything here, we're trying to follow what was put forward in the OCP, and what appeared to be, through the OCP process, is a preferred lot size and establishment of, of a RA2 zone designation for this property. And in particular, the OCP policies 3.2.13 policy 9.2.7 and one of the objectives in the OCP 9.1.1 all relate to the rural type features of this area and consideration of one acre lots. Again, as I said, we went away and came back with a proposal that we thought would be more palatable and I would be more than happy to answer any questions at this point.

14. Director Cote: Okay. Thanks for that Rob. Okay, now, if there are any presentations from the public that are present, if you'd like to come up to the mic. But please wait to start to make sure you are recognized by the Chair, you give your name and address, at the beginning, and then we will hear everyone for the first time and then for the second time.
15. R. Howat: Excuse me. Would it be appropriate if we have our expert in soil and sewage disposal come up and speak so, as part of our presentation?
16. Director Cote: Yes. That would be, that would be a good time.
17. T. Laughlin: I'm Tobin Laughlin of Rock Creek Environmental. The, quite often we run into questions in regards to soil dept for either subdivision or just for, for any kind of soil evaluation for such purposes. The sewage standard system regulation under the health act was changed to the sewage system standard



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

practices manual. And within that manual there's a design criteria base for various types of sewage disposal. So minimum depth to an impervious layer under the Vancouver Island Health Authority policy for subdivision, has a depth of soil for various lots sizes. The sewage system standard practices manual has various designs for minimum depths but it should be noted that sand mounds, a practice of installing septic systems, has been happening in various states, Wisconsin, Minnesota, for over, well since 1980, and they have minimum soil depths of 10 inches. Sand mounds have been a method but there is various methods. There is sewage treatment, various other kinds that can reduce to limited depth of soil. But in this situation, type 1 quality effluent, which is septic tank quality effluent, no different that what would be found in a gravity fed system. They're broke into various types of quality of effluent, type 1 being septic tank quality effluent, type 2 being treatment plant, and type 3 producing tertiary. The sand mound itself can treat effluent from a type 1 type system quite effectively and in fact, in 24 inches of C33 sand once the effluent has passed through that. Has proven it can produce up to a type 2 quality effluent once from point of discharge through that 24 inches. So, typical sand mound of 24 inches would adequately handle treatment from a single family dwelling for such lot size. Now if there are any questions, I would be happy to answer them as well.

18. Director Cote: Could you answer one question for me?
19. T. Laughlin: Absolutely.
20. Director Cote: So that would be a residential so how many people in the residence would that.
21. T. Laughlin: Based on the design flow. So everything would depend on what the design at number of bedrooms and square footage of the lot. Oh sorry, of the dwelling is brought into account. But typically for a lot of that size, you'll be able to handle a single family dwelling of 4 homes and a carriage suite, if it was to be such. A suite would have a design flow of, to say, 250 gallons and a four bedroom house would have a design flow of 375 gallons. So you could adequately treat well over 500 imperial gallons a day on such a lot size with a sand mound.
22. Director Cote: Thank you. Rob?
23. R. Howat: Sorry, one thing I neglected to mention before Tobin got up to speak is the particular reason why we're looking at type 1 pressure systems is, as you know, in the Alberni Valley, the greater percentage of land cannot support what we consider a type 1 gravity system because the soils around the Alberni Valley are just not the depth and quality to facilitate it. And its been my experience in the valley that even lots that were created years ago, and approved by the Vancouver Island Health Authority with regards to soil depth, they haven't been able to comply with the requirements of the Vancouver Island Health Authority on pressure, type 1 pressure systems. And conventional perk tests are not carried out as they would be for conventional gravity fed. Its just based on the soil depth that's out there and so like, Tobin eluded to, if they have 10 inches of native soil out there, rather than the soil requirements of VIHA, then the engineered soils to be brought in for the type 1 pressure system are at the depth according to the manual. And that's how we got to having to put type 1 pressure systems on most of these lots that are being created in the last little while. Thank you.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

24. ??: Can I get questions, during his speech? Or do I get my chance to speak?
25. M. Irg: I think, I think the number of people. I think with number of people, it would be best if we just had everybody speak and then, then, then Rob can answer the questions. And then everybody will get a chance to speak again. We'll make sure everybody's questions are answered, and everybody's had a chance to speak, but its just, yes we want to make sure everybody gets a chance to speak the first time and after the applicants have made their, their presentation.
26. Director Cote: Okay, so is there anyone present who would like to make a presentation. So please state your name and address.
27. H. Grist: My name is Hugh Grist, 6158 Strathcona Street. I wrote a couple letters at the last meeting. I'm glad to see that they've done away with that smaller lot. I still question this native soil. Every bylaw I've read from Cherry Creek bylaw demands a certain depth of native soil. You can't bring soil in. So I'm surprised at this recommendation. It certainly doesn't meet the requirements I know of and we've all had to do percolation tests and depth of soil and we needed more property to do that. So I'd like to see some actual facts and figures on what the soil, native soil, is, and the percolation test results, if you do it. Another concern I have, when Alex just mentioned that after tonight's meeting, if you approve it RA2, they can go back and add a fifth lot. Is that, am I reading this thing correctly? Or did I hear you wrong.
28. A. Dyer: What we are saying is that the RA2 is a one acre minimum and the property is 5.15 acres in size. So technically, it would be feasible to get a one acre minimum across five lots.
29. H. Grist: So then you're going to come back, you're going to approve the RA2 and we don't get another public hearing again.
30. A. Dyer: You'd only get a public hearing if the zoning changed.
31. H. Grist: I think that leaves a lot of things open to a lot of discussion and I'm kind of upset to hear that. Otherwise, that is my main concern was this septic problem. Thank you.
32. Director Cote: Thank you. Is there anyone else at this time that would like to do a presentation?
33. H. Zanette: Hi, my name is Helen Zanette, I'm 6159 Strathcona. So, I have questions I guess, more than, well I have a, my concerns are similar to last time so I don't think I have to say them all again. They're in the minutes right? Okay, but, I just want to make sure, like, and I'm trying to be really reasonable here. I really am. But its my community so of course I care. So what you just said, and what you just said, so if.
34. Director Cote: Can you speak. Sorry, can you speak through the Chair. But not directly to the.
35. H. Zanette: Sorry, I just like to have contact to the.
36. Director Cote: Right.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 – ELECTORAL AREA 'F' CHERRY CREEK

37. H. Zanette: But okay, gotcha. So if this, the current proposal went through. It, there's a chance that it could get changed again. So I guess I want a commitment or I'd, you know I'd want a reassurance that that's not going to happen. And I, I don't know that'll, if we can get that, but.
38. Director Cote: Staff can answer that.
39. M. Irg: Yes, and I'll, I'll let you finish and then I'll, I'll answer a couple questions.
40. Director Cote: Okay.
41. H. Zanette: Finish this, the whole thing.
42. M. Irg: Yes just, no, no, just finish your, your, I want to hear what you have to say and then I'll.
43. H. Zanette: Sure, okay, so that freaks me out to be quite honest when I heard that, because I thought we were making progress, and I felt really good about that this had moved on to now being four lots instead of five. But when I hear that, I'm not so sure that we are moving forward. So, so that now makes me feel differently. So I'm really concerned about that. And I'd like to, like I said, get some kind of a reassurance. So that's one of them. And in regards to the, the environmental gentleman. So he works for a, a, a independent environmental company that they've hired, I'm assuming, so. Okay. So, and he's giving the, us the information about a US study so. Sure, they bring in 24 centimetres, inches of sand I think you said. Centimetres or inches. How, but I never did hear him say how much dirt the type 1 pressurized sewage system requires. Then the amount of dirt we have here. So I'm unclear about what he said. That's why I was asking if I could ask a questions to understand. Again, that, the, he gave us studies in the states and sure I'm sure they have some bearing here but I want to hear more now. And once it hits the hardpan there, its going to go in the creek. So this US study, is it going into a creek. You know how many feet behind them. So does that take that into consideration? I don't know. Cash-in-lieu, the trail, the trail was a big thing for me so I think I heard them say they are going to do the cash-in-lieu, and I understand the city, that's what the Regional District allows you to do. I thought I heard them say they're into the idea of the trail last time. I think I heard that. So I was happy about that. Again, I like the idea of people, if they're going to come in and make a development and not actually live there, give us something back. To the community, not just my street but all of Port Alberni and Cherry Creek. I think they would all benefit from access to Maplehurst from this side. So, I will just quickly reiterate some of my other concerns from last time. You know. Thank God that little lot is gone. I hope it doesn't come back. The feel of the neighbourhood is, we have large frontages. That's where we are. It goes from small to large so the one acre lots, the two one acres lots, the 1.25 and then the one that is currently there, I think the one acre lots are still small. As I said the first time, I think three lots on that entire piece would be ideal. It would be more in tune with the neighbourhood. So that's where I sit with that one. Environmental factors again, the seepage, the drainage, more houses, more pee, its going in the river. Like I mean, it all make, it all has a consequential effect. You know, and what are we going to get on a one acre narrow lot. I, I, I esthetically I don't, its not going to look that great with the rest of the. Its not a good fit. And I said that last time. Yes and I, when I was saying I was trying to compromise, I welcome more families going in there. I, and I believe people have a right to subdivide. I just think it needs to be with respect to the neighbourhood and the creek is right back there, so I would like to protect the area that I live in. So yes, if I can get an answer to those other questions, or a better understanding, that would make me feel better, and a bit of a reassurance.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

Now you're going to ask me something I think.

44. M. Irg: No, I was going to answer some of your questions.
45. H. Zanette: Tell me, tell me, perfect.
46. M. Irg: Some of the ones that I can and I think I'll leave the, the septic and sewage issues up to, to Mr. Laughlin. With respect to the rezoning. And I think its important that, and you know and this happens often when we are doing a rezoning application for, that, you know, is going to end up in a, in a subdivision. So they're two separate processes. But we want to have as much information as we can. Now as, we want to be clear as staff at the public hearing so that everybody who is here, that given the way the bylaw is, using the RA2 with the one acre minimum parcel size, that, that, you know that, you know there's five acres, there's a, there's a possibility or potential to get five lots out of that. There is, there, we don't, the applicant, the applicant hasn't, hasn't talked about a restrictive covenant, which is something that we have done in other, similar type situations with a subdivision where if the, if the property owner was willing to enter into a covenant with the Regional District limiting the number of lots to four then, then that would be four, that would be done just before the rezoning. You know, if this, and the service, I mean everything happens, is the Board, you know votes on it after it receives all this information. There is, there is an option for entering into a covenant that would limit the number of lots on this property to four. So that is something that, that is possible but that's not something that's, that we agreed on, that, that the applicant has agreed on, the applicant hasn't offered that. So that's one option. And, and just to understand, we want everybody to understand that the subdivision layout, and we're not questioning that that isn't what would happen or could happen, but the rezoning is just dealing with the density. So the density sets out the minimum parcel size, the minimum lot widths that are required, those kinds of things, and Mr. Howat did mention that you know, the proposal, if the rezoning is approved by the Regional District, you know, what they want to do for subdivision wouldn't require any, any, any variances or anything like that as far as meeting a minimum requirements of the subdivision so. I don't know if that, if that explains that to you.
47. H. Zanette: It.
48. M. Irg: What, what happens is, is, is after the rezoning, you know if the rezoning is approved, the property owner and the agent would apply to the Ministry of Transportation, and they're the approving officer, so they actually approve the subdivision and we gather it as a referral to make sure that it complies with all of our regulations. Like the septic, Cherry Creek water, make sure the water is connected, and that's, then that's actually at the stage we deal with parkland dedication. So, what, you know, what you're hearing from the applicant and I think, based on some of the responses from the previous public hearing, is that they'd be requesting cash-in-lieu. That's a discussion that the Regional District has with the applicant and has to be dealt with by the Board before the subdivision is approved is how the parkland dedication will be dealt with. So that's, that's, that's, what that part is so. So there's still, there's steps to after it but the subdivision process doesn't involve a public hearing. It, it, it's a technical review of the application.
49. H. Zanette: Right so this is our option, this is the only time that we have right, after that. Yes.
50. M. Irg: And this day, this is the, yes, this is the op, this is the opportunity to have their input yes.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

51. H. Zanette: Okay so alright. Great. Thanks.
52. Director Cote: Would, Tobin, would you like to answer any of the septic?
53. T. Laughlin: Sure. I actually brought with me the sewage system practices manual. This is issued by the Vancouver Island, or actually this is issued by the Ministry of Health. It is a document that's been provided in conjunction from the Ministry of Health and industry. The, the type 1 pressure, or sand mound, is basically, based on the type of soils that you bring in. So it's a specific type of mound sand that's brought in. Its been approved by various design criteria under engineering, and proven to work quite well. The US study I brought, those US states that I brought up, this is an example that they've been used for that amount of time and it worked quite well. They've been a proven type of design that the Minister of Health accepted and adopted within this standard of practice. So its one of various types of systems that can be designed for anything that has a vertical separation that may be limited. The standard of practice itself are type 1 effluent discharge. To figure out what the actual native soil needs to be isn't really a big an issue based, when you're looking at what the point of discharge is. So when effluent is introduced into the environment, you need a required a vertical separation of 24 inches. The sand mound design itself, under what the Ministry of Health itself has provided and what the industries approved as well, is we're looking for a minimum of 10 inches. And then from that 10 inches, you'd be looking at having to bring in enough mound sand to be able to create the 24 inches of vertical separation. So, the type of material brought in is not just a generic pit run. It is actually an engineered sand. It has to meet a specific sieve. Testing, that's why it has been deemed to be a US standard C33 sand. To mention anything about critical setbacks. Which would be something like a creek or a potable well, we'd be looking at, with a minimum standard of 30 metres or 100 feet. And that works around a potable well or a fresh water. So in this situation, that wouldn't apply. The, any other, any other sort of pressurized system whether it be into a type, a type 2, you may be able to reduce the separation of that mound sand but then you'd be looking at something that may involve treatment which, you get into a debate as to whether treatment is the answer or if actually just use mound sand. So there's, there's various ways to kind of go. This document was produced so that lots like this, should it have difficulties in the areas that are challenged for vertical separation, you'd be able to go to this document, take a look at it, find a design that would work, and meet that vertical separation. I think that answers the questions.
54. H. Grist: Does that still comply with the rules of Cherry Creek's bylaws?
55. T. Laughlin: It's a Provincial Health Act that we're, that this document was provided for. That covers the entire province. Provincial government wrote the document, its their document.
56. Director Cote: These would be the standards of today.
57. T. Laughlin: That's today's standards, I have the manual here, its under section 2.33.
58. Director Cote: For all of Canada?
59. T. Laughlin: Nope, just the province of British Columbia.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 – ELECTORAL AREA 'F' CHERRY CREEK

60. Director Cote: Thank you. Is there anybody else that would like to stand and do a presentation?
61. J. Mercer: My name is Jack Mercer, I live at 6060 Cherry Creek Road. And I would just like to say that I'm in favour of this subdivision. One because I think there's a lot of people that would love to live in the country but can't afford to buy five acres or ten acres, and there's not that much property in the Cherry Creek area in those sizes that are available. So I think a one acre plot would be something that the public, not only of Port Alberni but the Regional District, should be interested in. And I think these kind of developments will only help the Cherry Creek area develop into a viable community as far as a tax base goes, it increases the tax base and is helpful not only to the fire department, school district, water district, and rest of them. That's why I'm in favour of it. Thank you.
62. Director Cote: Thanks Jack. Is there anyone else at this time that would like to do a presentation?
63. G. McIntyre: I will. Gord at 6124 Strathcona Street. And I agree with Jack over there. I think that's, the taxes, you got more kids, and there's nothing different between, where are those, these lots here than these ones. I think they're bigger aren't they? Yeah, quite a bit bigger. Those are one acre. I don't have a problem with that. Sorry if I pissed off my neighbours.
64. Director Cote: I think everyone here is really respectful and everyone has their own opinion and they're allowed that. Can you please state your name?
65. I. Densmore: Irene Densmore, 6000 Strathcona Street.
66. Director Cote: Thank you.
67. I. Densmore: I know the people in the back can't hear very so I'm just going to stand a little bit sideways here. The lots that Gord referred to are RA3 lots and those are the ones, that's the one that they had proposed to sandwich in between the existing house and my house. And that's the fifth lot that we thought they had thrown out but, that may not be the case. You'll have to excuse me, I'm really nervous. The top of Strathcona Street from Moore on is comprised of nine homes on over 50 acres. And this is not including Stilinovic's house which is right here. This is the subject property here.
68. Director Cote: Can you show us on the big map?
69. I. Densmore: Yes. Nine houses on over 50 acres. I'm not including Stilinovics, I don't know how big his property is and I'm not including Zanette's property because even though he still owns 20 acres, his access is mostly from Cowley now that Helen is in lot 18 I think. So there's nine houses there. And part of the, part of this area, as you can see is all swamp, and so, there's not, I don't think there's going to be any housing there in the near future. If you can picture all of this, the nine houses on, if I included those two acreages like on 60 acres, the low residential density, you get a picture of the low residential density. All in all, I know that the residents in this area along with residents in other parts of Cherry Creek don't believe the proposed rezoning complies with the Cherry Creek's Official Community Plan. It seems to be a language issue there and that some people think that one acre lots are big. And agreed, one acres is a huge lot if you live in Vancouver. We don't live in Vancouver and these are all three, I think three point something, three to five acre parcels. No, two and a half. Two and a half to five acre parcels. Two of the proposed lots, the two



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

smallest lots are an acre each. One point zero something. Each would have a road frontage of about 120 feet and Mr. Babych pointed out in the last meeting that his rancher is 90 feet wide. I think he has a double car garage? And so what he was saying is that with a rancher like this, and today's houses are big, that that would give you 15 feet on either side of the property line. So if you could imagine that the owners of the new houses, say the one acre lots go through and they stick a rancher on there, and you're both looking out your window at the same time, so you're sitting at your kitchen table and people in the back row are looking out their bathroom window, the property line runs right down the middle where this door is. Can you see each other? Like, where is the buffer zone? So maybe they have a little fence here, or maybe a little hedge, but then while you're both looking at each other, because that's how close you are, a car drives by. Because that's the only way to access the back yard. So there could be a driveway essentially, right here because the house is right there. So those are the two small lots. Now you go to the medium size lot. And its going to be a 40 foot buffer between the two houses. This room is 40 feet. Down the middle, through that door, that's where you'd put your fence or your hedge, or whatever you got. Not you got your driveway going to the back of your house because that's how you access your back yard. The largest of the four lots is 213 feet wide. This little house here, that Gord pointed out, right here, their property in a RA3, their width is wider than that. So we're talking the largest lot is 213 feet wide but the RA3 zoned corner lot at Moore and Strathcona is 20 feet wider. If, if one was to average out the 12 lots in this entire area, just take up all the lots, add up the frontage, each would have an average of over 300 feet. I think like 311 feet. In all fairness though, the subject property is fairly long because a creek comes up here in behind it so, its, the depth, has less depth but its longer in the front there. On the road. Its, its 600 feet. Well, if you were to divide this lot in half, which would require no rezoning whatsoever, and there would be no complaints from anybody, then you divide 600 feet, you got a 300 foot wide lot. It blends in with every other house on this street. If you divided it into 3 equal lots, then its 200 feet each for the road front. Its still the smallest, you know if you had 3 lots, they would still be the smallest lots on the street. I'm, I'm talking the end that we live at. Not including, the little, there's a bunch of little houses down toward the dip. So they'd be the smallest properties by far, but it would at least receive a passing grade, although minimally. A win win situation is really possible. A substantial amount of money, well what I consider, I mean if I had bought the house and divided it in half, I'd be happy. If you'd split the parcel in half, just like Bob Babych tried to do many years ago, he tried to do it twice. Couldn't do it. But there's fewer restrictions today on like the septic and so on like that. And it, it, its feasible to do that. I mean, as it stands right now, we don't know if there's going to be five lots in there. And to say that we're maintaining the rural characteristic of Cherry Creek, I mean, can you just take any old house and any old house and lot and swap it and go oh there, you still have the rural flavour. This area has a unique neighbourhood. Its low density. Right across the street from here is 8 acres. That's Mrs. Petsauer's place. And she jointly owns it with her son. And she'd be here but she requires her son to do a lot of things, and anyhow, all she could say about this is I'm so glad that I have my trees. Half of this is trees. She lives up here. She said I'm so glad I have my trees so I don't have to look at it but I feel sorry for rest of the neighbourhood. A lot of Cherry Creekers, okay, we all know a lot of people here because like let's face it, Cherry Creek isn't a, is not like the big city. A lot of creekers are taking an interest in this development and this rezoning issue. Reason being, people are moving to this side of town. To, that, that side, I'm not talking right here but, on the, on the north side of town. I mean, south Port, people are exiting south Port. And the lake is prohibitively expensive now. Its only a matter of time before a developer moves into their neighbourhood. And so, they're looking to see what we're doing now. And all we want to do is be reasonable. Everybody here has the right to apply for a rezoning but developers and people have privileged knowledge of how to do all of this, and who can afford to hire consultants and have access, you know a lot people have access to large land clearing machinery, they shouldn't have the right to treat this



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

and say okay, we know all this, we've minimally met, you know, we've minimally met all the, you know we know all the numbers and it barely meets all the lowest standards. Therefore, it should be pushed through. I mean, if you push something through like that, isn't that called marshall law? And somebody mentioned in the last meeting that if everything is minimally meeting, everything is as low as it can go, homes on homes has an issue with that. That's why things fall apart. And, I want to say more about the standards practice manual but I'm not overly familiar with it. I do know that there's a section in there that says if you test with auger holes, then you should back up the evidence with excavation. And that some ROWPs, they go by the absolute letter of the book. When Bob applied to, when Bob was trying to put in, back then it was in the old type 1 gravity, not the pressurized, the VIHA, the guy who was in charge of VIHA then, he looked at it and said to Bob like, you're, you're like 3 inches out. And back then, it was like, it was way different standards. And 3 inches and he said nope, you can't do it. You can't do it. But today, like, first of all, if there's auger holes, you're supposed to excavate and, well, did they? I don't know, ask them. And I know today you can pretty much build a septic field on top of your driveway, you just put in the sand. But the book itself says you need to have 24 inches. And you have to have evidence, and you need to do soil analysis, and and and. Do they do that? Ask them. If you follow the letter of the manual, as it is today in that book, its prohibitive, its so costly for the people putting in the sewers. Do all the ROWPs follow the book to the letter? Ask them. And does VIHA inspect, do the VIHA inspectors inspect every single one? Ask them. I've got more to say but that's enough. My throats dry. Thank you.

70. M. Irg: Yes and I just want to clarify for, for, for everybody here, that within the Cherry Creek Community Plan, this area is designated Residential. And in, within the new Cherry Creek Community Plan and that, Residential has a minimum parcel size, if you're on a community water system, of 0.24 of a hectare or 0.6 of an acre, so that, that's what the community plan says. So I just wanted to clarify that.
71. D. Ralla: So that's almost double the density?
72. M. Irg: The minimum parcel size is 0.6.
73. D. Ralla: So is it possible then that.
74. M. Irg: No, I, I, I, sorry, I think if everyone who has questions, you know, please come to the microphone. Certainly we encourage everybody to come and ask questions or say their piece. If you want to do that. I'd be happy to answer your questions.
75. D. Ralla: Well, I mean, sorry. Okay.
76. Director Cote: Please state your name and your address.
77. D. Ralla: Oh sorry, Dave Ralla, 5456 Westport Place. I'm a realtor with Remax. So, I'm just curious for the, the stuff on Moore that's RA3, what's the minimum lots size for that? If that, is that the 0.6 too?
78. M. Irg: That's 0.6.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 – ELECTORAL AREA 'F' CHERRY CREEK

79. D. Ralla: Right. So is it possible that Leo could have applied for a subdivision to zone it to RA3? On that area there?
80. M. Irg: He could have.
81. D. Ralla: Right, so you know, the point I'd like to make is, you know, a lot of people are saying the developer this, trying to make money, the developer, the developer, but let's keep in mind, not a 2 minute walk from this property here, you see lot sizes that are 0.6 of an acre. Okay, so, you know, now changing the plan to a minimum 1 acre lot size, and then having the house with the bigger property kind of solves that problem. So, you know, I can understand, you know, people are a little bit concerned about, you know, not having neighbours, you know, or sorry looking into your neighbour's window, but on a 1 acre parcel, I could probably guarantee you that a 2600 square foot rancher would be 60 feet wide. So you would have plenty of room, 30 feet on each side basically if you wanted to, having a buffer between your neighbour and the other neighbour. And as a realtor, knowing what people want to buy for lots in Cherry Creek, nobody is going to buy a one acre lot in Cherry Creek and cut all the trees down. The reason why somebody would buy a one acre lot in Cherry Creek is so you could have the privacy on one side and the privacy on the other side. And so I can understand you know, a lot of people's concerns of you know, its going to turn into a subdivision. A subdivision is a subdivision in uplands. Where there is 16, or sorry 0.16 or 0.18 of an acre and you've got 30 houses in a subdivision. This, technically, its being subdivided, but lets, I think we have to understand that its not going to be a typical subdivision. Because they are one acre parcels.
82. Director Cote: Thank you. Anything you'd like to add?
83. M. Irg: No, I'm good. Does anybody else have a.
84. I. Densmore: Irene again. Yes, so potentially, at 0.6, you could put in 8 lots and they'd be long and skinny, but then they wouldn't meet the road frontage. I don't think. And I don't think you could get a single wide trailer in there. You could try.
85. T. Laughlin: Tobin Laughlin, Rock Creek.
86. M. Irg: You should check to see if anybody else would like to speak.
87. Director Cote: For the first time?
88. T. Laughlin: I'd just like to address the concern about the soil depth. I guess its, I mean I've done a number of septic inspections both for compliance purposes, for building. I've done them for legal investigation. Part of my concern is that when people start talking about minimum depth of soil for small lots, soils typically within an area, it, it will move. There are different geological deposits and different things that happen but, whether you're on a 10 acre parcel, on a 1 acre parcel, the 1 acre parcel may have better soil than the actual 10 acre parcel. So, the reason VIHA went to soil depths on larger parcels, is because they're hoping that on that large parcel, you may have the opportunity to find a better geological deposit of soil. So in this kind of case, some of these lots, and I haven't seen them, and I have very seldom that have people phone me up for information to come out and inspect their system, but most of these systems, that the concern is about soil depth, many of these systems may be sitting in ground water right now polluting. This manual was adopted



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

to protect ground water. Walkerton was a big reason why the Provincial government was interested in addressing sewage systems. They wanted to get a design base, so they came up with this manual, and they wanted to get to a point where you could increase vertical separation. Because many of these lots, Rob pointed out, were approved based on lot size but not the depth of soil to either water table or hardpan. It was lot size.

89. H. Grist: (not audible)
90. T. Laughlin: Percolation, percolation tests now aren't part of the actual standards.
91. H. Grist: Soil depth then.
92. T. Laughlin: Okay soil depth itself but again, it was based on lot size. You had to go around and find on a huge lot, where that would be. It didn't necessarily mean the lot had a covenant placed on it. So, the septic system could have been placed just about anywhere. So, again, the vertical separation from this manual, its been adopted to improve systems to get the opportunity to increase that vertical separation. Anybody's curious about how those, how the ground water is protected, this was one of the documents that was brought about for that reason. This is the number one reason why they don't worry about percolation tests, its depth of soil. That's what this document works on. Percolation tests, we now do preliminary buildings that perk, it gives you the length or hydraulic load within the soil. It doesn't tell you where the actual, where the system can be placed or the type of system, that is going to be determined by the depth of soil.
93. J. Mercer: Could I ask a question?
94. T. Laughlin: Sure.
95. J. Mercer: So what you're kind of saying is that if anybody had a septic field from years and years ago, if their septic field were to fail today, it would probably be replaced with something like this?
96. T. Laughlin: Most, well, almost most definitely.
97. J. Mercer: Can, can a person who has a septic field that has failed, can they haul soil in to replace the soil from the septic field that has failed?
98. T. Laughlin: Correct. It has to be, and it would have to be an engineered or a mound sand.
99. J. Mercer: Sand base?
100. T. Laughlin: Correct.
101. J. Mercer: So this system here that you have is probably what more people are going to than using the existing soil on a piece of property.
102. T. Laughlin: Correct. And, and what's really, the change came in 2005 is, May 2005 is when the regulation changed and it went to this standard of practices. 2007 they went back and revisited and made



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

amendments to it because the depth of soil, they started getting confused with, everyone wanted to go to treatment. I'm not a big proponent of treatment. Treatment has a certain purpose. If you have site constraints to setbacks and things but if you can stay type 1 septic tank quality effluent go into a sand mound or into a mound, its much more preferable because it's a, the maintenance is also the next big part of how these systems operate. And if you go to treatment, a lot of people don't do the maintenance that is required. Type 1, its still septic tank just like most of you have except there is now lifted by pressure by small pump into a mound sand so you get better vertical separation into that ground water. And if you use the 24 inches that the manual requests, when it comes out of that mounds sand where it meets the interface to where that soil is, you actually get type 2 quality effluent, which is treatment plant quality effluent.

103. Director Cote: Is there anyone that would like to speak for the first time at this point? No one? Okay, would anyone like to speak for the second time?
104. I. Densmore: I had a question for this fellow here.
105. Director Cote: Okay, you can come forward. State your name again please.
106. I. Densmore: Irene. What's the, the cost difference between say a type 1 pressurized versus type 1 gravity? The old, you know what I mean? Like, the one we, most, mostly we have. The old gravity. And that, now you got the pressurized with all the check valves and. And you follow it to a T.
107. T. Laughlin: It would depend on the design flow. Because it, the hydraulic, then you're looking at what the soil type is. So you have to determine how much sand would have to come in. But typically you're looking at about 45, maybe \$4500 by the time you truck in the sand and put the extra pump chamber and pump in.
108. I. Densmore: Okay.
109. T. Laughlin: And a typical gravity fed type 1 right now is somewhere around \$10,000.
110. G. McIntyre: I think basically that's what everybody new does. Sand, C33 that's the way it is.
111. Audience discussion not audible.
112. Director Cote: Is there anybody else that would like to do a presentation at this time?
113. R. Howat: If nobody else has anything else to say, I'd like to.
114. Director Cote: Okay, is there anybody else that would like to do a presentation?
115. H. Zanette: I'd like to hear what he, if he's going to answer my questions.
116. Director Cote: Okay, at this time we'll ask Rob to come back.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

117. R. Howat: Thank you. Rob Howat by the way. I hope the issue of the septic has been dealt with. I just wanted to reiterate that in the Alberni Valley, the majority of the Alberni Valley, if you go to what is considered conventional in ground sewage disposal, or the gravity fed septic, and going back to the old VIHA policy with regard to soil depths, you wouldn't get any subdivision activity in this valley. As I said, even some of the subdivisions that were vetted by the Vancouver Island Health Authority years ago, are going type 1 pressure system now because they don't have the soil depths as prescribed by the old VIHA regulation. So I just want to make sure that that's clear. Also in dealing with subdivision activity and the approving officer with the Ministry of Transportation, that person actually realizes the problem in the valley and is working close with proponents for subdivisions just to make sure the type 1 systems are viable. She's asking for all the pertinent information from the professional ROWP which is a registered onsite wastewater practitioner. So that is taken care of at the subdivision end of it. I just wanted to make sure that that was clear. The issue with regards to the ability to go from four lots to five lots, yes, the area is there. It is not proposed that we are doing five lots and I also want to reiterate that if four, if five lots were proposed, they would probably all require width variances from the Regional District and frontage variances from the Regional District. So that would be your control, your control at that point. If that subdivision, if that type of subdivision was to be proposed after the rezoning went through. Also, I just wanted to say that the designation of the area for low density residential, during the OCP process, it must have been considered by the area residents that that's what they wanted to see there. Because the area was designated to the low density residential, they're the RA2 RA3, as small as, as Mike has said, as small as 0.6 acres, if you were provided sewer and or water. No, excuse me, sewer or water. When we put this scenario together, we didn't go to the lowest common denominator and propose five 0.6 acre lots, we looked at one acre lots, and the larger 1 ¼ acre lot would be more appropriate and keep, try to keep the rural atmosphere as prescribed by the OCP language. Again, I must consider that during the OCP deliberations and the process and the public meetings, that the area residents, in large, must have considered it, it was an appropriate fashion to keep those size lots there. We're not exploiting anything. We're trying to keep within the parameters of what the OCP, what the language of the OCP is. Thank you.
118. Director Cote: Okay. Is there anybody else at this time that would like to do a presentation?
119. H. Grist: In this case, perhaps Leo or Rob would commit.
120. Director Cote: Could you please put your name again. Its just because it's a recording.
121. H. Grist: Hugh Grist again. 6158 Strathcona. Perhaps Leo would commit to the four lots prior to the rezoning. That would relieve some of my concerns. I'm really concerned about that fifth lot going back in again.
122. L. Van Vliet: I think the constraints are already on it already Hugh. And by the district so.
123. Audience discussion not audible.
124. L. Van Vliet: And I won't own the lots forever. So I'm not going to put that on it. The district has control of it already.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

125. H. Grist: Okay.
126. Director Cote: Just a question, there was a statement about if, if it did go from four lots to more, would there be variance requirement?
127. M. Irg: I, we haven't as staff, we don't go through all the various ways to subdivide the property. If, if, if, this is, this is all hypothetical but if there was a five lot subdivision proposed sometime in the future, I, we don't know what that would be and, and, and, I, I can't guarantee that there would be a variance, you know, the previous one, the previous proposal had a smaller lot which is why they would need the lower density RA3 zoning proposed and that has changed. You know, the Regional District would only get to look at it and then approve the variance aspects if those variances were required.
128. A. Dyer: I can just add to that if I may. The, the minimum lot width in the RA2 zone would be 120 feet and that's the average lot width so. So we would need to, we would need to review a subdivision proposal like, like Mike said. I could say at this time whether a variance would be needed.
129. Director Cote: Thank you. Is there anybody else that would like to speak at this time?
130. H. Zanette: Helen Zanette, 6159 Strathcona. I'm listening to this and some people are saying this acre lot, I mean, its not that small. They don't live there. The people that are saying that.
131. G. McIntyre: I do.
132. H. Zanette: You do?
133. G. McIntyre: Yes.
134. H. Zanette: You do. This gentleman. This gentleman doesn't live there. And yet you guys live there and, and we love living there right? And we love living there because of the way it is? So I just want to remind people that its Cherry Creek, its our part of Cherry Creek and the OCP is a guide. And its just a guide. Don't forget that and we make the community and I totally respect that other people have different views but I have a right to my view as well. And I just want to, kind of, we did create, we create the community and what it feels like and I welcome people to come in, I just want to be respected and I want to continue to have that open country, that feel that I think we all want to maintain, so, don't make light that it's a one acre lot amongst five acre lots. I mean, that's a significant reduction. There's a feel, a loss there for the feel so, I just, reiterating that. And the trees coming down. Those trees, if, are going to come down because they're not, they're hardly any large. From what I can see from when I walk by, I haven't walked back the whole way to the creek but there's a lot of, its been logged once if I remember correctly. So, most of that stuff is going to come down because they're just little wirey things that have come back. So, it is going to get cleared out. And we could have some, it won't look the same. And the feel will be affected even though an acre sounds big but when you're amongst five acre lots with 300, 200 to 300 footage, frontage, I think that's a big change. And yes they are, not 0.6 of a lot and I think that's because they are being aware that this area has a feel and you want to maintain that. So just because they can go to 0.6 doesn't mean they should. And that's why we're talking about it. So I'm just restating that again, I guess because I, I live there and its nice to have all that space and there is a lot of space out there. There are a lot of houses for sale out



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 – ELECTORAL AREA 'F' CHERRY CREEK

Cherry Creek. So, again, do we need more than three lots? I'm not so sure we do. There you go. Thanks.

135. Director Cote: Okay thank you. Is there anybody else that would like to speak at this time?
136. I. Densmore: Irene. I just had a thought. If this was left as A1, it could be divided in half. That would be 300 feet and 300 feet. And then the bottom one, could be applied for a rezoning for RA, RA2 was it? Or whatever, and then, if, it, they would be 150 feet. So that's a possibility.
137. Director Cote: I believe you have to rezone the whole piece. If you're going to rezone. No? Sorry.
138. A. Dyer: So if, yes, no, I'll answer that a little bit. If, if the property were to be subdivided and then the southern half of the property sold then, you know, the new owners or the current owner could apply to rezone that, that property and it would be the same process we're undergoing right now.
139. I. Densmore: And then there would be. There would be three properties instead of four or five.
140. Director Cote: Is there anybody else at this time that would like to speak?
141. G. McIntyre: I just want to say.
142. Director Cote: Name please?
143. G. McIntyre: Oh, Gord, 6124 Strathcona.
144. Director Cote: Thank you.
145. G. McIntyre: I don't really get the problem personally. I'm looking at it. Hey I was on acreage in Beaver Creek before too.
146. Director Cote: Through the Chair please.
147. G. McIntyre: Right before I moved there. But I think change is good. Really. Like to a certain extent. Like I don't want to see a whole bunch of little things there or a subdivision there with a roundabout but. You know, one acre, I think some are bigger, I don't know, its better than that old house that was there with the cars that were all parked there now, you know. Its clean now. Well its still there but its going to get cleaned up and stuff. Like you know, it'll dress it up a bit right. I don't know, if you go from five to four, they've done that. What's the issue? Personally. We'll have a chin wag on the driveway there one day I guess.
148. Director Cote: Is there anybody else that would like to speak at this time? Do the presenters have anything more to add? Okay.
149. R. Howat: Yes, I do, I'm sorry, it just came into my mind. I'm sorry I meant to mention it before. The issue of the trail came up. We'd be more than happy to put the trail down Maplehurst Road right of way to serve the park provided we can obtain permission from the Ministry of Transportation and Infrastructure to do so.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

So, we can still look at that along with the cash-in-lieu for the park.

150. Director Cote: Okay, thank you.
151. I. Densmore: Irene. Two questions. Gord, how long have you lived on Strathcona?
152. G. McIntyre: When did we buy that there sweetheart? Three, four years ago, something like that.
153. I. Densmore: That long?
154. G. McIntyre: Somewhere in there, yes.
155. I. Densmore: And you know all your neighbours?
156. G. McIntyre: No, I don't know any of you guys. No, yeah, I do (laughter). What does this have to do with anything anyway? I grew up in Manitoba on 2500 acres. That's where I grew up. 500 head of cattle. I know what privacy is, I know what farmland is. This is not farmland. If that's what you're trying to get at.
157. I. Densmore: No, no, no, not at all. Not at all, no, no, just. Who do you work for?
158. Director Cote: Excuse me, I. This is.
159. G. McIntyre: I'm self employed.
160. Director Cote: This is not to address the development.
161. D. Ralla: Sorry, yes, if I could just make one more point too, they were mentioning the old house that was on the property there. Just so we're aware too, the developers painted the outside of the house, put new gutters, put new fascia boards, and redone the exterior of the outside of the house. Cleaned up the driveway, taken all the old cars away, which makes the neighbourhood look quite a bit better. And there's no, oh sorry, and by the way a new roof on the house too. With nothing in plan for a sale or anything like that, just to make the house look better. Sure looks a lot better when you drive past that house now than it did before.
162. Director Cote: Thank you. Is there anybody else presentations or comments regarding this development? Does staff have anything else to add? Okay, if that's all the presentations then I'd like to stress to you that the Board cannot receive any new information between the end of this hearing and making a decision on this bylaw. If any Board member does so, this invalidates the hearing and it means it will have to be held again. So, for saying that, for the first time I call, are there any further presentations on this bylaw? Hearing none, call for a second time for any further representation on this bylaw. For a third time and final time for any further representation on this bylaw. Hearing no further comments, I declare this meeting terminated, no more discussion. Thank you all for coming.
163. The hearing was terminated at 8:16 pm.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JANUARY 27, 2014 - ELECTORAL AREA 'F' CHERRY CREEK

Certified Correct:

Penny Cote, Electoral Area "D" (Sproat Lake) Director and Vice Chairperson of the
Regional Board of Directors

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant

Jan. 22/14

RECEIVED
JAN 22 2014

To whom it may concern,

I am not in favor of the proposed lot that is between Danismour's property and the 5950 Stratcona St. home.

Sincerely,

Robert Balyph



MEMORANDUM

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

FROM: Alex Dyer, Planner

DATE: November 7, 2013

RE: Public Hearing Report for Bylaw P1315 (5950 Strathcona Street)

A Public Hearing for Bylaw P1315 was held on Wednesday, November 6th, 2013 in the Board Room at the Alberni-Clayoquot Regional District office. The meeting was attended by Electoral Area "F" (Cherry Creek) Director Lucas Banton, ACRD planning staff members Alex Dyer and Charity Hallberg Dodds, property owner Leo Van Vliet (LPV Land Development Inc), agent Rob Howat, and 14 members of the public.

There were six (6) written submissions received prior to the public hearing and three (3) written submissions received at the public hearing. These submissions were read into the record by staff at the hearing and are attached to the minutes as Appendices A through I. The submissions were generally opposed to the rezoning proceeding as submitted and raised a number of questions and concerns surrounding the rural character of the neighbourhood, density, lot width of proposed Lot A, sewage disposal, privacy, public hearing notice signage and wildlife habitat.

The agency referral comments received were either conditionally supportive or interests unaffected and are attached to the minutes as Appendix J. Copies of the six written submissions received prior to the hearing and the agency referral comments were made available for the public.

A presentation was made by Rob Howat, agent for the property owner, introducing the application. Ten (10) members of the public spoke to the application with nine (9) people generally opposed to the development as proposed and one (1) person generally supportive of application. Questions and concerns raised by speakers reiterated many of the concerns in the received written correspondence in addition to concerns about trail access, drainage and traffic. Irene Densmore submitted pictures of standing water on the property which are attached to the minutes as Appendix K. Emily Kevis submitted pictures of the public hearing notice signage on the property which are attached to the minutes as Appendix L. Rob Howat spoke to address some of the concerns raised by the speakers at the meeting. Alex Dyer spoke to answer some of the questions and clarify points made by the public and applicant.

RF13002



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
NOVEMBER 6, 2013 - ELECTORAL AREA 'F' CHERRY CREEK

Minutes of a Public Hearing held on Wednesday, November 6, 2013 at 7:00 pm in the Board Room at the Regional District of Alberni-Clayoquot Office, 3008 Fifth Avenue, Port Alberni BC.

Present: Lucas Banton, Director
Staff: Alex Dyer, Planner and Charity Hallberg Dodds, Planning Assistant
Applicants: Leo Van Vliet – Property Owner, Rob Howat - Agent
Members of the Public: 14

1. The meeting was called to order at 7:00 pm.
2. Director Lucas Banton introduces himself and planning staff. Director Banton asks staff to read out Notice of Public Hearing.
3. The notice is read by A. Dyer as follows:

A Public Hearing for residents and property owners within Electoral Area "F" will be held in the Board Room at the Regional District of Alberni-Clayoquot office, 3008 Fifth Avenue, Port Alberni BC, at 7:00 pm on Wednesday, November 6, 2013 to consider the following bylaw:

Bylaw P1315 to rezone LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340 from Small Holdings (A1) District to a combination of Acreage Residential (RA2) District and Acreage Residential (RA3) District to facilitate a five (5) lot subdivision.

(LPV Land Development Inc, Property Owner/Rob Howat, Agent – 5950 Strathcona Street)

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

The Public Hearing for Bylaw P1315 is to be held by the Director for Electoral Area 'F', the Alternate Director, or the Chairperson of the Regional Board, as a delegate of the Regional Board. A copy of the Board resolution making this delegation is available for public inspection along with copies of the bylaw as set out in this notice.

Interested persons may inspect the bylaw and relevant background documents at the Regional District of Alberni-Clayoquot office during normal office hours, 8:00 am to 4:30 pm, Monday through Friday, excluding statutory holidays, from October 25, 2013 to November 6, 2013 inclusive. Any correspondence submitted prior to the Public Hearing should be directed to the undersigned.

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

4. Director Banton: Okay thank you. The purpose of the hearing is to hear representations, written and verbal, from any person who believes that their interest in the property is affected by the proposal. The Regional Board will receive full minutes of this hearing before voting on the bylaw. The hearing is being recorded and staff will produce a verbatim transcript. Copies of this transcript will be available at the office. Staff will now read out the written submissions received prior to the public hearing.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
NOVEMBER 6, 2013 - ELECTORAL AREA 'F' CHERRY CREEK

to confirm that a type one system was appropriate. Given the nature of the soils in the valley, this type one system has been widely used and is accepted by the ACRD and the approving officer for the Ministry of Transportation. I also have here, in relationship to, or in reply to one of the letters of concern. Re-evaluation of the smaller lot by the ROWP confirming that the type one pressurized system is sufficient on that lot. Or that lot is sufficient and capable of supporting a type one system. Lots B, C, and D, and E comply with the requirements of the RA2, RA2 zone with respect to lot widths etc. Lot A will require a variance permit for width. The lot width requirement for the RA3 zone is 98.425 feet. The proposed lot has a width of 91.876 feet, a difference of 6.54 feet. The variance will be applied for during the subdivision process. As per, as we have done in the past with such development proposals. Section 941 of the Local Government Act, which is the portion of the Act that speaks to park dedication, is applicable in this case as there is more than three lots being created. As there is, as there is an existing undeveloped park to the west, we will be requesting that the ACRD accept cash, cash-in-lieu as facilitated by section 941 of the Local Government Act. In prior to submitting our application, I had discussions with staff and they felt that that would be appropriate given circumstances and given the past history with regards to accepting cash-in-lieu in this, in this type of scenario. Given that the parcel sizes proposed are larger than the OCP may allow, we feel that this rezoning recognizes the rural characteristics of the Cherry Creek area and the rural philosophies and objectives of the OCP. Which again, as I said, was adopted around 12 months ago with significant input and collaboration with the public of the Cherry Creek, people of the Cherry Creek area. Specifically policy 3.2.1.3, policy 9.2.7, and objective 9.1.1. In keeping, in keeping the parcels slightly larger and regular in shape, along with wanting to keep the existing house and maintaining the required setback for the structure, it'll be necessary to vary the width requirement slightly for lot A. And on that, I will be prepared to answer any questions.

11. Director Banton: Any questions by staff? By the public? Okay, that's good. So now we will call for presentations from the public. We will allow everybody to who wants to speak, can speak. Just remember to give your name and address, and then anybody who would like to speak a second time will have an opportunity to speak. So I open up the floor, right now, for whoever would like to go first. Anybody? Any takers?
12. B. Babych: Yes, you got a taker. My name is Bob Babych, I live on 5943 Cottam Road in Cherry Creek. I'm actually the original owner who built the home on the property. I myself, as a young man was trying to get a little bit ahead, was, had thoughts of building on one side of 5 acres and then subdividing it and building again on the other side. I tried twice. I had absolutely no luck at all in it. And it did not meet the soil requirements at the time. A number of years have gone by. And I'd heard that Joe was thinking about selling the property and so for sentimental reasons, I thought I would entertain the idea of maybe possibly buying it off them. When I checked into the subdivision, possible subdivision, that's what I was told, is that more and likely 3 acre lots, a 3 lots would be, would be a pretty much a given, any more than that might have been up in the air. I, I too hold a very sentimental feelings towards it in that area of what everybody is speaking about is that, is that it is a country setting, a rural setting. I, I don't know how it is that when I look into stuff like that and the average guy who wants to try and get ahead a little bit, is said one thing, but yet other people that apply, can have a lot better luck at it or whatever you want to call. I just think that all the rules should apply to everybody evenly. And nothing against anybody, its just that, you know like I said, I've, I've tried twice at it and it hasn't, it hasn't flown for me. So thank you very much.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
NOVEMBER 6, 2013 - ELECTORAL AREA 'F' CHERRY CREEK

20. A. Dyer: That's not what I said Evelyn, sorry.
21. E. Mesic: Mike Irg came, Johnny Stilinovic talked to Mike Irg and he asked him what was the best scenario for that property because it is, all the other lots around there was two acres. The best ideal situation to go through rezoning would be to get 4 1 ½ acre parcels. Just over 1 ¼ because of the, the property. The 5.14.
22. A. Dyer: That may have been had. That may have had to do with the, with the layout of the land. The minimum lot size supported in the OCP is a 0.6 acre minimum in that area. So, the, any rezoning application can't be contrary to the OCP so it can't be smaller than that. If.
23. E. Mesic: So your staff has misinformed several people that have come in to require about rezoning that property before it was ever sold.
24. Director Banton: So I, I think Evelyn, we can't comment on what other staff did or, you know, we'll look into what other information was out there to try to clarify that. Just, just for the record, is that you know, my job here is to, to remain objective. And just listen to everybody so, as you were speaking it sounded like we're doing this. It's actually an application, and so the applications come in and we process them as fairly as we can. So, all the, the only information that we have is by application. I don't believe there is any other record.
25. E. Mesic: No there was no application because your office made it very clear that it can be done in half, anything more is a two-process tier thing that we would have to go through and it was \$1500 or \$1800 for each lot. But I don't see that. The only amount I see on this paper is \$300. The fee. And that's not what we were told.
26. Director Banton: Okay.
27. A. Dyer: I just want to answer your, your question about the trail access as well. That was an idea that the staff had to work with the applicants to deal with the parkland as a, a trail access on that Maplehurst Road. That's not something we can just go ahead and do as a regional district. The applicant can do that, there's an application process through the Ministry of Transportation who administers all the roads in the regional district. So they would have the opportunity to look at it and say well hey, you know, we don't want a trail on this road for whatever reason, we want access for the property on the south, we want access for the lands beyond. That's, that's up to the Ministry of Transportation. What we would have done, would be to suggest that the Board work with the applicant in, in looking at a trail application be made. The Ministry of Transportation could say no to that.
28. E. Mesic: So what would happen to the road access on both sides?
29. A. Dyer: Which road access?
30. E. Mesic: There's road access on Stilinovic's side and on Van Vliet's side there. For Maplehurst.
31. A. Dyer: There's. Well Maplehurst isn't constructed, its.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
NOVEMBER 6, 2013 - ELECTORAL AREA 'F' CHERRY CREEK

were giving us a dollar value of what they thought that the subdivision might sell for. Each lot. That's how they got us to increase our price. Is that you could make this amount of money after you purchase it at this. So, you know, I'm trying to be as respectful as possible, so I don't want to come across as you know, being rude or anything like that but to all of a sudden say that you know, Leo's going to be the only one that's going to prosper out of this. We paid pretty good money for the property to begin with. With the, with the knowing that its possible, you have to go through the subdivision process right? So there was no talk of you know, lets write an offer subject to the subdivision process and lets see what happens. We didn't use that subject. We're the ones that put up the money, that they were happy getting, and with the, with the understanding that we're taking a lot of the risk right? I think at any point, if somebody else wanted to do that, I don't know what the time frames were or anything but, obviously you know, your rules and regulations change, the community plans change all the time. That's how the community grows, that's how the regional district grows, that's how the city grows, right. So, I think its, to be honest with you, a little bit unfair to punish somebody who's paid top dollar for a property, probably a little bit more than maybe he should have, and not all of a sudden we're hearing that you know, we didn't know about this, we didn't know about that, when the reason why the price got that high in the first place was because we were told well you can make this amount of money off it. Okay?

46. Director Banton: Okay, thank you. Any other.

47. I. Densmore: Hi. I don't, I had no intention. Oh, Irene Densmore, 6000 Strathcona Street. I had no intention of making any comments whatsoever tonight, on the real estate part because I know nothing about it however, I do know that it was never advertised in the paper and there were two other people who desperately wanted to buy it for the very same price. What I want to talk about is the lifestyle at the end of our road. My husband and I both grew up in quite rural settings and so, we bought into this area, into this lifestyle in 1987. We struggled to make ends meet but we were willing to make the sacrifices because we loved the area. Our home is set back off of the road. Our driveway is 250 feet long. And only in the winter time and only in the winter time when the leaves are gone from the trees, you can barely see my house from the road. We love our privacy. The house next door, 5950 Strathcona, is the same. The original builder, Bob who just spoke, left it treed when he sold it. When he owned it, and then when he sold it, the second owner also left the tree surrounding it. People here value their privacy and they value their trees. That is why we're surrounded by them. If you look across the road from this property, it is all trees, all I don't know, 8 acres of it? There's another reason the trees are still standing next door, in spite of being selectively logged. There's a large tree buffer to the neighbour to the north side, and for privacy from the road on the east side, for the parkland on the west side, and also for the neighbour to the south on the south side. We do take great care to maintain the perimeters of our property. This might just be a forest to some people but it is a beautiful, but its beautiful and pristine to us. Especially to me. I see wildlife abound here. In this area. Everything from the run of the mill deer who annoy me to no end, and rabbits and raccoons, turtles, kingfishers, owls, and eagles. As a matter of fact, there are nesting eagles in our back yard who have been returning for ten years now. The agent handling the rezoning application claims that these properties will fit within the rural characteristics of the area. I could not disagree more. All 12 lots around me, across the street, are about 3 to 5 acres. I think my own is 3. something, under 4 acres anyway. The proposed lots are about an acre. That's the size of my garden. I'm the flower lady at the farmers market. Five times the lots for this proposed development means five times more noise, light, barking dogs, lawn mowers, power whatever. It would be like living in the city again. I'm not a nimby. I'm talking about our rural lifestyle. I'm not opposed to the dividing the lot, the lot next door into reasonable sized pieces. The



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
NOVEMBER 6, 2013 - ELECTORAL AREA 'F' CHERRY CREEK

placed. As I said, I climbed through the bush, feeling like I was actually intruding on someone's private property, to be able to see where these signs were. And they were above my head when I got there. As I was watching you read the announcement at the beginning of the night, you were holding it in front of you. I was unable to even be aware that the signs were there. So I'd like to submit the photos. You can see the signs you cannot see from the corner of Moore Road. And that this is a large traffic area because you do have to stop to be able to turn onto Strathcona. You cannot see any signage from that area and the property does come very close to where that road would meet. Thank you.

53. Director Banton: Thank you.

54. H. Grist: Thank you. I'm Hugh Grist, 6158 Strathcona. I'm probably the senior citizen on this street. I've been over 40 years and when we bought our property, we bought 1 ½ acre lots and added to our property. They're all around 3 to 4 acres at that end of the road. Because we bought 9 acres behind us to amalgamate properties to make them bigger. Not to make them smaller. That's why we like that lifestyle. My question in my letter particularly is I'm really concerned with the septic system. Normally you find any percolation tests. When I built my house, I did percolation tests on 4 acres and then get it approved. This hasn't been done on this property. He's just walked by and said sure, its one acre lots, book says its good. That's not good enough and they've got to do those tests. The sub soil is not very deep there, you've got Kitsuksis Creek there. Tributary is very close. Salmon bearing stream, had salmon there again last year. And there's a lot of concerns to be done. Particularly on this ¾ acre lot. I'm not against subdivision. Division of the property. It should reasonable. Perhaps 3 lots at the most including the one with the house. Thank you.

55. Director Banton: Thank you. Is there anybody else that would like to speak?

56. H. Zanette: My name is Helen Zanette, 6159 Strathcona. I'm not well prepared sorry. But I'm going to try. Its really nice seeing everybody here by the way. The community support, I think that's great. I grew up in the area. My parents own the lot at the end and I now own a parcel and I love it. So the thing that I'm noticing, or I feel or that I don't mind subdivision either. I think that people have a right to have a lot and to change it. I feel that, I'd always like someone, people to respect their neighbours and to do things that would please everyone. And I don't think this really does that. I don't know lots about the bylaws and the community plans and stuff but when I hear you say this 0.6 acre lots and its okay in the Cherry Creek area, okay fine, but in our Cherry Creek area, the lots are huge. I mean, I think most of the frontages are between 2 and 3 hundred feet wide. So when you say you think it fits in with the plan, I'm not sure it fits in with the plan where we live. So I think that should be taken into consideration. I also, I went and I looked at it, I live down the road, I drive down it, I walk it all the time, and I looked at Joe's old place and I said, they're going to put another lot in there? Beside Irene's and Joe's and I couldn't. It would be so small and stick out like a sore thumb, that I thought this is not the feel that I think would be congruent with what the plans are. What the community would want. It like having, seeing all these big lots, or like having too short pants on, it just doesn't fit. It would always look wrong it think. And I, I think that you should think about that. Because when you drive past it every day, you're going to go, there's that lot, that was squeezed in there and nobody's happy about it. It creates a feeling in the community and in, in our neighbourhood. I think that, that the lot was sold and the person wants to capitalize on it, and like I said, I can understand that, I think that they said okay how can we do this and where can we get the most lots. This is what it feels like to me. And that's what they've done. And the last lot, they're like oh we're going to put this in and the. From what I hear, they thought there would be a variance on that and that's part of this application, I'm a little



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
NOVEMBER 6, 2013 - ELECTORAL AREA 'F' CHERRY CREEK

changes along the way, we also purchased the extra property so that we could have more land, not less land. And it was a situation at the time where it was financially very difficult for all of us to do that. But we cherished the land we bought. And I don't want to see that changed (begins sobbing). Sorry.

59. Director Banton: Thank you. Is there anybody else that hasn't spoken for the first time that would like to speak?
60. J. Swann: Jacquie Swann, I'm at 4361 Batty Road. I think it is important to hang onto the rural character of Cherry Creek. And I think its especially important to hang onto lot sizes that are in that first configuration that you talked about, the A1 that is the small holder lot size. I think running between 2 and 5 acres. Because I think as, as gas and oil becomes more expensive, our ability to bring food to this area is going to shrink. And so I think the, the more we can hold onto, our potentially agricultural properties, the better it will be for us. I look around Port Alberni and I see many, many, many residential properties that are already under-utilized. They don't have houses on them. The houses they do have on them are empty. I don't think we need more residential lots in the valley. I think we really really need to hold onto our larger properties. Thank you.
61. Director Banton: Thank you. Anybody else for the first time. Okay. I will call the property developer or representation to address any points that they want to address at this time.
62. R. Howat: My name is Rob Howat, I'm agent for Leo Van Vliet. I just would like to touch base on a few of the concerns with regards to the application. Some of the concerns that were brought forward. We didn't submit that plan based on a whim or a chance that we were going to the lots that we've applied for. We did our homework, we assessed what was in the OCP with regards to the zoning, the zoning designations and the parcel size that would be allowed pursuant to the OCP. The OCP went through an extensive public hearing process back in 2011 and 2012 and was adopted approximately a year ago. And through that process, it was established that that, that section of Cherry Creek area would be designated to allow the lot sizes that were described in the application. Even though we've kept the lot sizes larger than prescribed by the OCP. The OCP has statements in it with regards to parcel sizes down to 0.6 hectare, or 0.6 acres if serviced by a community sewer or community water system. So I'd just like to reiterate that the lot sizes we're proposing are actually bigger than what the OCP will allow. As far as the variance on the one lot, we've tried to maintain the integrity of the existing house and the lot around it. And again, in keeping the lots a little bit larger, we're able to do that by configuration but it will require a slight variation on that one lot width. Again, those types of things are addressed in the OCP. The issue of sewage disposal, in my experience, having working in the valley for the last six years, doing subdivision activity. A larger percentage of the valley isn't capable of accepting what is known as common inground sewage disposal with tank and field. There just isn't enough soil. The sewage regulations and the Ministry of Health regulations were changed back approximately 7 or 8 years ago to facilitate new technology with regards to sewage systems. Even the lots that were existing over the last 10 to 12 years in the valley, when people were constructing new homes they were actually going to this type one pressure system. Because they could not get the typical, or what we consider the typical tank and field type sewage disposal. So I'd just like to make that clear. There were soil testing done on the property. But it wasn't conventional testing with a backhoe and an 8 foot pit. It was, there was some diggings done to ensure that the type one pressure systems would work on the site. And that has been confirmed. As far as the signage goes, I think the staff and the ACRD is better to respond to that issue than we are. The trail to Maplehurst Park has never been discussed. It was



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
NOVEMBER 6, 2013 - ELECTORAL AREA 'F' CHERRY CREEK

65. Director Banton: Okay. So its now open for anybody to speak a second time if they would like.
66. H. Grist: Tell you who I am again?
67. Director Banton: Yes please.
68. H. Grist: Hugh Grist, 6158 Strathcona Street. You mention this 0.6 acres, that's with a community serviced sewer. Not with a septic field. That's a whole different. That's a smaller lot. I wanted to point that out.
69. Director Banton: So, Alex will answer the.
70. A. Dyer: So just to provide some clarity on that, the Cherry Creek OCP. We do have some copies of the OCP here if, if anybody, I'll pass these around if anybody wants to have a quick look, you're welcome to do so. I apologize we don't have any more copies. There is a policy in the Cherry Creek OCP that basically states that, I'll grab it here myself so that I can read it. So require that all new lots created by subdivision are serviced with water and sewerage as follows, the minimum lot size will be 1 hectare or 2 ½ acres with onsite water and onsite sewer or 0.24 hectare which is 0.6 of an acre with communal or community water and or sewer. So essentially, what that means, if you have a property that's connected to a communal water system whether it be a strata or in this case it'll be the Cherry Creek Improvement District, waterworks district and then have onsite sewer, the OCP supports a rezoning down to a 0.6 acre minimum. That's, that's the wording in there. If this was in an area that is not serviced by the waterworks district and they would have a well and an onsite septic system, the minimum lot size would be, would be that the OCP would support would be 1 hectare which is 2 ½ acres as I said. In this case, the water runs right past it, they're going to, it's a condition of the subdivision, they'll have to connect to it, and the OCP would support that 0.6 acre minimum.
71. Director Banton: Okay. So anybody else.
72. D. Ralla: Sorry. Again. Dave Ralla 5456 Westport Place. So I think maybe one thing that we, we maybe keep in mind a little bit too right is, there is rules and regulations when it comes to building on any of these proposed lots too. So, you know, nobody can just pick whatever house they want and build it without you guys having the final approval on that right? So, I think when people think subdivision, they think you know maybe like the uplands subdivision where its, you know, 60 lots, they're all ¼ acre lots. These are one acre lots right. One of the things with Cherry Creek like you know these guys have talked about, is you know, that they have the privacy and stuff right. Cherry Creek's very desirable for that reason. People are going to be looking for one acre lots and they're not going to be looking to take down all the trees and build a house, and have a one acre flat parcel. They're going to build it so they can drive in, have the trees in the back, have the trees on the side, buffering all their neighbours as well. So I think that, one thing to keep in mind is that its not an uplands type of subdivision, or you know, a Lyle Point subdivision where their ¼ acre lots or even smaller than that. And the thing to keep in mind at the very end is you know, you guys have the final say on what can be built there and how it has to be built. And what the setbacks are and what the size of the houses are too right, so I think we kind of have to keep that in mind that its not, you know, somebody can buy a one acre lot and build whatever they want and put it wherever they want because obviously you guys have a lot of control over that as well.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
NOVEMBER 6, 2013 - ELECTORAL AREA 'F' CHERRY CREEK

pointing fingers but I want to just make sure that its clear that there were other people who were interested in this property and people who called me with regards to it. And as I said, I do research before I take anything on and that includes talking with staff to see what the potential of the properties are. Thank you.

85. Director Banton: Okay. Okay anybody else that would like to speak? Alright. So I would like to stress that the Board cannot receive any new information between the end of the hearing and making a decision on the bylaw. If any Board member does so, this invalidates the hearing, it means that it will have to be held again. So at this time I call for the first time for any further representations on the bylaw. If there is no representations, I call for a second time for any further representations on the bylaw. I call for a third and final time for any further representations on this bylaw. Hearing no further comments, I declare this meeting terminated. No more discussion. Thank you.
86. The meeting was terminated at 8:14 pm.

Certified Correct:

Lucas Banton, Director

Minutes Prepared by:



Charity Hallberg Dodds, Planning Assistant

6158 Strathcona Street
Port Alberni, B.C.
V9Y 8S4

20th January 2014

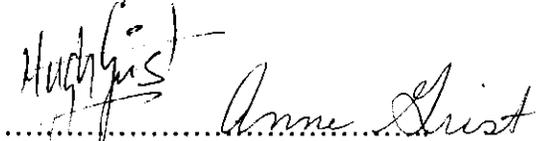
Alberni Clayoquot Regional District
3008 Fifth Avenue,
Port Alberni, B.C.
V9Y 2E3

**Re: Proposed Rezoning of Lot 2, Plan 11340, District Lot 146, Alberni District
Application RE13005**

Further to our previous letter and the meeting of 6th November last we are glad to see that Lot A has been combined to the existing dwelling, however the remaining one acre lots still fall short of the objectives of the Official Community Plan and maintain the rural lifestyle of this cul de sac.

We still question the lack of adequate depth of native soil on the properties and the proximity to a fish bearing stream. We believe further study of the septic filed capabilities should be done and the results published before approval is given to proposed subdivision.

Yours sincerely,


.....
Hugh & Anne Grist

**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

JAN 23 2014

RECEIVED

Jan. 24/14

To Whom It May Concern,

I have lived in this area of Cherry Creek all my life and am witnessing some unethical development in this area.

The bulk of this rural area is designated either A1 or A2. Section 9 of our latest Cherry Creek OCP says "... the demand for additional land for residential uses is not expected to be strong over the next 5 years..." however, there appears to be a definite shift from South Port into North Port at this time.

My brother, Joe, having sold his house at 5950 Strathcona, moved into our parent's house on Renton. His former property, in the A1 designation, could easily be split in half to accommodate another lot and ultimately another house, opening up 2 more vacancies in Cherry Creek. When Mr. Van Vleit purchased Schwartz's similar size property at 6088 Renton, this is exactly what he did. His new house now sits proudly in the middle of 2.5 acres. But when it came time to divide Joe's property, in someone else's neighborhood, he hit it like a wrecking ball. He now wants it rezoned into RA2 even though there are barely a handful of these types of lots in this entire area from Strathcona to Cherry Creek.

If there truly is a need for this much future housing perhaps Cherry Creek should look at it in the next revision of the OCP and hold a referendum to rezone some areas. This way all the residents could subdivide and profit.

John Perkovic



**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

JAN 27 2014

RECEIVED

January 26, 2014

Dear Mr. Irg:

I am unable to attend the meeting but would like to reiterate that I am against the rezoning of LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340 from Small Holdings (A1) District to Acreage Residential (RA2) District to facilitate a subdivision with a minimum one (1) acre parcel size.

It is my understanding that the current zoning allows the lot to be divided into two parcels which I feel is acceptable. The rezoning to allow four lots is not keeping with the surroundings of Strathcona Street.

Thank you,



Cheryl Roth

**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**
JAN 27 2014
RECEIVED

January 25, 2014

Dear Mr. Irg,

I have lived in this neighborhood since 1962 and over the years have witnessed many changes to the area. Some were good some, some were not so good.

I used to ride my bike up Strathcona Street past where the proposed development is. I'd like to see that lot remain as is. But I suppose that's not considered progress. So the new owner has the right to divide it in half. That's okay too. It would still look okay. But a row of houses, no. This change fits into the 'not so good' category.

I do not support the rezoning of this property.

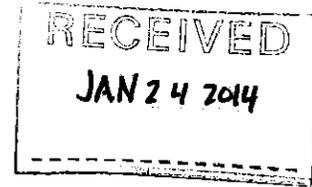
Respectfully,



Steve Shewchuk

3948 Moore

**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**
JAN 27 2014
RECEIVED



To – Mike Irg, ACRD

Thank you for posting the signage for the new proposed rezoning. But again I must say this is a nice neighborhood and I am still opposed to a multiple house subdivision. I personally know of the hard pan issues around this area and for reasons mentioned in my previous letter I do not believe the neighborhood would benefit from this development.

Respectfully,

A handwritten signature in cursive script, appearing to read "GB Ward".

GB Ward
5897 Strathcona St

January 27, 2014

Dear Mr. Irg,

We are writing in concern to the proposed rezoning of 5950 Strathcona Street. In 2009 my wife and I purchased our home on 3.6 acres. We bought this property at 6028 Strathcona because we loved the rural feel and believed the quiet street and acreage to be a peaceful, safe place to raise a family. We now have 2 young children.

If 5950 Strathcona is split into 4 smaller lots (each with a house) it will change the appearance and expression of this end of the street. The car traffic, activity and noise level will also increase and we will start to lose that country feel. We sense this is just the beginning and can't imagine what this street would look like if everyone started breaking up their property to put a house in every 100 feet or so.

We attended the last meeting and listened carefully to what everyone had to say. What we heard was people felt like they had been misinformed, even exploited. When we left we felt sad for the guy who tried to buy back his old house for sentimental reasons. The person who ended up getting the property appears to have no attachment to it whatsoever and appears to be in it strictly for profit. The initial 5 lot proposal wasn't just an insult to everyone who lives here; it felt more like an assault.

We both agree an additional house or two would fit nicely into that property and it would be nice to have more kids in the neighborhood.

All we are asking is for the board to consider the integrity of this area when making their final decision.

Sincerely,

Dave and Chelsea Wiebe



Dave and Chelsea Wiebe

**ALBERNI-CLAYOQUOT
REGIONAL DISTRICT**

JAN 27 2014

RECEIVED

January 25, 2014

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January 25, 2014

Alberni Clayoquot Regional District
3008, 5th Avenue
Port Alberni, B.C.
V9Y 2E3

Dear Mr. Irg,

Since I will not be able to attend Monday's meeting regarding the proposed rezoning of Lot 2, Plan 11340, I am sending this letter to voice my opinions.

As a long standing resident of Cherry Creek (1966), I am upset to hear that several areas of this community, as well as this particular property, are being developed as though they were within city limits. The proposal is for that property to be divided into four small parcels, which, in my view, would give that area a 'town' feel, instead of a country feel, which most Cherry Creekers adamantly cherish. I understand, too, that the existing homes on Strathcona, have privacy buffers, which would be eliminated due to lot size, once houses are built there. Again, such a move, would further erode the feel of this rural community neighbourhood.

I strongly urge the rejection of such rezoning on Strathcona, and in all such areas of Cherry Creek. If there is a need for such development, perhaps the district could open up tracts of land for such use, instead of reconfiguring existing neighbourhoods, to their detriment. I think it's time to think of what benefits the greater good of the community, rather than putting a few more dollars into our tax coffers and a lot more dollars into the developer's pockets.

Thank you for consideration.

Clara Cauduro

(Former resident of Cherry Creek Rd. and Renton S., presently living on Renton N.)

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

JAN 27 2014

RECEIVED

To whom it may concern

Jan. 27, 2014

My name is Barb Kevis and I reside at 6084 Strathcona St. My feelings have not changed with regards to the development on Strathcona St. that Leo Van Vlette has proposed. Four lots is TOO many and I would like to see it remain as an A 1 designation with closer to the 250 –300 foot frontages in keeping with the rural feeling of our area.

Your sincerely,



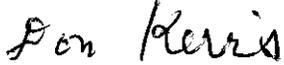
Barbara A.. Kevis

Jan 27th, 2014

To whom it may concern:

I'm Don Kevis of 6084 Strathcona St.

The number of proposed lots for this development is too many to preserve the rural nature of our area. I do not wish to see the street turn into city lots like Markam Rd. I feel that buyers of these lots would be happier with more privacy with larger parcels. of land. Two to three hundred feet of street frontage I feel would be more appropriate.



Sincerely Don Kevis

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1315

OFFICIAL ZONING ATLAS AMENDMENT NO. 672

A bylaw of the Regional District of Alberni-Clayoquot to amend Bylaw No. 15, being the “Regional District of Alberni-Clayoquot Zoning By-law No. 15, 1971”.

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw after a public hearing and upon the affirmative vote of the directors in accordance with Sections 890 and 894 of the *Local Government Act*;

AND WHEREAS an application has been made to rezone a property;

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1315.

2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340 from Small Holdings (A1) District to Acreage Residential (RA2) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.

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

Read a first time this 25th day of September, 2013

Read a second time this 8th day of January, 2014

Read a third time this XXX day of XXX, 2014

Adopted this XXX day of XXX, 2014

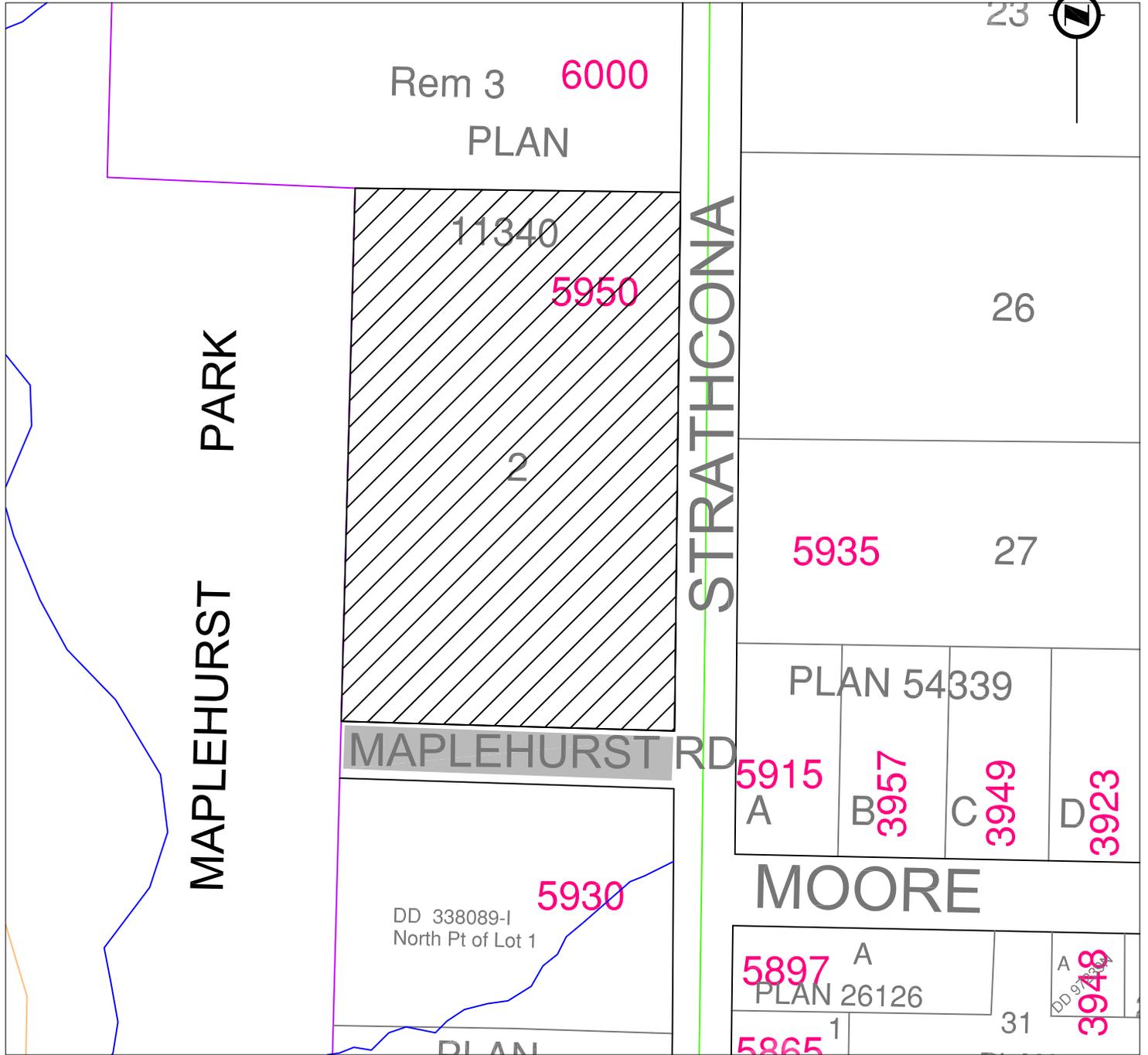
Russell Dyson, CAO

Chair of the Regional Board

RF13005

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1315 as amended.



Legal Description: LOT 2, DISTRICT LOT 146, ALBERNI DISTRICT, PLAN 11340



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA2) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

1:2000





MEMORANDUM

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

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

Date: February 3, 2014

Subject: Contract to Update the ACRD Zoning Bylaw

Recommendation

That the CAO be authorized to enter into a contract with Landworks Consultants Inc., to rewrite the Alberni-Clayoquot Zoning Bylaw, with the cost of the contract not to exceed \$35,000.00 plus travel expenses.

Background

The current zoning bylaw, which was originally written and adopted in the early 1970's and covers all of the electoral areas of the Regional District, has been amended numerous times. Attached is an outline for drafting and rewriting the ACRD zoning bylaw.

Staff recommends that the ACRD contract with Kelly Gesner from Landworks to rewrite the ACRD zoning bylaw. Ms Gesner has written five of the six ACRD OCPs and is very familiar with current ACRD planning bylaws and the OCP implementation requirements that now need to be included in the zoning bylaw.

Scope of Work

Please refer to attached appendix A "A Framework for Zoning Bylaw Update".

Project Communications

During the project, the contractor will work with staff and the community. The contractor will maintain regular communication in person with planning staff through email and/or telephone meetings a minimum of twice per month and provide monthly project updates.

The contractor will prepare materials and conduct public input sessions.

A draft zoning bylaw will be prepared for review by each local APC and the public.

The draft zoning bylaw will be reviewed at a public meeting and presentations will be made to the ACRD Board of Directors.

To reduce costs, ACRD staff will meet and present to the six APCs as well as meet and consult with First Nations. ACRD staff will prepare all maps.

Deliverables

The contractor is expected to provide one hard copy plus digital versions of all deliverables. Digital files are to include source files that will become the property of the Alberni-Clayoquot Regional District, to be used for future additions and changes (word-processing DOC files and mapping DWG files), plus digital prints (PDF format) for printing and electronic distribution.

Deliverables include:

- a report providing a review of the background document including mapping, and suggesting additional information to place the issues in context and identify trends, opportunities or additional questions that need to be answered;
- a report summarizing Public Open House/Workshop discussions on key issues and concerns raised (one report after each Public Open House); and
- Draft and final versions of the zoning bylaw.

Time Requirements – Staff & Elected Officials

Directors' time will be required at APC meetings, open houses and potentially some consultation with First Nations. A considerable amount of planning staff time will be devoted to this project. This will include managing the work, preparing the mapping, providing background, and attending meetings. Staff will conduct all APC meetings and meetings with each of the local First Nations.

Policy and Legislative Requirements

The Board has made this project a priority for 2014. Part 26 of the *Local Government Act* sets the authority to establish zoning and the legal requirement to establish and change zoning. A substantial amount of time will be devoted to consultations with the public, member municipalities, First Nations and Provincial Ministries. This is both required and good planning practice.

The ACRD Purchasing Policies allows direct awards to be made for planning work.

Financial

The contract is estimated to be a maximum of \$35,000.00. This has been budgeted in the draft 2014 Financial Plan with the majority of this being carried over from 2013 budget.

Options

The Board has two options:

- 1/ Award the contract directly to Kelly Gesner of Landworks Consultants.
- 2/ Have staff prepare a RFP to be sent to qualified consultants

Given the zoning bylaw work is implementation of the electoral area OCPs and Ms. Gesner is very familiar with the ACRD OCPs and zoning bylaw; staff recommends that the zoning bylaw rewrite be done by Landworks Consultants.

Submitted by:



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



Approved by:

Russell Dyson, Chief Administrative Officer

Alberni-Clayoquot Regional District

A Framework for Zoning Bylaw Update

5 February 2014



Costs for Zoning Bylaw Update

Estimated Cost

The process of reviewing and updating the zoning bylaw can be expected to take at least a year. Public consultation will form a substantial component of the process. This will include meetings and discussions with staff, APCs, First Nations, municipalities, business people and community information meetings.

It is recommended that there be no fewer than seven community information meetings: two in Bamfield, two on the West Coast and three in the Alberni Valley. Some of these meetings could be combined – for example, a meeting in Bamfield or on the West Coast followed by a meeting in the Alberni Valley the following day – to minimize travel expenses.

An estimate of fees for the various components and total project follows.

	Hours	Sub-total	Totals
Bylaw writing (\$90/hr.)			
Project initiation meeting	4	\$360	
Review and research	20	\$1,800	
Create matrices	30	\$2,700	
Definitions	40	\$3,600	
General regulations	40	\$3,600	
Common zones	70	\$6,300	
Unique zones	40	\$3,600	
Consolidation	20	\$1,800	
Revise and refine	50	\$4,500	\$28,260
Consultation (\$90/hr.)			
Establish and maintain contacts	10	\$900	
Community info meetings (7)	30	\$2,700	\$3,600
Travel (\$45/hr., 4 trips @ 10 hrs. and 5 trips @ 5 hrs.)	65	\$2,925	\$2,925
Total:			\$34,785

The above fees are based on the following assumptions:

- i. ACRD staff will conduct meetings with each of the 6 APCs and with each of the 10 First Nations.
- ii. There will be 7 community information meetings entailing 4 hours each, in addition to travel time.
- iii. A total of 9 trips will be made, of which 2 will be to Bamfield, 2 to the West Coast and the remaining 5 to the Alberni Valley.

Expenses have not been included in the above estimate. If, as estimated, nine trips were to be made, as described in the chart below, travel costs would be roughly \$2,000.

Destination	Distance (km) one way	Return	No. of Trips	Total Distance Costs
Bamfield	204	408	2	816
Ucluelet	295	590	2	1,180
Alberni Valley	200	400	5	2,000
Total:				3,996
Rate per km.:				\$0.50
Total distance cost:				\$1,998

It is also expected that a number of overnight stays would necessitate hotel accommodation, probably around \$100 per night.

Meals, when required, would also be charged at cost.

It is anticipated that the ACRD will be responsible for all other costs, such as mapping, photocopying, venue rental, advertising and an independent legal review of the zoning bylaw.

I would like to point out that there is currently over \$6,000 remaining in the budget for the four rural Alberni Valley OCPs, with only a public hearing and lists of housekeeping amendments to be made to some of the OCPs. So it can assumed that there will be a substantial amount remaining at the end of that project.

I hope this meets your needs and expectations. If you wish to discuss this framework or any aspect of the proposed work program, please do not hesitate to contact me.

Submitted by:



Kelly Gesner, RPP, MCIP
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 Victoria, B.C. V9A 1T3
 Telephone: 250-893-6040
 E-mail: landworksconsultants@shaw.ca
 Website: www.landworksconsultants.ca

Alberni-Clayoquot Regional District

A Framework for Zoning Bylaw Update

15 January 2014



A Framework for Zoning Bylaw Update

1. Background

There are six rural Official Community Plans (OCPs) in the regional district, one for each of the electoral areas in the Alberni-Clayoquot Regional District (ACRD). The ACRD is in the final stages of updating five of these six OCPs. The Cherry Creek, Beaufort and Beaver Creek OCPs were updated and adopted in the past year; the Bamfield and Sproat Lake OCPs are close to completion and adoption. The South Long Beach OCP was adopted in 2007 and warrants some revisions to ensure consistency with the other five OCPs. A conscious effort has been made during the process of updating the Bamfield and the four Alberni Valley OCPs to ensure consistency and equity from one rural area to the next within the plans.

The current ACRD zoning bylaw has been updated many times since it was originally adopted in 1973. The document is, therefore, somewhat cumbersome and not as user-friendly as some bylaws.

The ACRD is now ready and in a good position to undertake a complete review and major update of its zoning bylaw, bringing it into conformance with the OCPs and incorporating recent planning initiatives. The update must encompass all amendments and revisions to all OCPs and must ensure that all zones in all communities are addressed. In addition, the zoning bylaw must address any shortcomings, ambiguities or difficulties that have been identified in the existing zoning bylaw.

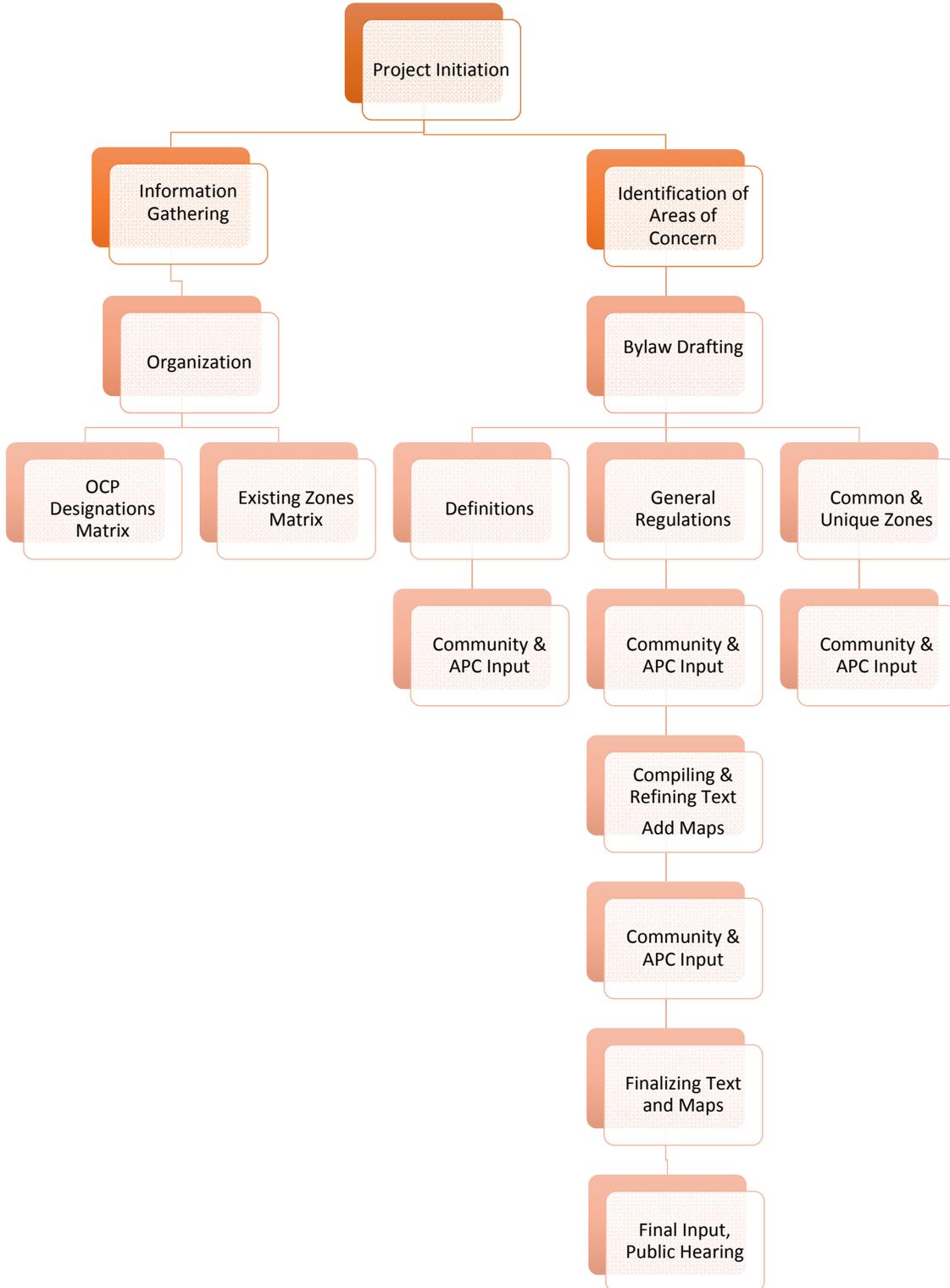
The City of Port Alberni is in the process of updating its zoning bylaw. This provides the ACRD with an opportunity to examine areas of similarity and disparity between municipal properties and adjacent rural properties, particularly in terms of restrictions and requirements. There are undoubtedly numbers of residents who work in both the municipality and the regional district. In particular, for those in the development business and others who work with zoning bylaws, any effort to provide a semblance of familiarity between the jurisdictions would be helpful. The City's draft new bylaw appears to be quite user-friendly and well organized, so some similarity in formatting and appearance could be of benefit in the ACRD's bylaw.

The District of Ucluelet reviewed and updated its OCP in 2011 and has been revising its zoning bylaw this year. The District of Tofino adopted a new OCP this year and is expected to update its zoning bylaw in the near future. These initiatives also reinforce the timeliness of bringing the ACRD's zoning bylaw up to date.

First Nations within the regional district are also in the process of creating land-use plans. It is recommended that contact with the appropriate First Nations' representative be established early in this process.

2. Bylaw Update Process

The suggested flow of the review, consultation and bylaw-drafting process is shown below.



It is recommended that the process of updating the bylaw be undertaken in a logical, progressive fashion and that the process entail community consultation at different stages during the process. The stages suggested below represent steps that should be followed, but that could occur either simultaneously in some instances or could be reorganized to meet APC, community or ACRD expectations and requirements.

Stage 1

At this stage, project initiation, the consultant should meet with ACRD staff to obtain all relevant information, including consolidated up-to-date copies of the zoning bylaw (including an electronic version of the Word document), the Bamfield and South Long Beach OCPs, and large-scale zoning maps. The work plan, process (including community consultation) and schedule should be discussed and sketched out at this meeting.

The ACRD will want to introduce the project to residents with information on the process posted on its website and through newsletters. There are 10 First Nations groups in the regional district, all of whom should be contacted initially by the ACRD, as in the past with the protocol or harmonization agreements, with an introductory letter and invitation. Following up on this introduction, a least one visit should be made with a First Nations representative to determine the extent and manner in which they wish to be involved in the process.

This would also be a good opportunity to learn in greater detail of problem areas and the issues that must be resolved from staff's perspective, both from a planning perspective and from a bylaw enforcement perspective. Contact information for developers and builders doing business in the regional district might also be useful.

It is suggested that staff and the consultant ask electoral area Advisory Planning Commissions (APCs) to monitor process and to act as a resource group, to provide the consultant with input and feedback. In addition, some members of the business and development communities can be invited to participate as part of the process.

Establishing contact during this stage with the City of Port Alberni, the District of Ucluelet and the District of Tofino would help to identify any problem areas along the mutual boundary.

At this stage, the project should be introduced to residents of the ACRD. Both the RD's website and newsletters could be used.

Stage 2

The consultant will need to become familiar with existing zoning bylaw and to begin to develop a sense of what needs to be clarified, abbreviated, deleted, elaborated upon and added. One of the first steps at this stage would be to draft a table of contents for the new bylaw and to discuss it with staff.

Also important at this stage will be the creation of some form of matrix or table of the land-use designations in all six rural areas and permitted uses in each designation. This

might be achieved initially using three areas: Bamfield, Sproat Lake and South Long Beach. While the Sproat Lake OCP has not yet received a public hearing and been adopted, the draft OCP reflects most of the content of the Cherry Creek, Beaufort and Beaver Creek OCPs. At some point, however, these latter three OCPs must be reviewed to ensure that any anomalies in them are addressed.

A second matrix could be used to illustrate the existing zones (or districts) used in the bylaw and to begin the process of reviewing and assessing the need for each zone. There are, for example, a total of 63 zones or districts in the bylaw: 11 rural districts, 13 residential districts, 14 commercial districts, 12 industrial districts, 2 institutional districts, 2 comprehensive development districts and 10 "other waterfront" districts. One of the goals of the bylaw update would be to eliminate a large number – perhaps half – of these districts, thereby simplifying some districts and making others more expansive or comprehensive in terms of permitted uses. There will, however, be a number of site- or area-specific zones that should be retained.

Stage 3

The drafting of the new bylaw can easily – and probably should – start with a review and edit of existing definitions. Additional definitions will be added as and when their need is identified. Some definitions, such as topical ones that were identified during the OCP review-and-update process, will require careful consideration and wording. Examples of these would be home occupation or business and home industry. As much as possible, definitions should be clear, unambiguous and not open to interpretation.

It is recommended that definitions conform, as much as practical, to current planning terminology and usage, such as "accessory dwelling unit", for example. This would entail ensuring there is no ambiguity or lack of clarity in other definitions.

As both planning and bylaw enforcement depend heavily on the specificity of definitions in the zoning bylaw, this is an important component for later interpretation and use.

Stage 4

Following refinement of the definitions, the general regulations can be reviewed and assessed for relevancy and adequacy, ensuring that recent initiatives are included. The recent work on accessory dwelling units is an example of a planning initiative undertaken by the ACRD in anticipation of incorporation into zoning bylaw.

During the drafting, the consultant must ensure that all references to acts, regulations and agencies are either current or flexible enough to endure changes such as provincial ministry name changes.

It is recommended that it would be worth considering holding three open houses at this point: Bamfield, South Long Beach and the Alberni Valley. This would provide an opportunity to ask residents where they have encountered difficulty or ambiguity with area-specific zones.

Stage 5

At this stage, work would begin on the draft list of zones, along with suggestions for consolidating zones, ensuring that each is described with clear and practicable regulations. This will be an opportunity to test the potential expansion of some zones and elimination of others. It is to be noted that the first draft of zones will not be the ultimate list, in all probability, as it can be expected that amendments will be made throughout the process.

There will be a large number of zones that are common to all electoral areas and undoubtedly a smaller number that are unique to specific locations.

Initially this stage could be undertaken through meetings or discussions with the APCs and staff. However, this is expected to be a lengthy stage in the process, entailing considerable attention to detail and ground-proofing, and at some point, additional community consultation.

The draft zones must be tested three ways: against the OCP designations, against the existing map and against current uses to ensure suitability and effectiveness. Properties that are identified with a zone that is a candidate for elimination will require special attention to ensure that the proposed new zone captures the property owners' existing rights.

It will be important to explain to the communities that some zones will be eliminated and that the zoning on some properties will be changed through this process. An effort should be made to reassure residents that it is not the intention of this process to restrict any uses that are currently permitted on their property.

At this stage it would be appropriate to hold conversations with property owners, as well as representatives of the development community. A second community open house in each of the three areas (Bamfield, South Long Beach and Alberni Valley) is a critical component of this stage.

The diagram or matrix below is intended to illustrate the three bylaw-writing stages vis-à-vis the three distinct areas of the ACRD, taking into account the similarities and dissimilarities between their OCPs.

	Definitions	General Regulations	Common Zones	Unique Zones
Bamfield	√	√	√	√
South Long Beach	√	√	√	√
Alberni Valley	√	√	√	
Cherry Creek				√
Beaufort				√
Beaver Creek				√
Sproat Lake				√

Stage 6

Feedback from the community open houses will be considered during this stage and used to further refine the general regulations, common zones and area-specific or unique zones.

At this stage it may be appropriate to present the draft bylaw to the ACRD Board of Directors. Alternatively, staff may prefer to introduce the document to the Directors earlier in the process.

Once the document has been finalized, the normal procedures of bylaw adoption will be followed.

I hope this meets your needs and expectations. If you wish to discuss this framework or any aspect of the proposed work program, please do not hesitate to contact me.

Submitted by:



Kelly Gesner, RPP, MCIP
Landworks Consultants Inc.
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REQUEST FOR DECISION

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

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

Date: February 3, 2014

Subject: Phase 2 of the Alberni Inlet Trail

Recommendation:

That the ACRD Board of Directors:

- Authorize the CAO to sign a non-exclusive license with Island Timberlands for Phase 1 and Phase 2 of the Inlet Trail.

Desired Outcome:

That the ACRD secure a license of occupation for the Inlet Trail, with Phase 2 completed. The next step would be to connect with the "Runners Trail" which would connect to the Cowichan Valley Regional District.

Summary:

This is a multi-year project that started in 2009. ICET funding has been used on both Phase 1 and 2 with the agreement of the Board that the Inlet Trail would be part of the Regional Parks Service. A portion of Phase 2 of the Inlet Trail is on crown land. The ACRD has approval from the Ministry of Forests Lands and Natural Resource Operations to maintain the portion of the trail that is on crown land.

Time Requirements – Staff & Elected Officials:

Some staff time is required to oversee this project. The trail maintenance is done by the Alberni Valley Outdoor Club.

Financial:

This license does not have a fee.

Policy or Legislation:

The *Local Government Act* sets the parameters for operating a Regional Parks Service. The ACRD already has a regional parks service, which includes Phase 1 of the Inlet Trail.



Submitted by: _____

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



Approved by: _____

Russell Dyson, Chief Administrative Officer

1. **EFFECTIVE DATE:** January 1st, 2014 **EXPIRY DATE:** December 31st, 2016
2. **LICENSOR:** Island Timberlands Limited Partnership ("ITLP")
4th Floor – 65 Front Street
Nanaimo, B.C. Canada
V9R 5H9
3. **LICENSEE:** **Alberni Clayquot Regional District**
3008 5th Avenue
Port Alberni, BC
V9Y 2E3
4. **GRANT:** ITLP grants to the Licensee, the non-exclusive licence to enter and be upon that part of the "Lands" shown as ORANGE, GREEN, AND RED LINES on the attached schedule 'A' map and described as;

Phases #1 & 2 of the Alberni Inlet Trail commencing at the Trail Head parking area (junction of Ship Creek Road and Anderson Avenue) and proceeding in a southerly direction to a parking terminus near the Franklin River . See overview maps attached as Schedule 'A' for location and further details.
5. **PURPOSE:** This Licence is granted for the purpose of the placement of pedestrian / bicycle trails and associated creek crossings (A.K.A. the trail improvements) and no other purpose, upon the terms agreed to herein.
6. **LICENCE FEES:** No charge except where the Licensor is required to carry costs on behalf of the Licensee. In which case costs incurred will be charged back to the Licensee at cost plus 5%.
7. **SECURITY DEPOSIT:** Not required.

The Security Deposit is security for the performance of all obligations by the Licensee under this Licence. If the Licensee defaults in the performance of any obligation herein, ITLP may, without prejudice to any right or remedy hereunder, apply the said security to the extent necessary.
8. **TAXES:** On demand from ITLP, the Licensee shall pay for any increase in taxes incurred due to the Licensee's improvements placed upon the Lands.
9. **MAINTENANCE, THEFT, REPAIR, SEARCH AND RESCUE, AND POLICING:**
a) The Licensee shall keep the Lands used in connection therewith in a neat and tidy condition.
b) Garbage removal, repair of vandalism, and theft found to be directly attributed to the existence of the trail and parking areas will be the sole responsibility of the Licensee.
c) Search and Rescue activities along with "User policing" of the trail network will be the sole responsibility of the Licensee.
10. **IMPROVEMENTS:**
a) All trail improvements placed upon the lands will be designed and engineered for an end use of pedestrian and bicycle traffic only.
b) The final location and design of all trail improvements will be reviewed and approved by ITLP prior to commencement of construction.
11. **TIMBER:** The Licensee shall
a) not cut or damage, or allow the cutting or damaging of trees, upon the Lands except where improvements are approved by ITLP and,
b) ensure the felling of timber, where required, only occurs using fully certified and trained Fallers and a falling plan approved by ITLP.
12. **ROAD USE RULES:** If any ITLP road is used in connection with this Licence, the Licensee shall
a) strictly observe all speed limits and traffic regulations,
b) suspend use of ITLP roads whenever such use is likely to cause excessive damage to them,
c) ensure all security gates used in connection with this License remain operational, and
d) ensure that motor vehicle access to the lands is restricted to the Licensee (or Licensee designate) as required for trail management only.
13. **PROTECTION AGAINST FIRE:** The Licensee shall
b) have on the Lands at all times fire fighting tools and equipment as advised are necessary by ITLP,
c) immediately notify ITLP, the Ministry of Forests, and the local fire department upon discovery of any fire in the vicinity of the Lands, and
d) strictly observe ITLP and Ministry of Forests closure instructions with regard to forest fire hazards.
14. **ENVIRONMENTAL RESPONSIBILITY:**
a) The Licensee shall comply with all applicable environmental laws and implement practicable measures to protect environmental quality and human health.

- b) The Licensee shall use the Lands in a manner to prevent the occurrence of any adverse events and minimize potential hazards that may affect ITLP and its contractors, invitees, licensees, employees, agents and servants, the public and the environment; and in connection with any occurrence the Licensee shall implement effective control measures and notify all concerned parties.
- c) The Lands used by the Licensee shall be subject to environmental audits, as ITLP, in its sole discretion, thinks advisable.
15. **COMPLIANCE WITH LAWS AND REGULATIONS:** The Licensee shall comply with all laws, by-laws, and regulations, Federal, Provincial or otherwise.
16. **ASSUMPTION OF RISK AND LIABILITY OF LICENSEE:**
- a) ITLP has made no representations or given any warranties save as set forth herein.
- b) The Licensee assumes all risk of damage to property of, or injury including death to the Licensee and the Licensee's contractors, invitees, licensees, employees, agents and servants ("said Licensee") in connection with the exercise of the privileges hereunder.
- c) The Licensee shall pay for all damage resulting directly or indirectly from any act or omission of the said Licensee, whether negligent or otherwise, and shall reimburse ITLP for all expenses incurred for fighting fire resulting directly or indirectly from said Licensee's acts or omissions hereunder, whether negligent or otherwise.
- d) The Licensee shall indemnify and save harmless ITLP against all claims, damages, costs, suits, actions, expenses or liabilities asserted by the public or third party persons resulting directly or indirectly from said Licensee's acts or omissions whether negligent or otherwise.
17. **INSURANCE:** The Licensee shall obtain and maintain during the term hereof
- a) Comprehensive general liability insurance including non-owned automobile, covering bodily injury and property damage including loss of use thereof, and loss of use of tangible property which has not been physically injured or destroyed. The policy shall also include coverage for:
- i) unlicensed and specially licensed vehicles,
- ii) forest fire caused by the Licensee, Licensee's invitees, or members of the general public which are accessing the lands,
- iii) contractual liability covering the Licensee's liability under this Licence; and
- b) Motor vehicle liability covering all said Licensee's licensed vehicles (owned and leased) exercising privileges granted under this Licence. The minimum limits of liability for (a) and (b) shall be \$5,000,000 inclusive. Such insurance shall be issued by an insurance company acceptable to ITLP, and shall include an endorsement requiring thirty (30) days notice to ITLP prior to cancellation. **The Licensee shall furnish evidence of the insurance prescribed in sub-paragraphs (a) and (b) above to ITLP before exercising any privileges granted hereunder.**
18. **TERMINATION, SUSPENSION AND RENEWAL:**
- a) Either party may terminate this Licence by giving the other thirty (30) days notice
- b) If the Licensee defaults, all privileges hereunder terminate ten (10) days after notice of default is given by ITLP to the Licensee, if the default is not remedied within such time. ITLP's termination of this Licence shall not prejudice ITLP's right to collect damages on account of the Licensee's breach of any term hereof.
- c) Any failure to exercise ITLP's right to terminate this Licence in case of default does not constitute a waiver of the Licensee's obligations to perform strictly in accordance with the terms of this Licence. Any such right to terminate shall remain in effect and may be exercised as long as the default continues.
- d) On termination, the Licensee shall forthwith deactivate and/or remove any improvements placed on the Lands if requested by ITLP. Where requested, if such improvements are not deactivated and/or removed within ninety (90) days of termination, ITLP will deactivate/remove the improvements at the Licensee's cost plus 5%.
- e) The privileges granted under this Licence may be suspended and/or modified as ITLP, in its sole discretion, thinks advisable.
- f) If the Licensee requests a renewal of this Licence at least three (3) months before the Expiry Date, ITLP may, but is not obligated to, grant a renewal on terms satisfactory to it.
19. **NON-ASSIGNMENT:** Neither this Licence nor the privileges hereunder may be assigned in whole or in part by operation of law or otherwise, without the previous written consent of ITLP.
20. **NOTICES:** All notices shall be written and deemed duly given if delivered by hand or mailed by registered mail, postage prepaid, addressed to the party concerned at the address herein set forth or at such other address as may from time to time be communicated by notice. Notices shall be deemed to have been received, if delivered by hand, on the day delivered, and, if mailed, on the third day after posting unless there is between the time of mailing and actual receipt a mail strike, slowdown or other dispute which might affect delivery of the mail, in which case notice shall be only effective when actually delivered.
21. **OTHER TERMS:**
- a) The existence of the trail and/or the Licensee's improvements will by no means effect or interfere with ITLP's ability to harvest or develop its lands adjacent to, or over, whole (or part) sections of the trail. When communicating with third parties and/or individuals concerned or opposed to harvesting or development adjacent to, or across the trail, the Licensee shall refer to this specific clause. It should further be conveyed that the general public's failure to recognize or respect the ownership and use of these lands (being private managed forest lands), may result in the ultimate cancellation of this Licence;
- b) Post-harvest re-establishment of the trail will be the sole responsibility of the Licensee. However, ITLP will take measures to machine clear logged sections of the trail where it can be done in a safe, cost effective manner during the course of normal forest management activities;
- c) ITLP reserves the right to maintain a controlling interest over all activities occurring on ITLP lands, commercial, recreational, or otherwise. The Licensee will utilize all reasonable means at its disposal to control, and report to ITLP, unauthorized trail related activities. ITLP may, but is not obligated to, enter into revenue sharing agreements with those proposing commercial/tourism activities related to the trail;
- d) A Safety and Evacuation plan is to be developed by the Licensee prior to exercising its rights under this Licence. Post construction, and during the ongoing operation of the trail, maintaining a current Safety and Evacuation Plan will remain the responsibility of the Licensee;
- e) Trail and Bridge/crossing standards are to be developed by the Licensee and approved by ITLP prior to commencement of construction;
- f) All ongoing public communications and/or marketing related to the Inlet trail must be discussed between the Licensee and ITLP's Manager of Sustainable Timberlands and Community Affairs. At their sole discretion, ITLP may or may not choose to contribute funds and/or staff resources to the marketing effort;

- g) The ongoing maintenance, placement, and replacement of trail head & parking area signs, public safety notices, evacuation signs, and directional signage will be the sole responsibility of the Licensee. ITLP may require the Licensee to place additional permanent signage to ensure both operational and public safety requirements are maintained. Future interpretive signage, and temporary signage required for harvesting purposes, shall remain the responsibility of ITLP;
- h) The former MB parking area at the end of Anderson Ave. / Ship Creek Road shall be cleared, landscaped, and identified as the primary "Trail Head" for Phase 1. The parking area located adjacent to China Creek Regional Park, will be the primary "Trail Head" for Phase 2. A southern parking area, near Franklin River but located well away from activities at Franklin Forest Products Sawmill, shall be discussed with ITLP staff prior to construction.
- i) It is the clear understanding of both parties that the primary accesses for Phase 1, 2, &3 are to be located at the end of Anderson Ave. / Ship Creek Road, at China Creek Regional Park, and in the vicinity of the Franklin River & Franklin Forest Products Sawmill (the aforementioned parking areas). Both parties agree that all reasonable efforts will be made to ensure these points of access are used in order to avoid conflict with forestry and industrial operations in adjacent areas. Alternative access points to this phase are prohibited, unless agreed to in writing by ITLP;
- j) As usage increases, pay parking may be implemented and additionally a coin operated map dispensing system may be purchased by ITLP. The Licensee agrees to operate and maintain this equipment on behalf of ITLP, with revenues shared equally between the two parties;
- k) Nothing in this Agreement or in the use of or expenditure of public funds upon ITLP lands; as contemplated by this Agreement shall be construed as a dedication of ITLP lands as a public highway or trail.

22.

SIGNED:

**Island Timberlands Limited Partnership,
by its general partner Island Timberlands GP Ltd.
Real Estate Group
Per**

**Licensee
Alberni Clayquot Regional District**



Digitally signed by Randy Orr,
RI, RFT
DN: cn=Randy Orr, RI, RFT,
o=Island Timberlands LP,
ou=Real Estate,
email=rorr@islandtimberlands.
com, c=CA
Date: 2014.01.08 13:04:31
-08'00'

Signature

Signature

Randy Orr, RI, RFT

Type/Print Name

Type/Print Name

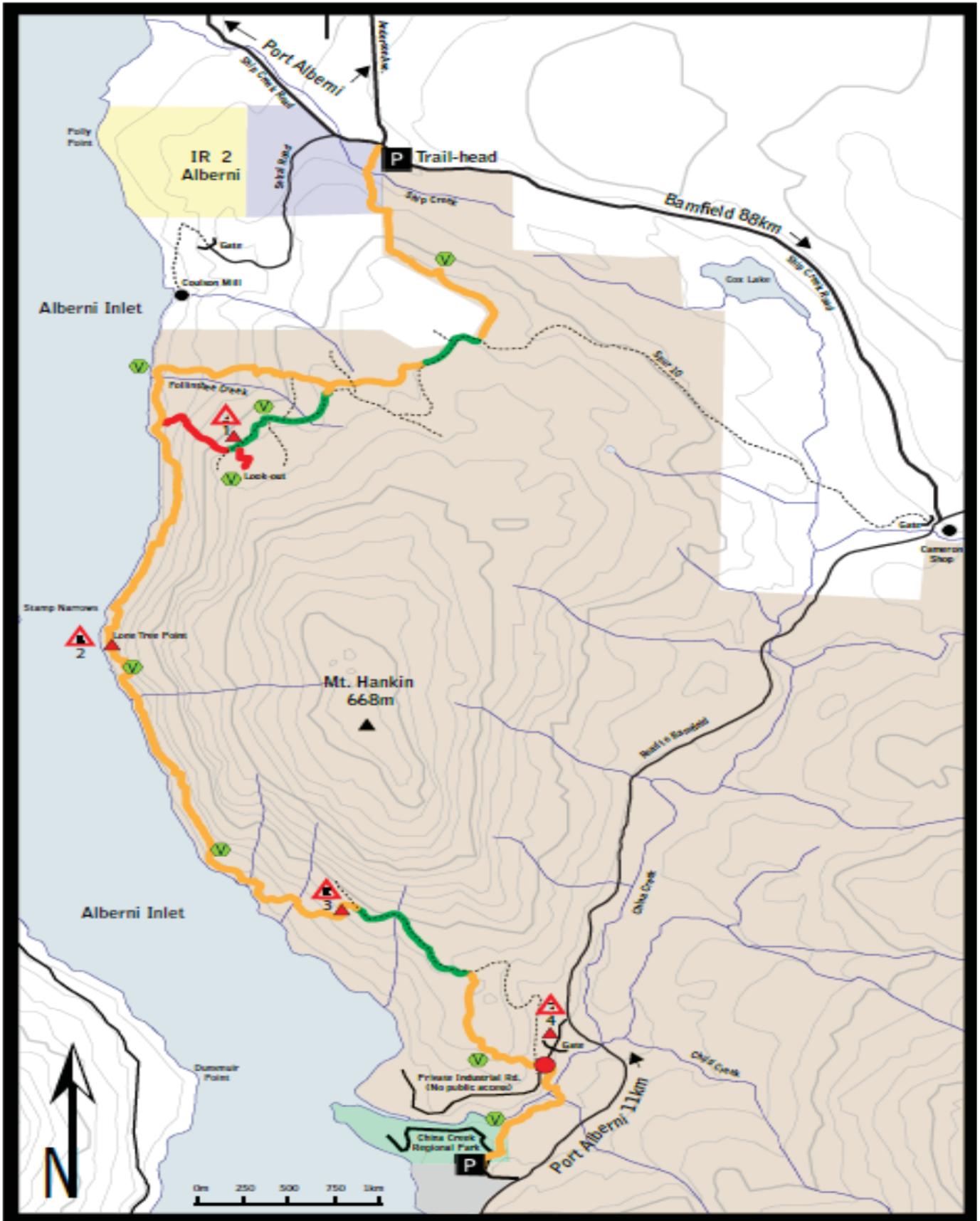
Land Administrator

Position

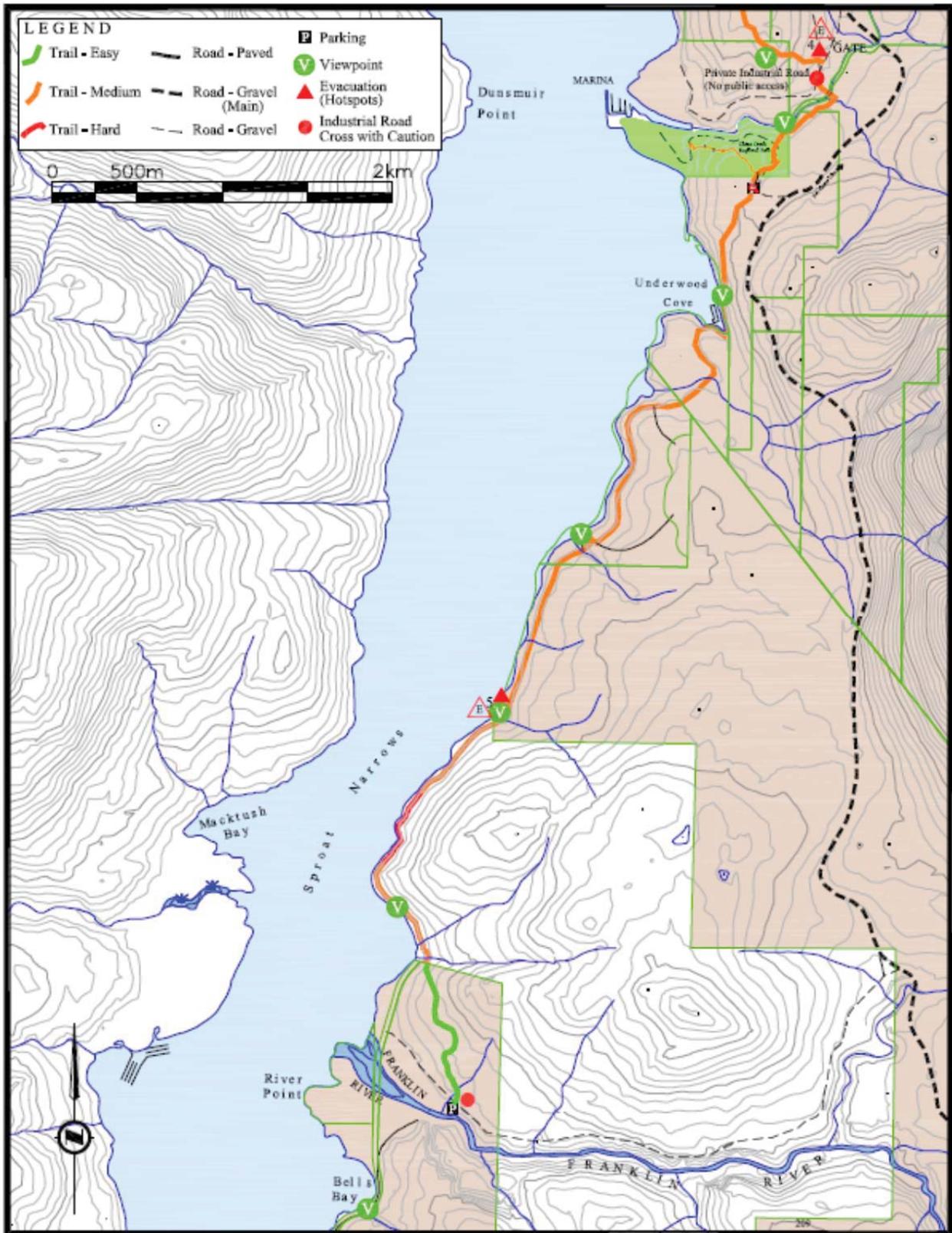
Position

Dated

**SCHEDULE 'A' MAP
STAGE 1: PORT ALBERNI TO CHINA CREEK REGIONAL PARK**



STAGE 2: CHINA CREEK REGIONAL PARK TO FRANKLIN RIVER



LEGEND

 Trail - Easy

 Trail - Medium

 Trail - Hard

 Parking

 Viewpoint

 Evacuation (Hotspots)



Stage 1

Port Alberni - China Creek

Stage 2

China Creek - Franklin River

Safety First - Please Read

Evacuation Points Lat/Long DMS NAD83

Stage 1

 1 49° 11' 47"N 124° 48' 21"W

 2 49° 11' 03"N 124° 48' 58"W

 3 49° 09' 59"N 124° 47' 46"W

 4 49° 09' 24"N 124° 46' 47"W

Stage 2

 5 49° 07' 16"N 124° 48' 19"W

 Road - Paved

 Road - Gravel (Main)

 Road - Gravel

 Stream

 Lake

 Gate

 Industrial Road Cross with Caution

 Regional Park

 First Nations Reserve

 Private Island Timberlands

 Private Property

 Contours - 20m Stage Map / 100m Overall Map



MEMORANDUM

To: Board of Directors

From: Andy Daniel, ASCT., Manager of Environmental Services

Date: February 7, 2014

Subject: Environmental Services Department Staff Report

In addition to day-to-day activities, the Environmental Services Department has been working on the following since the Board of Directors meeting on December 6th, 2013.

Long Beach Airport

- Bylaw F1106 created and adopted (Water Rates and Regulations). Notification letters sent to all water system users on LBA lands.
- Bylaw amendment R1016-1(Airport Fees) was given two readings. Notification letters sent to Airport Users for input.
- Prepared Millstream and Long Beach Airport Waterworks Contractor Agreements for signing.
- On site review of the Nanaimo airport (CYCD) Safety Management System and review of their Runway surface Condition Reporting System (RSCRS).
- LED Solar powered Runway light evaluation undertaken at CYAZ.
- Canadian Flight Supplement (CFS) amendment introducing a noise sensitive area over the Ty-Histanis development.
- Canadian Flight Supplement (CFS) amendment upgrading from no winter maintenance to limited winter maintenance.
- Fire service agreement with the District of Ucluelet including a airport fire fighting awareness training with the Justice Institute of BC.
- Airport Capital Assistance Program (ACAP) application for a Runway surface Condition Reporting System (RSCRS) approx \$40'000.
- Investigate with VIHA postponed BCAS helipad installation at CYAZ.

- On site review of Port Hardy airport (CYZT) winter operations with Al Dodd Transport Canada YZT maintenance foreman.
- Accident investigation regarding Dec 14 2013 fatal aircraft accident on Vargas Island involving a Cessna 421, C-GFMX, piston twin engine aircraft making its second approach to CYAZ in bad weather.

AVRA

- LED Solar powered Runway light evaluation undertaken at CYAZ.
- Assist Jet Pro with Pro bono work on GPS/WAAS.

West Coast Landfill

- Performed a quarterly checklist of landfill operations

Alberni Valley Landfill

- Investigated transfer station area expansion
- Investigating Solid Waste Management Plan process

Bamfield

- Prepare for sampling at Sugsaw Lake to determine new water intake location for better water quality
- Determine what type of reservoir controls are to be installed in the second reservoir
- Investigate changes in the operation of the water system to reduce chlorine disinfection byproducts (THM's)
- Investigate water treatment options to meet the Canadian Drinking Water Guidelines
- Manager and staff toured system investigating necessary improvements
- Director and manager attended public forum on water quality

Salmon Beach

- Director and manager worked with Toquaht Nation on access through public roads for logging project and ways to reduce the impact on the Village
- Provided update of project on ACRD website for owners to be informed

- Met with MoT representatives to discuss internal roads responsibilities
- Discussed Wendy Creek Bridge situation with MoF representatives

Sproat Lake

- MoF representatives assessed Faber Park for wildfire prevention demonstration

City of Port Alberni

- Manager met with Roads Superintendant to discuss City diversion initiatives

Millstream

- Island Health inspected and approved water system

Beaver Creek

- Prepared procedures for water service applications
- Year end Maintenance report completed
- Preparation for one year warranty inspection at Kitsuksis Reservoir
- 5 radio read meters installed
- Water service installed on Horne Road
- 1 Hydrant installed at the end of Grandview
- Cleaned and rebuilt the water quality analyzers at North Reservoir
- Cleaned and repaired motor starter at stamp river pump house
- Federal water audit information completed and submitted for 2013
- Canadian Drinking Water tests met Guidelines.
- Documented Task and Duties for the Water Operation
- Documented Task and Duties for the Parks Operation

General

- Arranging for the 2014 Municipal Insurance Association inspection sites
- Prepared Draft Version of 2013 ACRD Annual Water System Report

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of February 6, 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	Meeting with PA Friendship Centre Mar. 25
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	Feb. 11 th AV Comm. 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 closed Feb. 5 th
7.	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	Feb. 12 th Agenda
8.	Jan. 22 nd COW	Put together a report regarding the Economic Development projects on behalf of the ACRD for 2014	Russell/ Pat	Done – Feb. 12 th COW
9.	Jan. 22 nd Board	Send a letter to Minister Shea to support Fisheries Program Manager, Nuu-chah-nulth Tribal Council	Russell	Done
10.	Jan. 22 nd Board	Send a letter on behalf of the Coastal Community Network to the AVICC requesting a meeting be held with the Regional District Chairs and the Coastal Community Network at the AVICC convention to make a determination of the continuation of the CCN	Wendy	Done
11.	Jan. 22 nd Board	write a letter to Minister Stone and Renee Mounteney thanking them for following up with the ACHN regarding the health consultation study and invite Renee Mounteney to attend an Alberni HN meeting	Shelli	Done

#	Date	Action Item	Assigned to	Target Date/Update
12.	Jan. 29 th WC Comm.	Staff pursue the coordination of emergency planning on the west coast subject to buy in from other West Coast organizations and if so establish a policy committee and working group to develop the details for the establishment of the service in 2015	Russell	Discussed by WCC – Letter send to communities
Finance Department				
13.	Nov. 13 th Board	Develop Agreement for Cherry Creek Improvement District water mainline replacement	Teri	CCWD to provide project details
14.	Board December 6	VIU Chair Grant dollars spent update invite to Board Meeting	Teri	March 12 th
15.	Jan. 22 nd Board	Set the date Tuesday February 25 as the Parcel Tax Roll Review Panel and appoint Teri Fong as the Collector for 2014 and Mr. Gord Blakey, Director Banton and Director McNabb and an alternate Director Cote to the Parcel Tax Roll Review Panel	Teri	In progress
16.	Jan. 22 nd Board	Staff send a letter to Mr. Blakey asking him if he will sit on the parcel tax roll review panel	Teri	In progress
17.	Jan. 22 nd Board	The West Coast Committee approved the draft West Coast Waste Management proposed budget with the following amendments: Line 18 – Vehicle Operation – Reduce to \$2,000.00 Line 39 – Wood Waste Grinding – Reduce to \$5,000.00 Line 56 – Service Improvements - Reduce to \$7,500.00 – Amend the budget and forward for consideration by the ACRD Board	Teri	Drafting
18.	Jan. 22 nd Board	The West Coast Committee approved the Long Beach Airport proposed 2014 – 2018 budget - forward for consideration by the Board of Directors	Teri	Included in first reading Feb. 26 th
Environmental Services Department				
19.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
20.	Sept. 8/10 WC	Investigate with Tla-o-qui-aht First Nation well development at the Long Beach Airport	Russell	Invitation sent again – Feb. 5 th
21.	May 11/11 AV Comm	Investigate with the Tshshah First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress
22.	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

#	Date	Action Item	Assigned to	Target Date/Update
23.	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
24.	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
25.	August 14 AV Comm	Organize a meeting with Tseshaht First Nation to discuss and tour the AV Landfill	Russell	Invitation and background hand delivered
26.	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 – in progress
27.	Sept. 25 th Board	The GPS/WASS system for the Alberni Valley Regional Airport be referred to 2014 budget discussions and staff be instructed to investigate partnerships and report back to the Alberni Valley Committee	Andy	AV Budget Meeting – Feb. 11 th
28.	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 – in progress
29.	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 – onsite LED testing ongoing
30.	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	Done
31.	Board December 6	Stump Dump follow up	Andy	Done
32.	Board December 6	Solid Waste Management Plan Update	Andy	Feb. 12 th Update to Board

#	Date	Action Item	Assigned to	Target Date/Update
33.	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
34.	Jan. 22 nd Board	Forward the request for the ACRD to assist with monitoring radiation levels in the Alberni Valley to the Air Quality Council and the Barkley Sound Salmon Working Group	Andy	
35.	Jan. 22 nd Board	Forward correspondence from Garret Seinen regarding geiger counter to the Air Quality Council and the Barkley Sound Salmon Working Group	Andy	
36.	Jan. 22 nd Board	The Alberni-Clayoquot Regional District Board of Directors gave first and second readings to Bylaw No. R1016-1, "Tofino-Ucluelet Airport Fees Amendment, 2014" – Send letters to stakeholders requesting feedback on adoption of the bylaw	Andy	Done
37.	Jan. 22 nd Board	The Alberni-Clayoquot Regional District Board of Directors adopted Bylaw No. F1106, "Long Beach Airport Water System Rates and Regulations, 2014 – Send letters to users with copy of the Bylaw	Andy	Done
38.	Jan. 22 nd Board	Enter into contracts with Mr. Shawn McConnell to carry out the duties on the Millstream Water System and the Long Beach Airport Water System	Andy/ Janice	Done
39.	Jan. 29 th WC Comm.	Report back to the WC Committee with a plan for the proposed \$6,000.00 (line 21) for Advertising and \$5,000.00 (line 23) for Public Education & School Programs in the West Coast Landfill Budget	Andy	In progress
40.	Jan. 29 th WC Comm.	Investigate selling composters out of the District of Tofino and District of Ucluelet offices	Janice	In progress
PLANNING DEPARTMENT				
41.	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
42.	June 1/09	Bamfield OCP Review	Mike	Referrals sent Public Hearing in March
43.	n/a	Sproat Lake OCP Review	Mike	Public Hearing early March at Area Directors request
44.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	2014 Budget

#	Date	Action Item	Assigned to	Target Date/Update
45.	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
46.	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 – Feb.
47.	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
48.	March 13 th Board	Arrange a meeting with the Ministry of Environment, Ministry of Transportation, District of Ucluelet and Yuułu?it?at? First Nation to discuss access, safety and broader land use policies applying to the junction property	Mike	Scheduled for Feb. 27 th
49.	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
50.	Board December 6	Proceed with acquiring a portion of the foreshore fronting Faber Park	Mike	Working with J. Couverdon

Issued: February 6, 2014

ALBERNI VALLEY CHAMBER OF COMMERCE
BOARD OF DIRECTOR'S MEETING

THURSDAY, December 19/13

MINUTES:

CALL TO ORDER: Teresa called the meeting to order at 7:03am

IN ATTENDANCE:

- Kim Heeks, Bill Collette, Les Toth, Gord Groves, Kris Patterson, Bob Kanngiesser, Cindy Solda, Peter Wienold, Teresa Bird, Jan Lavertu, Neil Malbon,
- Tardy: Pat Deakin
- Regrets: Cherie Williams,
- Not Notified: David McCormick, Jonathan Cross, Mark Aussem, John Bennie
- Absent: Matt Williamson, Knox Coupland, Matei Mateias, Kevin Wright,

ACCEPTANCE OF AGENDA Jan/Neil. **TO ACCEPT THE AGENDA. CARRIED**

ACCEPTANCE OF MINUTES: -

- **MOTION:** Jan/Les **"TO ACCEPT THE MINUTES OF November 21st CARRIED.**

OLD BUSINESS:

- **Membership Renewal Notice** Discussion moved to follow 'My Alberni APP' under New Business
- **Strat Plan –**
 - **Membership:** Reference to new members via Teresa and confirmation from Bill that Membership appears to be headed in the right direction
 - **Relevance:** Teresa highlighted recent accomplishments of the Civic Affairs Committee, the success of the 24 Days of Christmas Shop Local Program as two areas where relevance is obvious. Also commented on the success of the recent Dinner Meeting and implementation of Business Before Business with first one scheduled for January 17th at QF
 - **Finance:** Simplified system of reporting acknowledged as beneficial and appreciated.

- **Advocacy:** Teresa again referenced the Civic Affairs Committee and its success as led by Bob.
- **Executive Committee Reports**
 - **Presidents Reports:** Nothing to report; Teresa very busy at work and keeping up with email communication.
 - **Finance Report:** As submitted
 - **Executive Director's Report:** As submitted
- **MOTION:** Kris/Les **To accept the Finance Committee Report. CARRIED**
- **MOTION:** Jan/Gord **To accept the ED's Report. CARRIED**
- **NEW BUSINESS:**
 - **MMBC:** No real discussion occurred as Bill waiting for updates from BC Chamber of Commerce. All board members encouraged to educate themselves on the MMBC (Multi-Materials BC) recycling program as it will affect many business operations.
 - **TABLE DISCUSSION ON MMBC TO JANUARY MEETING**
 - **PAYWORKS:** Discussion on merits of moving to a Payworks automated payroll system at a cost of approximately \$500. Per year. Benefits of move consist of reduced labour, increased accuracy, elimination of internal needs to process ROE's, Govt Remittances, T4's etc. Some concern on costs as budget constraints remain.
 - **MOTION:** Neil/Jan **To go ahead with Payworks. CARRIED**
 - **BC FERRIES:** Discussion on the BC Ferries situation and the request the Chamber has to submit a letter in response to the proposed service and schedule changes. Cindy mentioned the Film Industry as one example of lost revenues for Vancouver Island as directly affected by BC Ferry rates.
 - **MOTION:** Bob/Jan **To submit the letter as drafted. CARRIED**
 - **BUSINESS B4 BUSINESS:** Bill/Gord confirmed plans to hold first one at QF (A Step Above) on Friday, January 17th from 7:30am – 9:00am. Other Chambers charge for these but we are doing so w/o charge until some point in the future. Gord suggested that we ensure we have a February one scheduled well ahead of the January date. Kris added that Jennifer Norn from Jowsey's has already mentioned an interest in the idea.
 - **ACTION:** Bill to see Jennifer about a February date around Valentine's Day if possible. The 14th is a Friday.
 - **MY ALBERNI APP:** Roundtable discussion on the APP itself and the merits and/or issues surrounding the 'Advertising' request from Signworks.

- **MOTION:** Jan/Peter **To have Bill rework the agreement to confirm as a Five Year Agreement with the Option to Renew clearly stated in the agreement. Payment structure to be written as ½ upon signing, balance upon successful delivery of a workable APP. CARRIED**
- **RENEWAL NOTICE (FROM OLD BUSINESS)** Discussion on inclusion of APP information on the Notice. Some concern raised that by doing so we might miss out on our own desires to gain website advertising. It was pointed out that we have few advertisers on the website at this time thus not really a major concern.
 - **MOTION:** Jan/Les **To proceed with the Renewal Notice once the identified corrections have been made. CARRIED**
- **DRINKING WATER STANDARDS:** Bob brought the board up to date on the issues faced by Mike Hudson and Todd Nicklin who are trying to develop property near the Somass Mill. Cindy stated that the draft letter be copied to the City, to the Ministry of Health and to MLA Scott Fraser. Pat added that other properties are faced with similar challenges and that some municipalities have opted out of the Government Regulations surrounding this matter thus paving the way for some exclusions.
 - **MOTION:** Jan/Bob **To have Bill continue dialogue with Mike resulting in a letter being sent to the Ministry of Environment with appropriate cc's. CARRIED**
- **In CAMERA SESSION**
- **Bill Collette left the meeting**
- **DIRECTOR RESIGNATION:** Jan suggested we approach Sarah Jones from Walk the Coast or check with Bill to see who else might be interested.
 - **MOTION:** Jan/Peter **To fill the vacancy left by resignation of Charlene Patterson. CARRIED**
- **ED COMPENSATION:** recommendation of the Executive to increase Bill Collette's wage to \$48,000.00 for 2014 effective January 1, 2014.
 - **MOTION:** Jan/Kris **to accept executive recommendation to increase Bill Collette's wage to \$48,000.00 for 2014 effective January 1, 2014. CARRIED**
- **CHAMBER LIAISON:** Cindy informed the board that Councillor Rob Cole will replace Councillor Hira Chopra as Chamber Liaison for the City of Port Alberni in the New Year.
- **COMMITTEE REPORTS:**
 - **BUSINESS COMMITTEE:** Jan reported that the 24 Days of Christmas Campaign is going well

- **SIGNAGE TASKFORCE:** Focus on Welcome sign and focal sign. Neil Malbon willing to chair committee. Kim Heeks would like to continue on the committee as well.
- **TRANSPORTATION COMMITTEE:** Neil explained we don't actually have a transportation committee but he does sit on the community Transportation committee. The committee is pursuing letters of support for an alternate route into the community. The Chamber has already provided one. Suggested that this report be moved to Other Reports in the future.
- **YOUNG PROFESSIONALS:** No report, no representative
- **JUNIOR ACHIEVEMENT:** As submitted
- **MEMBERSHIP:** As submitted.
- **CIVIC AFFAIRS:** As submitted. Letter to City of Port Alberni re Bylaw 4826, Building Standards be sent to City after spelling correction is made in 4th bullet point (hash = harsh).
 - **MOVED** Jan/Peter **CARRIED**
- **CIVIC AFFAIRS:** Letter to City of Port Alberni re: Business Licenses to be sent as presented.
 - **MOVED** Jan/Kris **CARRIED.**
- **AWARDS:** As submitted. Noted that previous sponsors have not yet been approached.
- **PAPA:** Dave McCormick not in attendance, no report
- **UPTOWN MERCHANTS ASSOCIATION:** Kevin not in attendance, no report
- **ECONOMIC DEVELOPMENT:** Pat Deakin confirmed that the City Billboard has been erected. Copies of the Business Retention Survey are being distributed and were made available for directors. Bill, Community Futures and Pat will be issuing monthly report cards on progress regarding the Top 10 issues from the survey. The Alberni Valley has been highlighted in recent magazine articles in Island Farm and Garden and The Scrivener. Copies were made available to the directors.
- **ALBERNI VALLEY TOURISM:** Jonathan Cross not in attendance, no report
 - **MOTION:** Jan/Les to accept the remaining reports as presented. **CARRIED**
 - **MOVED** To accept other reports as presented Peter/Jan **CARRIED**

Guest Speakers: None

MOTION: Les Adjourn. CARRIED

DATES TO REMEMBER:

- **Monday, January 6th @ 4:00pm.** Visitor Centre Financial Review at City Hall. Bill/Teresa
- **Wednesday, January 8th @ 9:30 am.** Awards Committee Meeting
- **Tuesday, January 14th @ 7:30am** Civic Affairs Committee Meeting
- **Friday, January 17th @ 7:30am – 9:00am.** Business B4 Business – A Step Above @ QF. Gord/Bill
- **Tuesday, January 21st @ 10:00am** Executive Meeting
- **Thursday, January 23rd @ 7:00am** Board Meeting
- **Wednesday, January 29th @ 5:30pm** Dinner Meeting – Hospitality Inn. **Guest Speakers: Tim McNeil** – Electric Rail Options, **Naomi Horvatch** – **WORLDHOST (With Anita from Valley Vision)**, **Tom MacLean** – **Collette Vacations** – re Chamber of Commerce trip to South Africa fall 2014

ALBERNI VALLEY CHAMBER OF COMMERCE

BOARD OF DIRECTOR'S MEETING

THURSDAY, January 23, 2014

MINUTES:

CALL TO ORDER: Teresa called the meeting to order at 7:01am

IN ATTENDANCE:

- Kim Heeks, Bill Collette, Les Toth, Gord Groves, Kris Patterson, Bob Kanngiesser, Cindy Solda, Teresa Bird, Jan Lavertu, Pat Deakin, Jonathan Cross
- Regrets: Cherie Williams, Kevin Wright, David McCormick
- Absent: Matt Williamson, Matei Mateias, Mark Aussem, John Bennie

ACCEPTANCE OF AGENDA Jan TO ACCEPT THE AGENDA. CARRIED

ACCEPTANCE OF MINUTES: -

- **MOTION:** Bob/Kris "TO ACCEPT THE MINUTES OF December 17, 2013"
CARRIED.

Unfinished Business from Previous Minutes:

- **My Alberni App** Board updated on My Alberni APP where the company did not accept the previous motion to agree based on a five year term. My Alberni responded with a second option to renew at three years for a similar price of \$2500.
 - **MOTION:** Jonathan/Jan "To proceed with My Alberni under their terms with the proviso that invoicing occurs at the time of product release." **Carried**
- **New Website:** Board was advised of the new site and they were encouraged to take a look at it and provide feedback. The site is a work in progress and will, in time, feature on line payments, opportunity for Awards Nominations etc.
- **Retail RFP** The board was advised of the RFP as received from Jenny's Fine Foods, Gifts and Eclectica as being the only one demonstrating real interest. Some clarification on the proposal as received is to be clarified such as who is responsible for insurance, for inventory shortages etc.

- **MOTION:** Jan/Kim “To enter in to a one year agreement with Jenny’s.”
Carried
 - **ACTION:** Bill to investigate and consult with Jenny with respect to Insurance requirements.
 - **ACTION:** Bill to create an acceptable lease covering all basics for mutual benefit.
- **CONFLICT OF INTEREST POLICY:** Teresa read aloud the Conflict of Interest Policy that was posted for all to review. Some discussions ensued surrounding Cindy’s quote “If you feel it’s wrong, it’s wrong.”
 - **MOTION:** Jan/Jonathan “To accept the Policy as presented.” **Carried**
- **CORRESPONDENCE:** DW Standards letter sent on behalf of Port Boathouse and Enex Fuels was included in the package – letter sent in later December. No response to this point in time.
- **Strat Plan –**
 - **Membership:** Renewals now distributed and memberships coming in. Good interest in the Web Advertising Options as presented on the renewal form.
 - **Relevance:** Teresa highlighted the recent BB4B that was held at A Step Above courtesy of Gord Groves and QF. Numbers in attendance exceeded 60 people and networking opportunities were felt by many. Next event scheduled for Jowseys followed by a Business AFTER Business event planned for March at Boutiques Belles Amies. Teresa also referenced the comments received at the City Meeting of early January and the ongoing efforts of the Civic Affairs Committee.
 - **Finance:** Simplified system of reporting acknowledged as beneficial and appreciated. Two versions of a 2014 potential Budget have been released for consideration – not adoption.
 - **Advocacy:** Teresa again referenced the Civic Affairs Committee and its success as led by Bob. Cindy commented that many in the community are using positive references about the Chamber such as “It’s about time.”
- **Executive Committee Reports**
 - **Presidents Reports:** As submitted
 - **Finance Report:** None
 - **Executive Director’s Report:** As submitted
- **MOTION:** Jan/Les To accept the reports as submitted. **CARRIED**

- **NEW BUSINESS:**
- **BUDGET 2014:** Teresa advised the board of the reason for two budgets for their consideration. One contains the probable HST recovery and within that it includes several projects deemed necessary by the ED. The other budget factors nothing into it from CRA. Bill reviewed the need to include some of these 'projects' including My Alberni, Parking Lot repairs, Mobile Visitor Centre Costs, as important to the growth of the Chamber. Confirmed that the budget containing the HST funds also has a formula included factoring in 5% monthly for a needed contingency fund. Such budget includes a plan to double up on mortgage payments for long term debt reduction. Non HST budget contains a 1% Contingency fund allowance.
 - **TABLE DISCUSSION ON BUDGET TO THE FEBRUARY MEETING**
- **BULLDOGS FUNDRAISER:** Bill spoke of the value of the team to the community and asked that the board give consideration to attending the Fundraising Function as a means of showing Chamber of Commerce Support to the team.

- **In CAMERA SESSION**

- **CHAMBER COMMITTEE REPORTS:**
 - **BUSINESS COMMITTEE:** No report
 - **TRANSPORTATION COMMITTEE:** No report
 - **MEMBERSHIP:** No report. Les offered comments about recent local tournaments that had little or no community presence. Wondering if the Chamber of Commerce could champion such events including the upcoming one for Wrestling – Thursday, Friday, Saturday Feb 5, 6, 7. Pat and Jonathan both spoke of welcoming packages that have been made available in the past. Bill mentioned the Ambassadors as a potential and also the newly developed PPTX that will be available to all Ambassadors.
 - **CIVIC AFFAIRS:** As submitted. Teresa referenced the question in the report "Request for Board Direction" "Does the Board wish the Civic Affairs Committee to conduct a study of the City business taxes with comparisons to other cities." The request was clarified after some round table discussions to be somewhat different in concept than current stats that the city collects for its own purposes. The idea is to determine comparisons to other communities for net taxes payable based on fees paid per square foot as one objective.
 - **MOTION Jan/Les "To task the Civic Affairs Committee to initiate the Study." Carried**

- **AWARDS:** As submitted. Bill added that just yesterday the Chamber was successful in negotiating an Event Sponsor in the amount of \$2000.00 courtesy of the SEE GROUP of Companies. This positions the Chamber very well in its desire to put on a much more elaborate event. Also confirmed that all but one Award has been Sponsored so far. Kim added that the BNI Group had to table the request to their next meeting.
- **SIGNAGE TASKFORCE:** No report
 - **MOTION:** Jan/Les “To accept the reports as submitted” **CARRIED**
- **OTHER REPORTS:**
 - **JUNIOR ACHIEVEMENT:**
 - **PAPA:** Dave McCormick not in attendance, no report
 - **UPTOWN MERCHANTS ASSOCIATION:** Kevin not in attendance, no report
 - **ALBERNI VALLEY TOURISM:** Jonathan provided copies of a television advertising initiative partnership with Go Vancouver Island. Looking for 3 local partners to contribute \$1500.00 each for a total with AVT of \$8995.00. The advertising will be directed at the Alberta Market
 - **ECONOMIC DEVELOPMENT:** Pat updated on several recent initiatives including Energy Renewal, NIC growth plans, Transportation opportunities, BRS Top 10 reporting, Most Affordable Housing initiatives, Roger Brooks Partnerships and resultant availability of Webinars, and the Hosting of the Unforgettable Port Alberni Initiative. Also discussed was the Waterfront North Study.
 - **CITY OF PORT ALBERNI:**
 - **REGIONAL DISTRICT:** Cindy updated on the progress with the Somass Hotel and progress with a third First Nation that will likely become a voting member of the ACRD.
 - **SCHOOL DISTRICT :** not in attendance, no report
 - **COMMUNITY FUTURES:** not in attendance, no report
 - **TSESHAHT FIRST NATION:** not in attendance, no report
 - **HUPACASATH FIRTH NATION:** not in attendance, no report
- **OTHER BUSINESS/LATE ITEMS**

Guest Speakers: None

MOTION: Jan Adjourn. **CARRIED**

DATES TO REMEMBER:

- **Wednesday, January 29th @ 5:30pm** Dinner Meeting – Hospitality Inn. **Guest Speakers: Tim McNeil** – Electric Rail Options, **Naomi Horvatch** – **WORLDHOST (With Anita from Valley Vision)**, **Tom MacLean** – **Collette Vacations** – re Chamber of Commerce trip to South Africa fall 2014
- **Wednesday, February 5th @ 9:30am** Awards Committee Meeting
- **Tuesday, February 11th @ 7:30am** Civic Affairs Meeting
- **Friday, February 14th @ 8:00am** BB4B @ Jowsey's Furniture
- **Tuesday, February 18th @ 10:00am** Executive Meeting
- **Thursday, February 20th @ 7:00am** Board Meeting
- **Wednesday, February 26th @ 5:30pm** Dinner Meeting – Starboard Grill. **Guest Speakers: Corporal Jen Allan – RCMP; Mr. John Winter President BC Chamber of Commerce**
- **Friday, February 28th @ 5:30pm** Athletic Hall – Bulldogs Fundraiser Event