



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, APRIL 9, 2014, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – March 26, 2014	5-14
<i>THAT the minutes of the Board of Directors meeting held on March 26, 2014 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS</u>	
6. <u>CORRESPONDENCE FOR ACTION</u>	
a. REQUEST FOR PROCLAMATION AND INVITATION TO ATTEND CEREMONY	15-18
Port Alberni & District Labour Council, March 18, 2014, regarding April 28 th – National Day of Mourning.	
<i>THAT the Alberni-Clayoquot Regional District proclaim April 28, 2014 National Day of Mourning in recognition of workers who are killed or injured while on the job, purchase a floral arrangement for \$30.00 and designate a representative to speak on behalf of the Board.</i>	
b. REQUEST FOR FUNDING	19
United Way Central & Northern Vancouver Island, March 18, 2014, regarding a request for a donation of \$1,000.	
<i>(Board Direction Requested)</i>	

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

10.2 OTHER REPORTS

- a. Municipal Insurance Association of British Columbia **191-226**
2013 Annual Report
- b. Reconciliation meeting with the Friendship Centre March 25th, 2014 -
verbal report – T. Bennett/C. Solda/P. Cote
- c. C2C Forum – West Coast March 28th, 2014 – verbal report
- d. Alberni Valley Emergency Exercise – March 28th, 2014 – verbal report

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. ADJOURN

Next Board of Directors Meeting: Wednesday, April 23, 2014, 1:30 pm



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, MARCH 26, 2014, 1:30 PM

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

DIRECTORS

Cindy Solda, Chairperson, City of Port Alberni

PRESENT:

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

Eric Geall, Electoral Area "A" (Bamfield)

Wayne Crowley, Alternate Director, Electoral Area "B" (Beaufort)

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

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

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

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

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

Josie Osborne, Mayor, District of Tofino

Bill Irving, Mayor, District of Ucluelet

Alan McCarthy, Member of Legislature, Yuułuꞵiꞵath Government

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andy Daniel, Manager of Environmental Services

Teri Fong, Manager of Finance

Alex Dyer, Planner

Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

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

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

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director Irving

THAT the agenda be approved as circulated with the addition of the following late items: Vehicle Purchases-Beaver Creek Water Service and Delegation Mr. Anthony Smitherman.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – March 12, 2014

MOVED: Director McNabb

SECONDED: Director Douglas

THAT the minutes of the Board of Directors meeting held on March 12, 2014 be adopted.

CARRIED

b. Special Board of Directors Public Consultation 5 Year Financial Plan 2014-2018 meeting – March 12, 2014.

MOVED: Director McNabb

SECONDED: Director Cote

THAT the minutes of the Special Board of Directors Public Consultation 5 Year Financial Plan 2014-2018 meeting held on March 12, 2014 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Tanis Dagert, Alberni-Clayoquot Health Network regarding ACHN Budget presentation.

Ms. Dagert presented the 2014-2015 Alberni-Clayoquot Health Network budget and highlighting the work completed to date.

b. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for February 2014.

Inspector Richards reported during the month of February the Port Alberni Detachment received and responded to 852 calls for service. February saw the Detachment investigate three serious offences; the Victim Services Unit assisted 38 new clients on 29 incidents. Crime prevention and crime reduction efforts continued throughout February. Officers conducted 91 curfew checks, 20 foot patrols and 37 checks of licensed establishments.

c. Anthony Smitherman, Salmon Beach Safety Issue

Mr. Smitherman presented a safety concern at Salmon Beach regarding an unlicensed grading contractor working on the road at Salmon Beach.

6. CORRESPONDENCE FOR ACTION

7. CORRESPONDENCE FOR INFORMATION

- a. **MINISTER OF FISHERIES AND OCEANS**
Thank you - letter of support
- b. **MINISTRY OF FORESTS, LANDS AND NATURAL RESOURCE OPERATIONS**
Salmon Beach Recreational Village – Request for Wendy Creek Bridge Repair
- c. **ISLAND COASTAL ECONOMIC TRUST**
Namgis First Nation and Village of Alert Bay Join Forces

MOVED: Director Irving

SECONDED: Director Geall

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

CARRIED

8. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION**
Salmon Beach Proposal Recommendations.

MOVED: Director Bennett

SECONDED: Director Irving

THAT the Alberni-Clayoquot Regional District Board of Directors award the following Salmon Beach services contracts:

- i. *Equipment and Material Supply to Deer Bay Contracting for three (3) years ending March 31, 2017;*
- ii. *External and Internal Road Grading contract to Deer Bay Contracting for three (3) years ending March 31, 2017;*
- iii. *Solid Waste Hauling contract to Ucluelet Rent-it Centre for three (3) years ending March 31, 2017.*

CARRIED

- b. **ADMINISTRATIVE MEMORANDUM**
Alberni Valley Regatta Association request for a Noise Exemption from Noise Bylaw R1024.

MOVED: Director Cote

SECONDED: Director Bennett

THAT the Board of Directors pass a resolution to grant a permit for a special event as per Section 7 of the "Sproat Lake Noise Control Bylaw No. R1024, 2013".

CARRIED

c. REQUEST FOR DECISION
Plan to address Water Quality Advisory in the Bamfield Water System.

MOVED: Director Geall

SECONDED: Director McNabb

THAT the Board of Directors of the Alberni Clayoquot Regional District endorses the plan to address the disinfection by-products in the Bamfield Water System for a total estimated cost of \$168,500 by proceeding with:

- i. Relocating the water intake;*
- ii. Reducing the age of the water;*
- iii. Reducing the amount of chlorine;*
- iv. Monitoring the Sugsaw Lake watershed;*
- v. Performing Pilot Testing.*

As outlined in the Manager of Environmental Services report dated March 20, 2014.

CARRIED

d. REQUEST FOR DECISION
F1110 Beaver Creek Water System Service Area Rates & Regulation Bylaw.

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to the bylaw cited as Beaver Creek Water System Service Area Rates and Regulation Bylaw F1110, 2014.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to the bylaw cited as Beaver Creek Water System Service Area Rates and Regulation Bylaw F1110, 2014.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to the bylaw cited as Beaver Creek Water System Service Area Rates and Regulation Bylaw F1110, 2014.

CARRIED

MOVED: Director McNabb
SECONDED: Director Geall

THAT the Alberni-Clayoquot Regional District Board of Directors adopt the bylaw cited as Beaver Creek Water System Service Area Rates and Regulation Bylaw F1110, 2014.

CARRIED

e. REQUEST FOR DECISION

Bylaw No. 1109, 3rd Reading and Adoption of the 2014-2015 Financial Plan.
(Financial Plan attached separately)

MOVED: Director Jack
SECONDED: Director Irving

THAT the Board of Directors give third reading to Bylaw cited as '2014 to 2018 Financial Plan Bylaw No. F1109', 2014.

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Board of Directors amend the Grant in Aid to the City of Port Alberni for Economic Development, page 10 –as follows:

<i>Budget Line</i>	<i>2014</i>
<i>Line 2 – Tax requisition</i>	<i>\$26,333</i>
<i>Line 10 – Contribution for Area D – Sproat Lake</i>	<i>\$6,000</i>

CARRIED

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Board of Directors amend the Long Beach Airport capital budget, page 37 as follows:

<i>Budget Line</i>	<i>2014</i>
<i>Line 48 – Apron III crack sealing</i>	<i>\$0</i>
<i>Line 52 – Flightway clearing</i>	<i>\$40,000</i>

CARRIED

MOVED: Director Geall
SECONDED: Director Cootes

THAT the Board of Directors amend the Bamfield Water System budget, pages 48 & 49 as follows:

<i>Budget Line</i>	<i>2014</i>
<i>Line 12 – Engineering & consulting</i>	<i>\$15,000</i>
<i>Line 15 – Materials & repairs/maintenance</i>	<i>\$47,284</i>
<i>Add a new line after Line 31 – Water treatment pilot</i>	<i>\$100,000</i>
<i>Line 32 (changed to 33) – Total capital expenditures</i>	<i>\$544,744</i>
<i>Line 33 (changed to 34) – Balance, end of year</i>	<i>\$201,182</i>

CARRIED

MOVED: Director Cote
 SECONDED: Director Geall

THAT the Board of Directors amend the Sproat Lake Community Parks budget, pages 69 as follows:

<i>Budget Line</i>	<i>2014</i>
<i>Line 2 – Tax requisition</i>	<i>\$68,266</i>
<i>Line 5 – Other income</i>	<i>\$3,000</i>
<i>Line 11 – Operating costs</i>	<i>\$56,000</i>

CARRIED

MOVED: Director McNabb
 SECONDED: Director Geall

THAT the Board of Directors amend the Beaver Creek Water System budget, pages 84 to 87 as follows:

<i>Budget Line</i>	<i>2014</i>
<i>Line 2 – Parcel tax</i>	<i>\$242,998</i>
<i>Line 12 – Capital fund contribution from operating</i>	<i>\$252,998</i>
<i>Line 43 – Contribution from operating fund</i>	<i>\$242,998</i>
<i>Line 55 – Balance, end of year</i>	<i>\$168,405</i>

CARRIED

MOVED: Director McCarthy
 SECONDED: Director Bennett

THAT the YuułuꞀitꞀath Government will contribute \$1000 to the Grant in Aid to the City of Port Alberni for Economic Development, page 10, which increases line 2 tax requisition to \$27,333.

CARRIED

MOVED: Director Jack
 SECONDED: Director Geall

THAT the Huu-ay-aht First Nation change their contribution from \$2000 to \$2500 to the Grant in Aid to the City of Port Alberni for Economic Development, page 10, increasing line 2 tax requisition to \$27,833.

CARRIED

The main motion of 3rd Reading as amended was

CARRIED

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Board of Directors adopt the Bylaw cited as '2014 to 2018 Financial Plan Bylaw No. F1109'.

CARRIED

Director McNabb left the meeting at 2:14 pm due to potential conflict of interest.

f. REQUEST FOR DECISION

Vehicle Purchases – Beaver Creek Water Service.

MOVED: Director Geall

SECONDED: Director Bennett

THAT the Board of Directors agree to purchase:

- i. A 2009 Ford F250 4 x 4, long box pickup truck with 75,000 km from Nexcar Sales for \$17,000 plus tax for the Beaver Creek Water Service*
- ii. A fiberglass tradesman canopy (including installation) for the above vehicle to provide a secure utility compartment at the cost of \$3,500 plus tax from Jaw Canopies in Chilliwack.*
- iii. A two-wheel drive 2007 Ford Ranger pickup truck with 78,000 km, complete with tradesman canopy for \$9,300 plus tax from Tars Auto Sales.*

CARRIED

Director McNabb re-entered the meeting at 2:20 pm.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

a. DVE14001, GAIGA, 5770 MERSEY RD

Development Variance Application – Report

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Board of Directors pass a resolution to consider issuing development variance DVE14001.

CARRIED

10. REPORTS

10.1 STAFF REPORTS

- a. Staff Action Items Report – March 21, 2014
- b. Meeting Schedule – April 2014
- c. Building Inspector’s Report – March 2014
- d. Follow Up to Budget Questions – March 19, 2014
- e. AV Gas Management Memo – March 18, 2014

MOVED: Director Irving

SECONDED: Director Banton

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

CARRIED

10.2 COMMITTEE REPORTS

10.3 MEMBER REPORTS

- a. **9-1-1 Corporation – C. Solda – No report**
- b. **Vancouver Island Regional Library - P. Cote – No report**
- c. **Central West Coast Forest Society – T. Bennett – No report**
- d. **Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda**

Director Cote reported it is the 50th anniversary of the Tsunami that struck Port Alberni March 28, 1964. CAO Russell Dyson reported on Thursday, March 27 at 7:00 pm at ADSS Emergency Management BC will be in attendance along with Portal Players who will perform a skit and other representatives to talk about tsunami and predictions. There will be an Alberni Valley Operation Center table top exercise on Friday March, 28th at the ACRD office.

- e. **Alberni Valley Chamber of Commerce – C. Solda No report**
- f. **Coastal Communities Network – T. Bennett/B. Irving/C. Solda No report**
- g. **West Island Woodlands Advisory Group – J. Jack/L. Banton No report**
- h. **Island Coastal Economic Trust – C. Solda No report**
- i. **Air Quality Council, Port Alberni – J. McNabb**

Director McNabb reported the Ministry of Environment has placed a monitoring unit at the Port Alberni Fire Hall it will be located here for 1 year. He stated an

article in the Vancouver Sun regarding the radiation monitoring system that has been in place for many years in the pacific ocean.

j. West Coast Aquatic Board – T. Bennett

Director Bennett reported the next meeting is Thursday, April 3rd.

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

l. Beaver Creek Water Advisory Committee – J. McNabb

Director McNabb reported the Strick Road Pumping Station will be active in early April.

m. Other Reports –

Director Douglas invited the Board to attend the City of Port Alberni’s Council Meeting on Monday, April 14th @ 1:00 pm that is being held at the ADSS Auditorium.

Director Cote reported Tseshaht First Nation is bringing sewer to the Tseshaht Market.

Director Cote reported she along with Director Bennett, Chairperson Solda and CAO Russell Dyson attended a Reconciliation meeting at the Friendship center on Tuesday, March 25. Director Bennett reported they hope to expand to other groups that are involved and bring a better understanding to the Board and staff regarding relationship issues.

MOVED: Director McNabb

MOVED: Director Geall

THAT Director Bennett be authorized to attend the Hesquiaht reconciliation gathering on Thursday, March 27, 2014.

CARRIED

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the Board of Directors receives the Member Reports.

CARRIED

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14 IN-CAMERA

MOVED: Director Bennett

SECONDED: Director McNabb

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

CARRIED

The meeting was closed to the public at 2:45 pm.

The meeting was re-opened to the public at 3:09 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

MOVED: Director Osborne

SECONDED: Director McNabb

THAT this meeting be adjourned at 3:10 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer

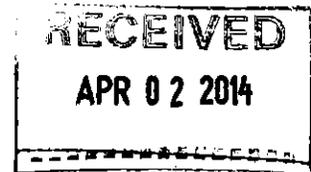
PORT ALBERNI & DISTRICT LABOUR COUNCIL
CLC & BC FEDERATION OF LABOUR AFFILIATED
Serving the Alberni Valley and West Coast of Vancouver Island since 1964

3940 Johnson Road
Port Alberni, BC V9Y 5N5

Dave Warrender, President
Phone: 250-724-1582
e-mail: mdwarrender@shaw.ca

Nancy Czigany, Secretary
Phone: 250-724-1139
e-mail: czigany@shaw.ca

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



March 31, 2014

Dear Ms. Solda and Directors;

Re: April 28th – National Day of Mourning

The Port Alberni and District Labour Council will be holding its annual National Day of Mourning service on Saturday, April 28th at the United Steelworkers' Hall in Port Alberni.

We request that the Alberni Clayoquot Regional District acknowledge the importance of this day by passing the enclosed Proclamation in recognition of workers who are killed or injured while on the job. We would also like to take this opportunity to invite the ACRD Directors and staff to attend the ceremony and thank you for your support in past years.

Best regards,

A handwritten signature in cursive script, appearing to read "Nancy Czigany".

 Dave Warrender, President
Port Alberni & District Labour Council

Enc. (5)

/nc

Proclamation

WHEREAS: Every year, more than 1,000 Canadian workers are killed on the job.

AND WHEREAS: Thousands more are permanently disabled.

AND WHEREAS: Hundreds of thousands are injured.

AND WHEREAS: Thousands of others die from cancer, lung disease, and other ailments caused by exposure to toxic substances at their workplaces.

AND WHEREAS: April 28 of each year has been chosen by the Canadian Labour Congress as:

- a Day of Mourning for these victims of workplace accidents and disease;
- a day to remember the maximum sacrifice they have been forced to make in order to earn a living;
- a day to renew approaches to governments for tougher occupational health and safety standards, and more effective Compensation;
- a day to rededicate ourselves to the goal of making Canada's workplaces safer.

AND WHEREAS: April 28th was proclaimed a "Day of Mourning" by an Act of Parliament on February 1st, 1991.

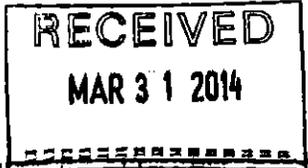
I _____, of _____
do hereby proclaim April 28 as an annual Day of Mourning in recognition of workers killed, injured or disabled on the job.

Signed: _____



PORT ALBERNI & DISTRICT LABOUR COUNCIL
CLC & BC FEDERATION OF LABOUR AFFILIATED
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Dave Warrender, President
Phone: 250-724-1582
e-mail: mdwarrender@shaw.ca

Nancy Czigany, Secretary
Phone: 250-724-1139
e-mail: czigany@shaw.ca

March 18, 2014

Dear Affiliates and Guests:

Re: April 28th – National Day of Mourning: Carnations and Floral Arrangements

The Port Alberni and District Labour Council will be holding its annual Day of Mourning on April 28th at the Steelworkers Hall on Montrose Street in Port Alberni. Our service begins at 10:30am and will be followed by the laying of wreaths and bouquets to honour those who have been injured or killed on the job.

The Labour Council provides carnations for union affiliates and guests to lay at the cenotaph following the service. If you wish to provide your own flower arrangement or wreath, you are more than welcome to do so.

Or, if you wish, the Port Alberni & District Labour Council has made arrangements with Canada Safeway for bouquets which are also available for guests and affiliated unions to lay at the cenotaph. They are available in the following price range: \$20 - \$30 - \$40. At the end of the day, your bouquet will be donated to the Seniors' Care Homes in our community. If your organization would like to lay a bouquet, please complete and return this form and make your cheques payable to the Port Alberni & District Labour Council. We request that all bouquets be confirmed no later than April 18th.

For additional information please contact Leslie Walerius at 724-5134 or at lwalerius@shaw.ca or contact Nancy Czigany at 724-1139 or at czigany@shaw.ca.

.....
If your Union/Organization/Company wishes to order a floral arrangement through the Port Alberni & District Labour Council, please complete and return this form for the purchase of the arrangement and fill out the attached Invoice to keep for your own records.

Floral Arrangement Amount \$ _____

Name of Union/Organization/Company

Name of representative who will present the Floral Arrangement

PORT ALBERNI & DISTRICT LABOUR COUNCIL
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e-mail: mdwarrender@shaw.ca

Nancy Czigany, Secretary
Phone: 250-724-1139
e-mail: czigany@shaw.ca

INVOICE

April 28th – Day of Mourning
Floral Arrangement

Arrangements are available in the following price range
from Canada Safeway:
\$20 - \$30 - \$40
(Includes all taxes plus delivery)

Please remit:

No. of Floral Arrangements	Amount	Total
----------------------------	--------	-------

Please make cheques payable to:
Port Alberni and District Labour Council

Contact: Leslie Walerius at 724-5134 (home)
Or by e-mail at lwalerius@shaw.ca

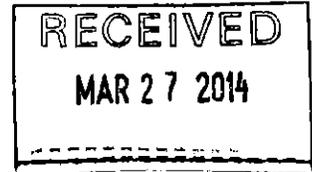
Serving Port Alberni and the West Coast of Vancouver Island since 1964



United Way
Central & Northern
Vancouver Island

March 18th, 2014

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



Re: Donation to United Way Central and Northern Vancouver Island

Dear Ms Solda,

Did you know when you give to United Way Central and Northern Vancouver Island (UWCNVI), your donation stays local in the Central Island to help your friends, neighbours, co-workers, vulnerable people and those facing crisis?

I am writing to you today to ask if you will consider giving a gift of \$1000 to UWCNVI this year.

This year, United Way is helping over 20,000 people through the Central and Northern Vancouver Island through 60 needed programs. These programs deliver results in three impact areas: All that kids can be, Healthy people strong communities and Moving people from poverty to possibility.

By giving this year, you will support 33 local programs in Port Alberni. You can be part of improving lives and building a better community. Here are just a few examples of the people your donation will help this year:

- **1700** kids learn about suicide prevention,
- **2882** at-risk kids participate in early years, after school and mentoring programs,
- **300** high school students learn about healthy peer and dating relationships to prevent violence and bullying,
- **950** people get comfort and practical help as they deal with caregiving, grieving and dying.

For example, you will be helping people like Susan and Tim whose son Daniel is able to walk today because of United Way's funding of the therapeutic riding program. He is one of over 80 special needs kids this year who are more mobile and confident because UWCNVI donors care.

When you make your gift, we would like to make sure your company gets recognized for your generosity. In the past we have recognized corporate gifts through our website, social media, in the newspaper and on radio as well as through cheque presentations and releases. We will also invite you to attend our Campaign Kick Off event to thank you for your gift.

Thank you for considering our request. We will call and follow up in the weeks to come. I would love to share with you more about how your gift will better our community.

Sincerely,

Signy Madden
Executive Director

On 2014-04-01, at 8:21 PM, "Linda Myres" <communityemergency@mybamfield.ca> wrote:

> Dear Director,
> Please see message below.
> I request that you take this request to ACRD Board next meeting.
>
> "The municipalities at risk (Bamfield, Tofino, Ucluelet and others)
> submit a formal request to the Province and to the Federal Government
> to carry out detailed tsunami modelling and mapping of potential
> inundation zones in their communities, using state-of-the-art models
> and "worst-case but plausible scenarios" for Cascadia subduction zone
earthquakes."
>
> Let me know if you need me to write the request to you as EPC.
>
> Linda
>
> Linda Myres
> Coordinator
> Bamfield Community Emergency Program
>

> -----Original Message-----
> From: Cherniawsky, Josef [mailto:Josef.Cherniawsky@dfo-mpo.gc.ca]
> Sent: April-01-14 11:00 AM
> To: Alison Bird
> Cc: Linda Myres; Thomson, Richard; Fine, Isaac; Sinnott, Denny;
> Stephenson, Fred
> Subject: RE: Bamfield
>
> Hi Alison and Linda:
>
> It is possible to provide quick answers to these questions. However,
> personally I resist doing so because Bamfield has not been
> investigated in sufficient detail using tsunami models.
>
> I could suggest the following. The municipalities at risk (Bamfield,
> Tofino, Ucluelet and others) submit a formal request to the Province
> and to the Federal Government to carry out detailed tsunami modelling
> and mapping of potential inundation zones in their communities, using
> state-of-the-art models and "worst-case but plausible scenarios" for
> Casadia subduction zone earthquakes. While DFO has the expertise, we
> currently have no mandate or the necessary funding for such projects.
>
> Regards,
>
> Josef
>
> Josef Cherniawsky, Ph.D.
> Institute of Ocean Sciences
> Fisheries & Oceans Canada

> 9860 West Saanich Road
> Sidney, BC, Canada V8L 4B2
>
> Tel +1(250)363-6549
> Fax +1(250)363-6690
>
>
> -----Original Message-----
> From: Alison Bird [mailto:Alison.Bird@NRCan-RNCan.gc.ca]
> Sent: April-01-14 10:14 AM
> To: Moore, Teron JAG:EX
> Cc: Linda Myres; Fletcher, Clare JAG:EX; Thomson, Richard;
> Cherniawsky, Josef; Fine, Isaac; Sinnott, Denny
> Subject: Re: Bamfield
>
> Hello Linda,
>
> I have c.c.ed the tsunami modelling group for their response to your
> questions, but here are my 2c:
>
> Re: (1) won't happen in my lifetime
> I hope they are right, but I would never make that assumption. As
> mentioned in my presentation, the chances of a Cascadia megathrust
> event are ~1-in-10; in addition, Bamfield is vulnerable to some
> across-Pacific subduction events.
>
> Re: (2) nothing happened in 1964
> While the tsunami in '64 was barely noticeable around much of
> Bamfield, this is largely due to the direction of the tsunami waves,
> and the fact they were generated some distance away. A Cascadia event
> would be entirely different, and, as mentioned above, other subduction
> events across the Pacific could impact Bamfield.
>
> Re: (3) The Wave will come from both directions (across Mills
> Peninsula and from the mouth of the harbour) This is a question for the tsunami
> group.
>
> And re: (4) The Wave will just pass us by This would be
> extraordinarily lucky and highly unlikely (if not impossible) in the
> Cascadia event - the tsunami will likely want to clarify.
>
> Thank you for such a dynamic event. We all felt it was the highlight
> of our trip, by a long-shot.
>
> Best regards,
>
> Alison
> --
> Alison L. Bird
> Acting Scientific Planning Officer/Agente de planification scientifique
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> tel/t l: 250-363-6485
>
> On Apr 1, 2014, at 7:34 AM, Moore, Teron JAG:EX
> <Teron.Moore@gov.bc.ca>
> wrote:
>
>> Hi Linda,
>> I'm going to pass this one off to Alison and her oceanographer
>> colleagues
> to try their best to answer. I will however cc you on a question I got
> from Louis about mariner safety. Note that because embc does not have
> jurisdiction on the water, I have to be pretty vague on any sea-based
> information I pass on.
>> Thanks so much for a wonderfully inspiring forum. Im sure we will be
>> in
> touch.
>> Teron
>>
>> Linda Myres <communityemergency@mybamfield.ca> wrote:
>> Hi Alison! Hi Teron!
>> Thanks again for being with us last week for the Forum. We have
>> received
> many positive comments, and a few tentative volunteers. Success!
>>
>> I have a question about our geography and The Wave.
>> If you look at the Bamfield map, at the end of Bamfield Inlet/towards
>> the
> Cape Beale Headlands, there is a series of beaches that we call 1st
> Beach, Topaltos, and 2nd Beach. The Mills Peninsula is very narrow in
> this area, and has very little rise. A portion of this area is part
> of what used to be called IR#9, now part of the Huu ay aht Treaty Settlement
Lands.
>> I read that when the last wave was measured near Bamfield, the height
>> of
> the wave rose in Barkley Sound compared to on the outside.
>> When The Wave comes, how likely is it that the height of the wave
>> will
> rise as it comes into the shallower water of Barkley Sound and cross
> the narrow part of Mills Peninsula? This would send water up the
> narrowest part of Bamfield Inlet.
>> The community has its own theories: (1) won't happen in my lifetime,
>> (2) nothing happened in 1964, (3) The Wave will come from both
>> directions
> (across Mills Peninsula and from the mouth of the harbour), (4) The
> Wave will just pass us by Just wondering if you had information that
> would confirm/disprove theory 3? We accept that nothing is set in

> stone, just possibilities. In our exercises, we plan for water coming
> from all directions. We are looking for information to add to our
> conversation with community.
>>
>> I hope that you are enjoying a beautiful Spring day! Perfect here.
>>
>> Linda
>>
>>
>> Linda Myres
>> Coordinator
>> Bamfield Community Emergency Program
>>
>> [cid:image001.jpg@01CF4CF9.873D8F80]
>>
>> [cid:image002.jpg@01CF4CF9.873D8F80]
>>
>> <http://www.embc.gov.bc.ca/>
>



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The Honourable Linda Reid
Speaker of the Legislative Assembly
Province of British Columbia
Parliament Buildings
Victoria, British Columbia
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Dear Madame Speaker:

I have the honour to transmit to the Legislative Assembly of British Columbia my *Catastrophic Earthquake Preparedness* report.

We conducted the audit in accordance with Section 11(8) of the *Auditor General Act* and the standards for assurance engagement established by the Canadian Institute of Chartered Accountants.

My Office first looked at this topic 17 years ago in our [Earthquake Preparedness](#) report and arrived at the same conclusion. Progress has been made in some areas over this intervening period, but overall, the province is still at a significant risk if a catastrophic earthquake were to occur today.

One of the main causes for this lack of progress is that preparing for a catastrophic earthquake has not been made a priority. Since my Office's report in 1997, successive governments have decided to allocate scarce public resources to meet more immediate pressing demands, rather than to adequately prepare the province for a catastrophic earthquake that may or may not occur. As a result, Emergency Management BC (EMBC), the government organization tasked with leading the Province's response to a catastrophic earthquake, has not fulfilled this part of its mandate.

We concluded that EMBC cannot demonstrate that it is adequately prepared to manage the effects of a catastrophic earthquake and it is not reporting publicly on the Province's preparedness.

While the recommendations from this audit are directed at EMBC, I urge all readers of this report to look at their own situation and ask themselves whether they are ready and if they have done everything they should to prepare themselves, their families, and their communities for an earthquake.

I would also like to take this opportunity to express my appreciation to EMBC and Ministry of Justice staff for their cooperation during this audit.

Russ Jones, MBA, CA
Auditor General
Victoria, British Columbia
March 2014

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EMERGENCY MANAGEMENT BC (EMBC) is not adequately prepared for a catastrophic earthquake. This came as a surprise given that my Office first looked at this topic 17 years ago in our *Earthquake Preparedness* report and arrived at the same conclusion. Progress has been made in some areas over this intervening period, but overall, the province is still at a significant risk if a catastrophic earthquake were to occur today.

One of the main causes for this lack of progress is that preparing for a catastrophic earthquake has not been made a priority. Since this Office's report in 1997, successive governments have decided to allocate scarce public resources to meet more immediate pressing demands, rather than to adequately prepare the province for a catastrophic earthquake that may or may not occur. As a result, EMBC, the government organization tasked with leading the Province's response to a catastrophic earthquake, has not fulfilled this part of its mandate.

EMBC staff has demonstrated great dedication in attempting to meet the competing demands of its broad mandate, which includes coordinating government's response to floods, fires, avalanches, and other emergencies throughout the year. In 2013, EMBC responded to approximately 6,000 incidents related to dangerous goods spills, search and rescue events, major floods, fires, landslides, and avalanches. However, given the frequency and demands of these "regular" emergencies, catastrophic earthquake planning has become a lesser priority within EMBC.

While government has stated that it is committed to providing a world-class response to British Columbians, EMBC is still not adequately prepared for a catastrophic earthquake. Furthermore, this lack of preparedness has not been publicly disclosed. Public reporting on EMBC's level of preparedness is necessary to allow individuals, organizations and local and federal governments to make informed decisions on what they need to do to be prepared. Two recent studies have identified that the effects of a catastrophic earthquake in the southwest region of BC could be far more devastating than previously estimated. This makes EMBC's preparedness and public reporting even more important.

Preparing for a catastrophic earthquake is a shared responsibility. Local and federal governments, industry, non-profit organizations, and individuals living in earthquake zones all have important roles and responsibilities and need to be prepared. Given the Province's current level of preparedness, a sustained commitment by all stakeholders is needed if we are going to minimize the loss of life and other devastating impacts expected from a catastrophic earthquake. While



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Analyst

the recommendations from this audit are directed at EMBC, I urge all readers of this report to look at their own situation and ask themselves whether they are ready and if they have done everything they should to prepare themselves, their families, and their communities for an earthquake.

I would also like to take this opportunity to express my appreciation to EMBC and Ministry of Justice staff for their cooperation during this audit.

A handwritten signature in blue ink that reads "Russ Jones".

Russ Jones, MBA, CA
Auditor General
March 2014

IN RECENT YEARS, catastrophic earthquakes and tsunamis have occurred in many regions of the world, particularly in the Pacific Rim region wherein British Columbia (BC) lies. The devastating human and economic impacts resulting from these seismic events will require years, and in some cases, decades of recovery.

In BC, the majority of the population resides in an earthquake hazard area. Annually, a few thousand earthquakes occur in and adjacent to BC. According to experts, an earthquake capable of causing structural damage can be expected to occur somewhere in the province about once every 10 years. These earthquakes are large enough to cause significant damage if they occur in a highly populated area.

“Catastrophic” earthquakes are much less frequent, but are capable of resulting in a high number of injuries, casualties, and extensive infrastructure damage. A recent report by the Insurance Bureau of Canada estimates that if such an earthquake were to occur off the densely populated south coast of the province and be followed by a tsunami, damages and losses could amount to nearly \$75 billion. Experts have recently estimated a 12% probability of a catastrophic earthquake affecting BC in the next 50 years.

No jurisdiction in the world can be fully prepared to manage all the effects from a catastrophic earthquake. However, some level of preparedness must be achieved to reasonably protect the population, infrastructure and economy of the province and the country from the predicted impacts of such an event. It takes a conscious decision by government, along with a long-term commitment and the capacity to achieve a predetermined, desired level of preparedness.

The provincial government has charged Emergency Management BC (EMBC), within the Ministry of Justice, with preparing and leading the provincial government’s response to such an event. In 1997, we carried out our first audit on this topic which assessed the degree to which governments in British Columbia were carrying out the four pillar approach to emergency management: mitigation/prevention, preparation, response and recovery. For this current audit, we focused exclusively on EMBC’s preparedness activities and not on other provincial ministries or local governments. We developed our criteria and expectations anticipating that in the intervening 17 years, EMBC had sufficient time to significantly improve its level of preparedness. We also expected EMBC to be reporting to the public and the Legislative Assembly about the state of readiness it has achieved in this time, and the state that it is working towards.

We carried out this audit to answer the following questions:

1. Can EMBC demonstrate that it is prepared to manage the effects of a catastrophic earthquake?
2. Is EMBC publicly reporting on the Province’s preparedness for a catastrophic earthquake?

We concluded that EMBC cannot demonstrate that it is adequately prepared to manage the effects of a catastrophic earthquake and it is not reporting publicly on the Province's preparedness.

Catastrophic earthquake planning has not been made a priority by government or EMBC. Funding the planning work for a catastrophic earthquake that may or may not occur in the short-term competes with funding requests for more immediate needs, such as health care and public education. EMBC's current operating budget for emergency activities is about the same as it was in 2006, despite the increases in BC's population, the near doubling of BC's property values and knowledge of the devastating impact of recent earthquakes in Chile, Japan and New Zealand.

Many of EMBC's deficiencies in its earthquake response capabilities were highlighted in their 2012 response to a potential tsunami in Haida Gwaii. EMBC's internal report on this incident found that EMBC did not have sufficient personnel with the experience, knowledge and training to effectively respond to an earthquake and tsunami event, and their standard operation procedures were inadequate. EMBC is concerned that without additional resources and program enhancements communities will continue to be at risk.

Planning for a catastrophic earthquake is challenging for EMBC staff given the organization's mandate and capacity issues. EMBC's mandate is very broad and day-to-day emergencies such as floods and fires consume the majority of staff time. Furthermore, EMBC is lacking critical positions, such as a logistic planner, which constrains the organization's ability to deliver on its catastrophic earthquake mandate. That said, EMBC could improve its catastrophic earthquake planning by applying a more rigorous management framework to identify and help achieve its desired results.

The Province's response to a catastrophic earthquake will depend largely on the effectiveness of the plans and procedures that EMBC and other stakeholders have in place and how well they are implemented. Our audit identified a number of areas that require attention. We found that EMBC's hazard, risk and vulnerability analysis is not sufficiently detailed or up-to-date and that EMBC's plans and procedures do not consistently reflect best practices. We also found that EMBC's catastrophic earthquake training, exercise and public education programs are inadequate. EMBC's plans and procedures do not clearly describe all the actions that the Minister may need to undertake in a provincial state of emergency. Furthermore, we found that EMBC is not adequately monitoring stakeholder readiness and capacity and is not adequately ensuring that all the various stakeholder plans are integrated into a coordinated provincial response. Finally, we concluded that neither EMBC, nor the ministry it resides within, the Ministry of Justice, report publicly on the state of catastrophic earthquake preparedness in the province.

EMBC is not adequately prepared for a catastrophic earthquake; however, this information has not been made public. As a result, individuals and other key stakeholders do not have sufficient information to understand fully the risks they are facing or to determine the resulting level of preparedness that they must achieve to protect themselves, their families and their communities.

PROVINCIAL GOVERNMENT RECOMMENDATIONS

WE RECOMMEND THAT:

- 1** government develop long-term goals for catastrophic earthquake preparedness, including the level of preparedness it expects EMBC to achieve in the next 5, 10 and 15 years.
- 2** government ensures EMBC has the capacity necessary to address identified critical gaps and achieve government's expected level of preparedness.

EMERGENCY MANAGEMENT BC RECOMMENDATIONS

WE RECOMMEND THAT:

- 3** EMBC develop a strategic plan to meet the Province's long-term goals. The plan should clearly demonstrate how EMBC will evaluate the effectiveness of its activities against its goals.
- 4** EMBC identify, rank and prioritize completion of its own key plans and procedures to ensure it meets its mandate to prepare and respond to a catastrophic earthquake.
- 5** EMBC regularly review its earthquake program to identify significant gaps and risks to a coordinated and integrated response, and develop actions to address them.
- 6** EMBC regularly review and evaluate its stakeholders' emergency plans and procedures to assess stakeholder readiness and capacity.
- 7** EMBC conduct regular catastrophic earthquake exercises with its stakeholders to ensure it can deliver an effective, comprehensive and integrated government-wide response to a catastrophic earthquake.
- 8** EMBC measure the effectiveness of its public preparedness initiatives at regular intervals.
- 9** EMBC report annually to British Columbians on the state of its catastrophic earthquake preparedness. The report should include an assessment of the overall state of earthquake preparedness, risks and capacity, and describe the plans and achievements of the Inter-Agency Emergency Preparedness Council (IEPC).

THE MINISTRY OF JUSTICE acknowledges the conscientious and thorough work carried out by the audit team during its review of Emergency Management British Columbia's (EMBC) preparedness for a catastrophic earthquake and would like to acknowledge the efforts of the people, both inside and outside of the ministry, who have been involved with this review.

The Auditor General has recognized that preparing for a catastrophic earthquake is a shared responsibility. EMBC accepts its key role in this regard. Staff are continually working with local governments, regional districts, provincial ministries, Crown agencies, volunteers, non-governmental organizations, the Federal Government, First Nations and governments from other jurisdictions, to ensure that BC is well prepared to respond to a catastrophic event.

The ministry and EMBC accept the Auditor General's findings regarding catastrophic earthquake preparedness.

As a leader in the province's emergency management services, EMBC must balance the need to respond to immediate emergencies, including fire, flooding, avalanches, spills and landslides, with its mandate to ensure preparedness for a catastrophic incident of provincial significance. EMBC responded to approximately 6,000 such emergencies in 2013 alone. These types of events contribute to learning that is applied to EMBC's evolving catastrophic event preparedness.

Immediate actions are being taken to address many of the key issues identified by the audit. Furthermore, a long-term plan for catastrophic earthquake preparedness is being developed that will ultimately address all of the findings contained in this report.

In responding to the audit report, the ministry has grouped some of the related recommendations. The first two recommendations of the Auditor General are directed to the Provincial Government. With respect to these recommendations, Emergency Management BC will work with its colleagues across government to ensure that appropriate actions are taken.

RECOMMENDATION 1: *We recommend that the government develop long-term goals for catastrophic earthquake preparedness, including the level of preparedness it expects EMBC to achieve in the next 5, 10, and 15 years.*

EMBC will develop a long-term plan that articulates provincial goals regarding catastrophic earthquake preparedness, and a phased approach for achieving these goals.

RECOMMENDATION 2: *We recommend that the government ensures EMBC has the capacity necessary to address identified critical gaps and achieve government's expected level of preparedness.*

EMBC will continue to use its existing resources as efficiently and effectively as possible. At the same time, it will continue to work with partner agencies and stakeholders to promote alignment of efforts. The ministry will embark on a consultative review with other partners to ensure that a more complete understanding of overall stakeholder preparedness is achieved.

RECOMMENDATION 3: *We recommend that EMBC develop a strategic plan to meet the Province’s long-term goals. The plan should clearly demonstrate how EMBC will evaluate the effectiveness of its activities against its goals.*

RECOMMENDATION 4: *We recommend that EMBC identify, rank and prioritize completion of its own key plans and procedures to meet its mandate to prepare and respond to a catastrophic earthquake.*

The spring 2014 update to EMBC’s overall strategic plan will identify preparation for catastrophic seismic events as a priority. Further, EMBC’s long-term plan for catastrophic earthquake preparedness, will include goals, prioritized activities and an evaluation framework to assess how those goals are being achieved.

RECOMMENDATION 5: *We recommend that EMBC regularly review its earthquake program to identify significant gaps and risks to a coordinated and integrated response, and develop actions to address them.*

A key element of EMBC’s long-term plan for catastrophic earthquake preparedness will be regular assessment of risks, gaps, and opportunities for program improvement.

RECOMMENDATION 6: *We recommend that EMBC regularly review and evaluate its stakeholders’ plans and procedures to assess stakeholder readiness and capacity.*

The ministry will formally engage with stakeholders to determine what processes would be most effective to promote mutual awareness and alignment of plans and capacities. This will be part of the ministry’s consultative review.

RECOMMENDATION 7: *We recommend that EMBC conduct regular catastrophic earthquake exercises with stakeholders to ensure an effective, comprehensive and integrated government-wide response to a catastrophic earthquake.*

The catastrophic earthquake preparedness plan that is referenced in other responses will include regular earthquake exercises with stakeholders. This plan will adopt a measured and progressive approach, characterized by appropriately phased increases in exercise scope and complexity.

RECOMMENDATION 8: *We recommend that EMBC measure the effectiveness of public preparedness initiatives at regular intervals.*

EMBC’s long-term plan for catastrophic earthquake preparedness will include public education activities and monitoring of these activities. In addition to ongoing public education efforts, a focused campaign will be conducted to bridge gaps in knowledge and encourage behaviour that will improve the province’s overall resiliency.

RECOMMENDATION 9: *We recommend that EMBC report annually to British Columbians on the state of earthquake preparedness including an assessment of the overall state of earthquake preparedness, risk and capacity, and describe the plans and achievements of the Inter-Agency Emergency Preparedness Council (IEPC).*

EMBC's long-term plan for catastrophic earthquake preparedness will include an annual report to British Columbians. This will provide an opportunity to keep emergency preparedness at the forefront of priorities for individuals, families, stakeholders and government partners.

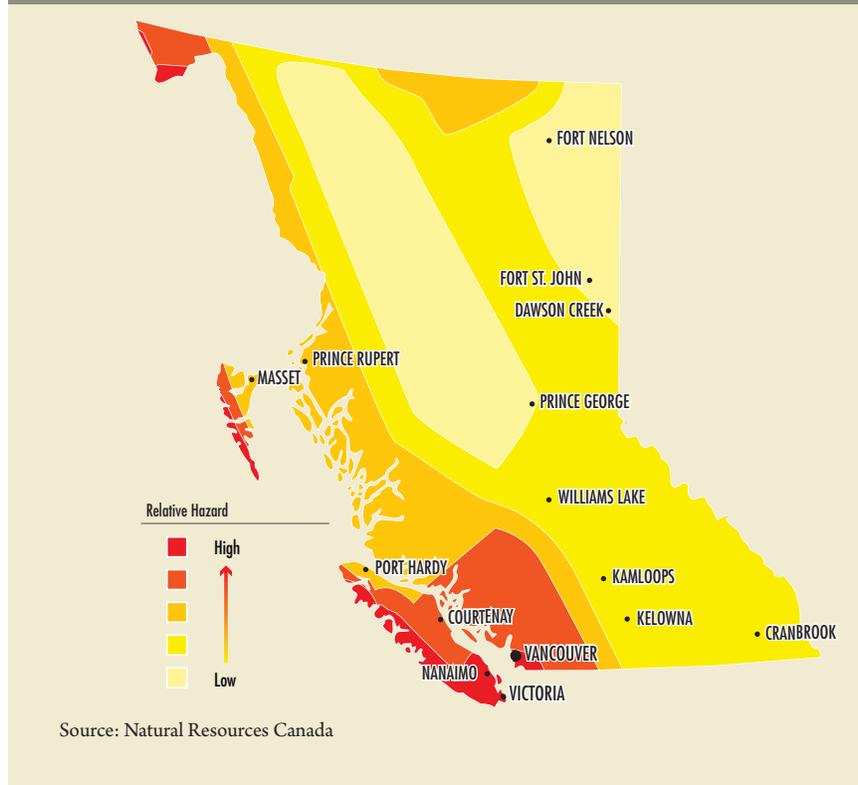
BACKGROUND

In recent years, destructive earthquakes and tsunamis have occurred in many regions of the world. The devastating human impact and economic loss resulting from these seismic events means years, and in some cases, decades of recovery (see Exhibit 1).

The majority of BC's population lives in a highly active earthquake zone

Southwestern British Columbia is situated in the Pacific Ring of Fire, an area where some of the world's largest earthquakes occur. Most of the areas at highest risk in the province are also the areas with the highest population density (see Exhibit 2).

Exhibit 2: Earthquake hazard map



Every year, a few thousand earthquakes occur in and adjacent to BC, but most result in little or no damage. According to experts, however, an earthquake capable of causing structural damage can be expected to occur somewhere in the province about once every 10 years.

Exhibit 1: The destructive power of earthquakes



Debris crushed a car outside the Christchurch Catholic Cathedral after a 6.3-magnitude earthquake hit Christchurch, New Zealand, Feb. 22, 2011.

Source: New Zealand Press Association

Catastrophic earthquakes are less frequent but would result in a high number of casualties and evacuees. In this category of earthquake, response capabilities and resources of the local governments will likely be overwhelmed, life saving support from outside the area will be required, and the event would likely have long-term impacts within the incident area as well as, to a lesser extent, on the nation (see Exhibit 3).

Exhibit 3: Effects of earthquakes of varying strengths

Category	Effects	Richter Scale
I. Instrumental	Not felt	1-2
II. Just Perceptible	Felt by only a few people on upper floors of tall buildings	3
III. Slight	Felt by people lying down, seated on hard surfaces, or in the upper floors of tall buildings	3.5
IV. Perceptible	Felt indoors by many, by few outside, and windows rattle	4
V. Rather Strong	Generally felt by everyone; sleeping people may be awakened	4.5
VI. Strong	Trees sway, chandeliers swing, bells ring, some damage from falling objects	5
VII. Very Strong	General alarm; walls and plaster crack	5.5
VIII. Destructive	Felt in moving vehicles; chimneys collapse; poorly constructed buildings seriously damaged	6
IX. Ruinous	Some houses collapse; pipes break	6.5
X. Disastrous	Obvious ground cracks; railroad tracks bent; some landslides on steep hills	7
XI. Very Disastrous	Few buildings survive; bridges damaged or destroyed; all services interrupted (electrical, water, sewage, railroad); severe landslides	7.5
XII. Catastrophic	Total destruction; objects thrown into the air; river courses and topography altered	8

Source: SMSTsunamiWarning.com

The strength of an earthquake does not necessarily equate to the corresponding effects shown in Exhibit 3. For example, the 2012 Haida Gwaii earthquake was a magnitude 7.7; yet, there was little damage associated with this earthquake. However, the 2011 earthquake in New Zealand was a magnitude 6.3 and it resulted in 183 deaths and approximately \$35 billion in economic loss due to the close proximity of the earthquake’s epicentre to Christchurch. The damage that occurs is also related to the type of earthquake that can occur. BC’s earthquake profile includes three types of earthquakes: mega-thrust, deep-focus and shallow-focus. Each of these types creates a different pattern of damage (See [Appendix A](#) for more details).

March 27, 2014 marks the 50th anniversary of the 9.2 magnitude “Great Alaskan Earthquake”, one of the largest earthquakes recorded in recent history. Energy released from an earthquake of this magnitude is equivalent to the explosion of over 1,800 megatons of TNT or over 30,000 combined Hiroshima-Nagasaki atomic bombs (See [Appendix B](#) for other recorded earthquakes).

That 1964 mega-thrust quake triggered a powerful tsunami that resulted in structural damage and human casualties as it travelled down the North American coast and west to Japan. Locally, the tsunami seriously impacted the west coast of Vancouver Island. At least four waves hit Port Alberni, washing away 55 homes and damaging 375 others. Surprisingly, no deaths were reported in BC, but damage in the province was estimated at over \$60 million in current dollars (see Exhibit 4).

Experts estimate there is a 12% probability of a similar catastrophic earthquake and tsunami affecting BC in the next 50 years. A recent report by the Insurance Bureau of Canada estimates that if such an earthquake were to occur off the south coast of the province and be followed by a tsunami, damages and losses could amount to nearly \$75 billion.

As populations and infrastructure continue to grow in these earthquake vulnerable areas of BC, the severity of the economic impacts – in addition to the serious potential for loss of life – will only increase.

Emergency management is a shared responsibility

Emergency management in BC is a shared responsibility and is founded on an escalating response model (see Exhibit 5).

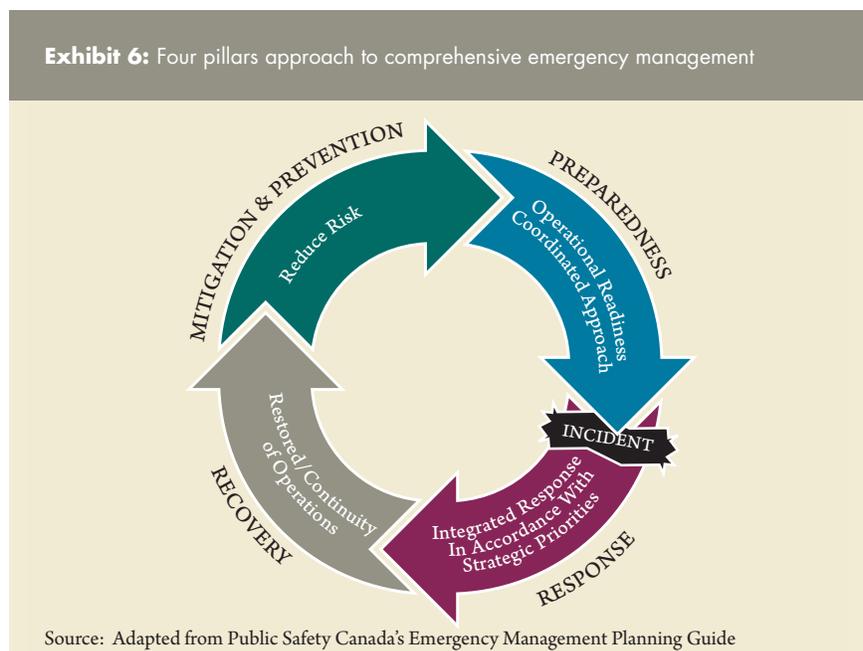
- ◆ At the basic level, individuals are responsible for taking actions to protect themselves.
- ◆ When an emergency extends beyond individual capabilities, local authorities are expected to lead the response, with regional coordination necessary where impacts are multi-jurisdictional.
- ◆ When local authorities are overwhelmed, the provincial government needs to take a strong leadership role to mitigate the effects of the emergency. In this situation, the Province will be responsible for acquiring and deploying the necessary resources to help affected areas and for coordinating and leading a multiple agency response to meet established provincial priorities.
- ◆ Finally, if the provincial government requires resources beyond its own capacity, it can ask the federal government or other jurisdictions for assistance.



Provincial roles and responsibilities during a catastrophic earthquake

In BC, emergency management is based on four interconnected areas of responsibility (“pillars”)(See Exhibit 6):

1. mitigation and prevention;
2. preparedness;
3. response; and
4. recovery.



The authority and responsibility for three of these areas is established in the *Emergency Program Act* and the *Emergency Program Management Regulation*. The fourth area, mitigation and prevention, is currently not recognized in the Act. The Provincial Emergency Program (PEP) is the agency charged with meeting the requirements set out in the Act and Regulation which includes creating provincial emergency plans and responding to or alleviating the effects of an emergency or disaster.

In 2006, the responsibilities of PEP were folded into Emergency Management BC (EMBC). EMBC is also the coordinating agency for the provincial government’s emergency management activities and includes the duties for the Provincial Emergency Program, the Office of the Fire Commissioner and the Coroners Service. The vision of EMBC is to ensure public safety and save lives through excellence in emergency management leadership.

The diversity of BC’s climate and geography creates a number of natural hazards including earthquakes, blizzards, wildfires, floods and landslides to which EMBC is tasked to respond. In addition, there are a number of human-caused hazards for EMBC to deal with including oil spills, motor vehicle accidents and electrical power outages. To respond to the numerous hazards that BC is subject to, EMBC adopted an “all-hazard” approach to emergency management and developed an *All-Hazard Plan* in 2012. This approach recognizes that most disasters ultimately result in similar impacts and risks that need to be dealt with. This “all-hazard” approach is considered good practice because it allows governments and organizations to efficiently develop a single set of plans and procedures to deal with as many of these common impacts and risks as possible.

Previous audit work in this area

To date, the provincial government has invested considerable resources in assessing BC's level of preparedness for a catastrophic earthquake, identifying gaps in preparedness, and suggesting areas of improvement.

In an audit of this topic by our Office in 1997, we investigated the level of BC's preparedness for a catastrophic earthquake and what actions were needed to raise the level of preparedness to an adequate standard. In that report, the Auditor General concluded that the provincial government, the Provincial Emergency Program (now EMBC) and local governments were not well prepared for a catastrophic earthquake, and made 60 recommendations (see [Appendix C](#)).

Following that report, the Select Standing Committee on Public Accounts issued its own report in 1999, supporting the Auditor General's 1997 conclusions, and made an additional 28 recommendations (All recommendations have been summarized in [Appendix D](#)).

In 2007, the Province's Internal Audit and Advisory Service evaluated EMBC's emergency management preparedness and response, reaching some similar conclusions to these two earlier public reports and made 13 recommendations.

AUDIT OBJECTIVES AND SCOPE

We conducted this audit to answer the following questions:

1. Can EMBC demonstrate that it is prepared to manage the effects of a catastrophic earthquake?
2. Is EMBC reporting publicly on the Province's preparedness for a catastrophic earthquake?

As stated earlier and shown in [Exhibit 6](#), emergency management is built on 4 pillars: mitigation and prevention, preparedness, response and recovery. For the purposes of this audit, we focused solely on EMBC's preparedness to plan for an effective response to a catastrophic earthquake. Unlike our 1997 audit which had a much broader scope, mitigation and prevention, response and recovery were out of scope for this audit, and we did not audit other provincial ministries or local governments. However, it is important to note that other stakeholders and the other three pillars are critical and should be part of EMBC's overall strategy.

We developed our criteria and expectations for this audit based on the assumption that in the 17 years since our 1997 audit on this topic, EMBC had sufficient time to significantly improve its level of preparedness. We also expected to find that EMBC has been reporting to the public and the Legislative Assembly about the state of readiness achieved in this time, and the future state of preparedness that it is working towards.

We carried out interviews between March and November 2013, and the audit team reviewed relevant documentation primarily for the years 2008 through 2013.

We conducted the audit in accordance with Section 11(8) of the *Auditor General Act* and the standards for assurance engagement established by the Canadian Institute of Chartered Accountants.

AUDIT CONCLUSION

We concluded that:

- ◆ EMBC cannot demonstrate that it is adequately prepared to manage the effects of a catastrophic earthquake; and
- ◆ EMBC is not reporting to the public and the Legislative Assembly about how prepared it is for managing the effects of a catastrophic earthquake.

KEY FINDINGS AND RECOMMENDATIONS

In summarizing our key findings and recommendations below, we also note recommendations that our Office made in 1997 on earthquake preparedness that are still relevant. Our purpose is to show that many of the issues we identified then remain unaddressed.

EMBC is not adequately prepared to manage the effects of a catastrophic earthquake

Catastrophic earthquake preparedness has not been made a priority

British Columbia (BC) has never experienced a catastrophic earthquake in a densely populated urban centre and may not for many years. Experts have noted that this has led to public apathy and a lack of urgency for decision makers. Given the human casualties and economic impact suffered from other jurisdictions in recent years (see Exhibit 7), this complacency is worrisome and unwarranted.

Government representatives are elected to make policy decisions and must regularly make choices between which initiatives to fund and which to decline. Funding for a catastrophic earthquake that may or may not occur in the short-term competes with funding requests for more immediate needs, such as health care and public education.

Exhibit 7: Earthquake/tsunami impacts

Region	Magnitude	Reported Casualties and Injuries	Estimated Economic Impact (not including impacts to neighboring countries) in Current Dollars
Christchurch, New Zealand (2011)	6.3	185 deaths 1,500-2,000 injuries	\$35 Billion Cdn
Tohoku, Japan (2011)	9.0	15,853 deaths 6,023 injuries	\$200 Billion Cdn
Chile (2010)	8.8	525 deaths	\$15-30 Billion Cdn
Anchorage, Alaska (1964)	9.2	143 deaths	\$2.3 Billion Cdn

Source: Prepared by the Office of the Auditor General of British Columbia

EMBC's operation centre, staffed 24 hours a day seven days a week, receives about 300,000 calls annually. EMBC responded to approximately 6,000 incidents related to dangerous goods spills, search and rescue events, major floods, fires, landslides, and avalanches in 2013. While only a fraction of these emergencies may require an extensive response by EMBC, they consume the majority of staff time. At the same time, EMBC's lack of critical resources such as a logistics planner and its limited funding constrain the organization's abilities.

EMBC's current operating budget for emergency activities is approximately \$6.2 million.¹ This budget is about the same as the budget provided to PEP in 2006, despite a 10% population increase over the same time period, a near doubling of BC's property values, and knowledge of the devastating impacts of recent earthquakes in Chile, Japan, and New Zealand.

EMBC's mandate is very broad and includes emergency coordination and the planning and mitigation of all hazards in BC including catastrophic earthquakes. In the context of this broad mandate and the lack of critical positions and no new funding, EMBC's planning and preparation for a catastrophic earthquake often occurs as a side-of-desk activity.

Many of EMBC's deficiencies in its response capabilities were highlighted following the 7.7 magnitude earthquake that occurred in Haida Gwaii on October 27, 2012. The event triggered a tsunami warning. Fortunately, there was no tsunami, no reported injuries and only limited damage. As per good practices, EMBC drafted an "after action" report of the event that identified shortcomings in the Province's response and actions to address these issues.

In this report, EMBC noted that it did not have sufficient personnel with the experience, knowledge and training to effectively respond to an earthquake and tsunami event and its standard operation procedures were inadequate. EMBC also noted that:

- ◆ some local governments identified that their plans were not adequate;
- ◆ a number of communities lacked information and education on what to do and what local responders should do; and
- ◆ the use of the Provincial Emergency Notification System is cumbersome, resource-consuming and prone to errors.

EMBC included strategies to improve its performance based on its current capacity. It also identified that risks to communities would continue without additional resources and program enhancements.

Although government officials continue to state that catastrophic earthquake preparedness is a priority, government has not provided clear direction regarding the degree of preparedness it is committed to attain or what level of risk is acceptable. In our view, given the scope of preparation that will be required to adequately prepare BC for a catastrophic earthquake, government should be planning for 5, 10 and 15 years rather than the typical 1 to 3 year plans.

[Audit 1997 – Recommendation 2 – The provincial government should develop long-term goals for earthquake preparedness.]

¹ The Province also contributes approximately \$14 million dollars to a joint federal and provincial initiative to fund infrastructure projects that will provide flood protection to communities across BC.

[Audit 1997 – Recommendation 6 – The provincial government should provide the Provincial Emergency Program with a reasonable level of resources to meet the government’s expectations.]

RECOMMENDATION 1: *We recommend that government develop long-term goals for catastrophic earthquake preparedness, including the level of provincial preparedness it expects EMBC to achieve in the next 5, 10 and 15 years.*

RECOMMENDATION 2: *We recommend that government ensures EMBC has the capacity necessary to address identified critical gaps and achieve government’s expected level of preparedness.*

EMBC has not implemented a managing-for-results framework in preparing for a catastrophic earthquake

As was evidenced in Japan in 2011, no government can be completely ready to respond to a catastrophic earthquake (see Exhibit 8). However, we expected EMBC to have a system in place to track and demonstrate how it is improving the Province’s level of preparedness.

Managing-for-results provides an organization’s leadership with tools to measure its success and identify areas for improvement so goals can be achieved. The general principles of this framework are part of the planning requirements under the Province’s *Core Policy and Procedures Manual*. The managing-for-results framework is valuable because it embodies the old adage that “what gets measured gets done.”

Exhibit 8: Being totally prepared is not possible

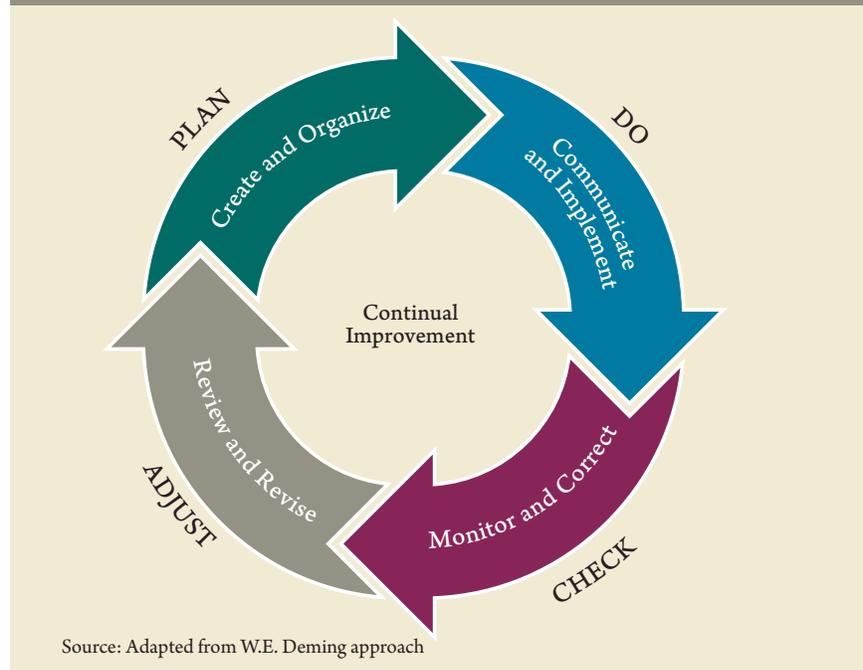


Despite Japan’s investment of billions of dollars in earthquake and tsunami mitigation, preparedness, response and recovery, the scale of destruction during the March 11, 2011 tsunami quickly overwhelmed authorities.

Source: BBC News

The managing-for-results framework can be conceptualized as a simple four-step process known as Plan-Do-Check-Adjust (PDCA) (see Exhibit 9). These steps are the foundation for International Organization for Standardization (ISO) 9000. The ISO 9000 family of standards represents an international consensus on good management practices.

Exhibit 9: The Plan-Do-Check-Adjust (PDCA) model that underpins the managing-for-results approach



We expected EMBC management, using this four-step process, to have undertaken the following key initiatives:

PLAN: Establish the objectives and processes necessary to deliver results in preparing for a catastrophic earthquake. Establish key performance indicators and targets to evaluate success.

DO: Implement the plan and collect information on performance.

CHECK: Evaluate results and identify areas for improvements.

ADJUST: Revise work plans as necessary throughout the year to ensure results are being achieved. Annually review overall performance and adjust objectives, strategies, key performance indicators and work plans as needed for the following year.

We found that EMBC has made progress in some areas; however, overall EMBC is not applying a rigorous managing-for-results framework and has gaps in the following areas:

PLAN: A goal in *EMBC’s 2012–2015 Strategic Plan* is to “enhance BC’s ability to manage large scale and catastrophic events.” Five objectives for achieving this goal have been identified (see Exhibit 10).

Exhibit 10: Extract from *EMBC Strategic Plan 2012–2015*

Goal 4 - Enhance British Columbia’s ability to manage large scale and catastrophic events

- ◆ Align EMBC staff resources to support major event response and recovery capacity
- ◆ Build and support local, provincial, national and international liaison agreements and networks
- ◆ Build public/private sector agreements and partnerships
- ◆ Monitor stakeholder readiness and capacity
- ◆ Coordinate provincial support to local authorities and First Nations engaged in emergency management

Source: *EMBC’s Strategic Plan 2012–2015*

We found that EMBC could not demonstrate that these objectives were based on a systematic assessment of areas of highest risk or significant gaps in its program.

In addition, EMBC does not have a catastrophic earthquake work plan that defines the strategies for how these objectives will be realized, nor have they identified key performance indicators and related annual targets to measure its progress.

DO: Although EMBC does not have a catastrophic earthquake annual work plan, the agency has undertaken actions to improve the Province’s preparedness for a catastrophic earthquake. However, we found that implementation of these actions has often had to be secondary to other operational activities, so progress has been slow.

CHECK: Because of the absence of key performance indicators and associated annual targets for improving EMBC’s preparedness for a catastrophic earthquake, the agency is not objectively evaluating whether its actions are improving its preparedness. We did find, however, that EMBC recently created status reports for its top three priority projects. These reports could be expanded so EMBC can monitor its progress once it determines the key outcomes that it is working to achieve.

ADJUST: EMBC does not regularly evaluate the effectiveness of its earthquake preparedness activities and adjust its programs, plans and procedures. However, we did note that the agency adjusted some of its plans and procedures in response to recent evaluations. Notably, EMBC identified opportunities for improvements after attending a large-scale earthquake exercise in Washington State, and in relation to the tsunami threat following the 2012 Haida Gwaii earthquake.

RECOMMENDATION 3: *We recommend that EMBC develop a strategic plan to meet the Province’s long-term goals. The plan should clearly demonstrate how EMBC will evaluate the effectiveness of its activities against its goals.*

Gaps exist in EMBC's preparedness

The Province's response to a catastrophic earthquake will depend largely on the effectiveness of the plans and procedures that EMBC and other stakeholders have in place and how well they are implemented. We, therefore, expected that EMBC's plans and procedures:

1. are based on a detailed hazard risk and vulnerability analysis;
2. are reflective of best practices;
3. include the actions that the Minister may undertake in a state of emergency;
4. include the review of ministry and local government plans and procedures to ensure they are integrated and coordinated;
5. include monitoring of key stakeholders readiness and capacity to carry out their plans;
6. include catastrophic earthquake training and exercises; and
7. include maintaining an effective public education program.

Following are our findings for each of the above seven areas.

1. EMBC's hazard, risk and vulnerability analysis is not sufficiently detailed and not up-to-date

We expected EMBC to have developed a detailed hazard risk and vulnerability analysis (HRVA) based on a scenario of a catastrophic earthquake that would then be used to guide the development of its response plans and procedures. An HRVA is a critical part of every emergency program. An HRVA assists emergency managers in prioritizing their mitigation and planning efforts, and in determining where to focus their resources during the initial response to a catastrophic earthquake.

Consistent with the requirements of the Emergency Program Management Regulation and international good practice, EMBC is required to prepare and update annually an HRVA that identifies potential emergencies and disasters, and to assess the potential impact of these events on people and property. EMBC's own guidance states that an HRVA should be completed before a strategic plan or an emergency response plan is written, as an HRVA guides response actions. However, EMBC's HRVA, developed in 1997, has not been updated since this time and is general in its content. It was anticipated in our 1997 report that this general HRVA would be developed into an area-specific HRVA that would model, in detail, the hazards, risks and potential impacts of a catastrophic earthquake on the BC population, tourists, critical facilities, disaster routes and industry. EMBC has made little progress in this area. However, EMBC recently applied for funding from the federal government to work on the development of a model that could identify regions of high seismic risk and highest potential losses. The proposed project will require a more comprehensive and centralized inventory and mapping of the province's critical infrastructure than is currently available.

[Audit 1997 – Recommendation 4 – Provincial Emergency Program should work with regional and local governments to refine the development of specific, regional earthquake planning scenarios.]

[Audit 1997 – Recommendation 16 – The provincial government should develop an inventory of key provincial infrastructure.]

2. EMBC’s plans and procedures do not consistently reflect best practices

We expected EMBC’s catastrophic earthquake plans and procedures to reflect best practices; however, we found deficiencies in several areas.

- ◆ **Comprehensive Emergency Management Plan** – Consistent with international good practices, EMBC is developing a *Comprehensive Emergency Management Plan* which consists of an *All-Hazard Plan*; support appendices; and hazard-specific appendices. However, while EMBC has recently completed the *All-Hazard Plan*, it has not developed a hazard-specific appendix for a catastrophic earthquake or key support appendices related to issues that would arise following such an earthquake (for example, the need for mass evacuation and shelter, critical infrastructure, and food and water). A timetable has not been set for completing these documents.
- ◆ **BC Emergency Response Management System (BCERMS)** – EMBC has successfully developed and implemented the BCERMS. This system, based on best practices, provides a standardized process for organizing and managing a response to any emergency or disaster in BC.
- ◆ **Earthquake Response Plan** – Building on the BCERMS model, EMBC developed a draft *Earthquake Response Plan* in 2008 which describes a general operational concept for a provincial response to a damaging earthquake. However, we found that this plan does not meet EMBC’s own good practice expectations. The plan does not:
 - identify vulnerable geographic locations, populations and facilities/infrastructure;
 - specify public warning/information requirements;
 - identify special resource requirements and procedures for locating resources; and
 - refer to other emergency-related plans.

Furthermore, the plan includes the assumptions that all BC residents in earthquake-prone areas of the province know what to do in an earthquake – for example, that all families have emergency kits, family reunification plans, and the ability to sustain themselves for a period of time until help is available. The plan also assumes that local governments have adequate plans and will survive to coordinate their own local response and recovery efforts. We noted that EMBC has not confirmed that these assumptions are realistic. Recent studies indicate that a majority of the population in BC’s earthquake hazard area do not know how to prepare their homes and themselves for a catastrophic earthquake.

3. EMBC's plans and procedures do not articulate clearly the actions that the Minister may undertake in a provincial state of emergency

We expected EMBC's plans and procedures to include the actions that the Minister of Justice can take in a provincial state of emergency.

A catastrophic earthquake resulting in significant structural damage and human casualties will most likely require the declaration of a provincial state of emergency. Section 10 of the *Emergency Program Act* sets out the extraordinary powers available to the Minister following such a declaration.

Those powers include:

- ◆ control or prohibition of travel;
- ◆ demolition of structures;
- ◆ restoration of essential facilities;
- ◆ distribution of essential supplies;
- ◆ mass evacuation and shelter;
- ◆ price setting; and
- ◆ rationing of supplies for the duration of the state of emergency.

EMBC is responsible for emergency management under the Act, so it has an important role in supporting the Minister's enactment of these powers. Because an immediate emergency response is critical to minimizing loss and damage from a catastrophic earthquake, it is essential that EMBC has necessary information and defined procedures in place to empower the Minister to make fully informed decisions and execute his/her powers in a timely manner.

We found, however, that EMBC has not compiled the necessary information and procedures to address all the powers granted to the Minister under a provincial state of emergency. This creates the risk that the personal, structural and financial losses following a catastrophic earthquake could be greater than necessary due to a delay in implementation of these powers.

RECOMMENDATION 4: *We recommend that EMBC identify, rank and prioritize completion of its own key plans and procedures to ensure it meets its mandate to prepare and respond to a catastrophic earthquake.*

4. EMBC has not adequately ensured plans and procedures of other stakeholders would result in an integrated and coordinated response

One of EMBC’s primary objectives in preparing for a catastrophic earthquake is to ensure that the Province undertakes a coordinated and integrated response to the event. This objective reflects one of the basic principles of emergency management: coherency of action (see Exhibit 11). Taking this approach means EMBC would help coordinate and lead government and non-government agency assistance with local, provincial and even national resources to ensure provincial priorities are achieved and communities in need receive the help that they require as quickly as possible.

Exhibit 11: Principle 5 - coherency of action

Emergency management requires collaboration, coordination and integration by all partners in order to most effectively apply emergency management resources and execute activities. Coherency of action relies on clear roles, responsibilities, authorities and capacities of all partners.

Source: Principles of Emergency Management, EMBC Reference Manual

For this approach to work properly, the response efforts and plans of all these different stakeholders must be integrated and coordinated. However, we found that EMBC does not systematically review these plans and procedures and, therefore, cannot ensure that they are integrated and coordinated.

4.1 Local authorities’ plans are not reviewed by EMBC to ensure integration and coordination

EMBC’s legislation and regulation define a number of mandatory and discretionary powers and duties of the Minister. The mandatory actions state that the Minister “must” do something; the discretionary actions state that the minister “may” do something. In either case, the legislation empowers the Minister to do whatever is necessary to prevent, respond to or alleviate the effects of a catastrophic earthquake.

Under the Act, the Minister may promote the development of integrated plans and “require local authorities ... to prepare, in cooperation with designated ministries, integrated plans and programs, satisfactory to the Minister, to deal with emergencies.” We found that EMBC has not exercised this power to ensure that local government plans are coordinated and integrated with other local authority plans and the Province’s plans.

Integration between local authorities and with other provincial government plans is necessary for an effective government response to a wide-scale disaster. Without integration and coordination, critical rescue and response efforts could be delayed and ineffective. Such a situation was apparent in the independent review by the Attorney General following the 1996 blizzard on Vancouver Island and the Lower Mainland. The review found that there was no coordinated approach to clearing major transportation arteries. Some major roads were plowed up to the municipal border, but remained impassable beyond that.

One method to address integration and coordination across multiple local authorities is regional coordination. Our Office’s 1997 report on earthquake preparedness and the Attorney General’s report on the 1996 blizzard both recommended that regional coordination be strengthened.

[Audit 1997 – Recommendation 2 – The earthquake preparedness program should provide an integrated and cohesive approach to earthquake preparedness that supersedes the assignment of specific jurisdictional responsibilities.]

In April 2009, the Ministry of Public Safety and the Solicitor General entered into a partnership with the Greater Vancouver Regional District (Metro Vancouver) to form the Integrated Partnership for Regional Emergency Management (IPREM). IPREM’s objective is to improve regional emergency management in the Metro Vancouver region. This has been an important step in establishing the formal commitments and structures necessary to ensure that provincial and local authority plans are integrated and coordinated in Metro Vancouver. IPREM could become a model for cooperation between local governments elsewhere in the province. To date, this model has not been extended outside of Metro Vancouver.

We have been advised that IPREM is about to release its first product: the Regional Disaster Debris Management Plan; however, a number of deliverables still need to be completed for IPREM to achieve its vision of a disaster resilient region with a co-ordinated emergency management strategy.

[Audit 1997 – Recommendation 9 – The provincial government should strengthen regional emergency planning and coordination.]

4.2 Provincial ministries and Crown corporations’ plans are not reviewed by EMBC to ensure integration and coordination

Under the Emergency Program Management Regulation, ministers and Crown corporations are required to maintain emergency plans and procedures, and to ensure that these are coordinated and consistent with the emergency plans and procedures of every other minister. To help facilitate this coordination, the Emergency Program Management Regulation established the Inter-Agency Emergency Preparedness Council (IEPC), with representatives from each key ministry and co-chaired by EMBC. The regulation specifies that the IEPC must provide each minister with “the assistance necessary to ensure that the minister’s emergency plans and procedures are coordinated and consistent with the plans and procedures of all other ministers and with the government’s overall emergency preparedness strategies.”

Given this requirement, we expected either the IEPC, or EMBC, to be systemically reviewing ministry and Crown corporation plans periodically to ensure they are integrated and consistent with the plans and procedures of all other ministries and with the Province’s overall plans and strategies. This review would help ensure that ministry plans are integrated and coordinated. We found no such systematic reviews by either IEPC or EMBC.

[Audit 1997 – Recommendation 8 – Deputy Minister and Crown corporations’ chief executives should take steps to increase the profile and effectiveness of the IEPC.]

RECOMMENDATION 5: *We recommend that EMBC regularly review its earthquake program to identify significant gaps and risks to a coordinated and integrated response, and develop actions to address them.*

5. EMBC is not adequately monitoring stakeholder readiness and capacity

We expected EMBC to be monitoring the response readiness of all its major stakeholders and their capacity to carry out necessary activities in the event of a catastrophic earthquake.

Plans and procedures are effective only if everyone knows what to do, and there are enough people and resources to fully execute the plans.

Following a catastrophic earthquake, EMBC will need to coordinate the efforts of a vast number of different players including: local authorities (defined under the Act as being municipalities and their municipal councils; regional districts and their boards; and national park superintendants); provincial ministries and Crown corporations; the Temporary Emergency Assignment Management System (TEAMS) personnel; and the federal government. Key to EMBC's coordination will be a realistic understanding of these organizations' readiness and capacity before such an event. The importance of this is reflected in one of the objectives in EMBC's Strategic Plan: "monitor stakeholder readiness and capacity" ([See Exhibit 10](#)).

Overall, we found that EMBC is not adequately monitoring the readiness and capacity of its key stakeholders which include local authorities, provincial ministries, Crown corporations, TEAMS volunteers, First Nations, and the federal government.

5.1 *Local authorities' plans and capacity to carry out their plans are not adequately reviewed by EMBC*

The *Emergency Program Act* and accompanying Local Authority Emergency Management Regulation set out the responsibility of local authorities to prepare a local emergency plan, provide details about the broad content of that plan, and make clear the expectation that the plan will be periodically reviewed and updated. EMBC has the authority under the Act and this regulation to review and evaluate: local emergency plans, local government's capacity to carry out this plan, and its training and exercise programs. We found that EMBC is not doing this. The lack of such review and evaluation exposes the province to the risk that provincial emergency plans may be founded on unrealistic assumptions of local government capacity and that, overall, the province may not have the resources it expects to be available to respond to and mitigate the effects of a catastrophic earthquake. As a result, residents of some communities could be put at increased risk following a catastrophic event.

[Audit 1997 – Recommendation 27 – The provincial government should play a stronger role in... monitoring to ensure that all municipalities plan to a certain standard.]

5.2 *Provincial ministries and Crown corporations' plans and procedures and business continuity plans are not being adequately monitored*

We found weaknesses in the monitoring of this stakeholder group in two main areas: plans and procedures and business continuity planning.

Plans and procedures

Under the Emergency Program Management Regulation, each minister must develop emergency plans and procedures in the event of an emergency or disaster. As noted above, we expected that these plans and procedures would be integrated and coordinated. Furthermore, we expected that EMBC would be reviewing them to ensure that ministries and Crown corporations have achieved a required state of readiness and have the capacity necessary to implement their plans in a catastrophic earthquake.

Because EMBC is not conducting a systematic review of these plans, we concluded that there is a risk that ministry’s and Crown corporations’ planned responses to a catastrophic earthquake may not be meeting a necessary standard, and that they may not have the capacity to carry out their plans. This concern was raised in BC’s Legislature during discussions of BC Hydro’s December 2012 internal audit report where legislators noted that: “BC Hydro is not adequately prepared to react, respond, and recover from a widespread catastrophic event such as an earthquake.”

[Audit 1997 – Recommendation 23 – The provincial government should take a stronger, more proactive role than it is now doing to ensure that supporting ministries keep their earthquake preparedness plans current.]

Business continuity planning

EMBC’s *All-Hazard Plan* states that “provincial ministries will mobilize to deliver emergency and critical services during emergencies and disasters. The ability of ministries to carry out their critical services is enhanced by the creation and maintenance of business continuity plans.” Government’s *Core Policy and Procedures Manual* places importance on ensuring ministries can carry out their services (see Exhibit 12).

We expected EMBC to be monitoring and reporting on ministry business continuity plans, identifying deficiencies, and working with ministries to address any issues in a remediation plan. Instead, we found that EMBC only requires government corporations, that are considered critical, to prepare a self-assessment of their business continuity plans and does not verify the accuracy of statements in these documents. Furthermore, EMBC is not publicly reporting on the state of ministry business continuity plans.

Exhibit 12: Extract from the *Core Policy and Procedures Manual*

The Ministry of Finance’s *Core Policy and Procedures Manual* states that ministries shall: report the status of ministry-wide business continuity to EMBC semi-annually and on an ad-hoc basis, as requested; conduct a risk assessment to identify and analyze threats to ministry business and services and submit them to EMBC; and complete a Business Impact Analysis for each business unit or program area utilizing EMBC templates.

Areas identified by ministries or EMBC as deficient or non-compliant will require the development of a remediation plan identifying the actions, target dates and individuals responsible. The progress of the plan will be monitored until the required actions are complete.

Source: Province of British Columbia, Ministry of Finance

[Audit 1997 - Recommendation 38 –The provincial government should... assign responsibility for maintaining a business continuation planning program and establish accountability for success; monitor the status of such planning; and audit ministry planning programs.]

We also found significant gaps in EMBC’s own business continuity plan. For example, although Kamloops has been identified as an alternative site for the Provincial Emergency Coordination Centre (PECC), in the event that its locations on Vancouver Island are affected, the transfer of the PECC responsibilities and staffing to the alternative site has not been tested. In addition, EMBC is not reviewing and updating its own business continuity plan annually, as required by the *Core Policy and Procedures Manual*.

[Audit 1997 - Recommendation 26 –The provincial government should take steps to identify, equip and test an alternate site for its Provincial Emergency Coordination Centre.]

5.3 Temporary Emergency Assignment Management System may not be sufficient to staff EMBC’s response centres

Temporary Emergency Assignment Management System (TEAMS) is a staffing system that maintains a resource pool of highly skilled provincial employees from various ministries in BC, who train regularly and have the appropriate skills and experience to manage provincial emergency operations centres. These volunteers are a critical resource for EMBC to ensure it has the capacity to adequately staff its response centres. However, EMBC has noted a decline in the availability of trained experienced TEAMS members and has been challenged to find an adequate number of TEAMS personnel to deploy during emergencies.

5.4 The federal government’s capacity creates challenges

During the audit, we identified three major challenges in the Province’s coordination and integration with the federal government:

1. funding;
2. logistics; and
3. responsibility to First Nations.

Funding

The Government of British Columbia and the Government of Canada signed a *Memorandum of Understanding* (MOU) on emergency preparedness in 1988. The MOU includes a cost sharing agreement in support of a Joint Emergency Preparedness Program (JEPP) for developing and maintaining emergency plans. Under the JEPP program, local authorities were eligible to apply for federal funding to help enhance their emergency preparedness and response capacity. In March 2013, the federal government eliminated JEPP funding. EMBC has noted that the loss of JEPP funding will likely impact the ability of local authorities to purchase equipment, and conduct training and exercises for emergency preparedness. Although the Ministry of Justice formally expressed its concern to the federal government about this cut, federal funding for the program has not been reinstated. As noted above, any loss of capacity and capability by local authorities could impact local governments’ and EMBC’s response to a catastrophic earthquake.

Logistics

In the aftermath of a catastrophic earthquake, it is expected that the provincial government will need to call on the federal government for assistance. One of the primary resources that the federal government can deploy is the Canadian Armed Forces. The Canadian Armed Forces brings expertise in logistics management and the movement of food, water and medical equipment. Significant readily available military resources exist in BC, but even these will likely be overwhelmed initially in a catastrophic earthquake. The Canadian Armed Forces have told EMBC that it could take several days before they could support the affected area. EMBC has not yet been able to mitigate this risk, especially in ensuring there is an effective flow of essential goods and supplies to affected communities.

Developing private partnerships for supply chain management could be one answer for overcoming this issue. EMBC has stated that development of these partnerships is a high priority, but none have been established to date. EMBC is working with the Red Cross to develop a plan for the timely and effective deployment of the Red Cross's national and international resources into BC following a catastrophic earthquake. Even after these planning details are finalized, current logistics challenges will still need to be addressed.

Responsibility to First Nations

We also noted an inconsistency in the roles and responsibilities of the provincial and federal governments in terms of providing First Nations assistance in the event of a catastrophic earthquake. EMBC's 1998 draft earthquake response plan identifies that assistance for First Nations will be federally provided by Indian and Northern Affairs Canada. However, a 1993 letter of understanding between the provincial and federal governments states, "When immediate action is required to preserve life or property on Indian Reserves and when local bands so request, the Provincial Emergency Program (now EMBC) will assist, support or arrange for such required emergency measures."

EMBC has advised our Office that it does not have the dedicated capacity to assist First Nations during a catastrophic earthquake. Further discussions with the federal government will be necessary to resolve this issue.

[Audit 1997 - Recommendation 28 –The provincial government should review on a regular basis the status of the National Earthquake Support Plan. As well, the Canada-BC Memorandum of Understanding on Emergency Preparedness should be reviewed and, where appropriate, updated.]

RECOMMENDATION 6: *We recommend that EMBC regularly review and evaluate its stakeholders' emergency plans and procedures to assess stakeholder readiness and capacity.*

6. Earthquake response training and exercising is inadequate

We expected EMBC’s plans and procedures to include a robust training and disaster response exercise program. These activities are valuable in preparing emergency managers and stakeholders to respond successfully following a catastrophic earthquake.

Currently, EMBC provides emergency management training for volunteers and local governments through the Justice Institute of British Columbia. However, we found that this training does not specifically cover a catastrophic earthquake scenario and is dependent on discretionary funding which can affect its ability to be delivered consistently.

Although EMBC has carried out some disaster exercises, we found that these only tested a limited range of roles and responsibilities and did not include a scenario where a provincial state of emergency is declared. Also, it is unclear whether these exercises are working towards an overall objective to ensure EMBC could coordinate an integrated and effective response.

[Audit 1997 – Recommendation 32 – The provincial government should provide more exercises at the province-wide and regional level to ensure that the liaison between emergency response efforts of different levels of government work effectively.]

RECOMMENDATION 7: *We recommend that EMBC conduct regular catastrophic earthquake exercises with its stakeholders to ensure it can deliver an effective, comprehensive and integrated government-wide response to a catastrophic earthquake.*

7. EMBC’s education program is not adequate to prepare the public for a catastrophic earthquake

We expected EMBC’s plans and procedures to include an effective public education program. One of the goals of EMBC’s Strategic Plan is “increased safety and resilience for individuals and communities.” An objective associated with this goal is delivering an effective public education program. Good practice dictates that public education is an important aspect of mitigating the impacts of a catastrophic event. For each person who is prepared and knowledgeable about what to do in an earthquake, there is one less person who may need basic assistance after the event. This means that limited government resources can then be stretched further.

We found that EMBC has only a limited public education program where one of its initiatives is assisting with an annual earthquake drill (“ShakeOut”) where participants “Drop, Cover and Hold On.” EMBC has also worked with some coastal communities on tsunami readiness. While EMBC does track information on the number of annual participants in the “ShakeOut” initiative, it does not track the effectiveness of its public education programs (i.e., whether families have emergency kits, reunification plans and the ability to sustain themselves for a period following a catastrophic earthquake as assumed in the Province’s 2008 draft earthquake response plan).

A recent survey by the British Columbia Automobile Association indicated that while 75% of respondents noted that they would expect their home could be damaged by an earthquake, only 35% knew how to “drop, cover and hold on” if an earthquake were to hit. The survey raises concerns that EMBC’s assumptions of the level of individual and family preparedness may be flawed.

RECOMMENDATION 8: *We recommend that EMBC measure the effectiveness of its public preparedness initiatives at regular intervals.*

EMBC is not reporting to the public and the Legislative Assembly about how prepared it is for a catastrophic earthquake

As we noted earlier, EMBC’s plans and strategies are based on a model where preparing for and responding to a catastrophic earthquake require individuals, industry and not-for-profit organizations and local, provincial and federal governments to work together to address the challenges faced by everyone in the affected area.

Embedded in this “community response” model are important assumptions of what roles, responsibilities, and level of preparedness exist before and after a catastrophic earthquake.

These assumptions must be realistic and all stakeholders must understand and agree to comply with them for this model to function effectively. Stakeholders have different levels of resources and risk acceptance, so it is essential that each stakeholder understand the actual level of preparedness achieved by all the others and what that means for him/her.

Provincial spending on catastrophic earthquake preparedness is ultimately a policy decision made by government, after it has weighed the competing needs and priorities of its constituents. As a result, it is essential that government is open about its state of catastrophic earthquake readiness if the public is to hold government accountable for its policy decisions.

Our 1997 audit reached similar conclusions about the value of public reporting on the Province’s state of catastrophic earthquake preparedness, noting that “the general public needs to appreciate the extent of their vulnerability if they are to be convinced to support public mitigation efforts and develop personal strategies for earthquake preparedness.” The report went on to recommend that the Provincial Emergency Program (PEP) report annually on the state of earthquake preparedness. This recommendation was endorsed by the Select Standing Committee on Public Accounts in its 1999 report.

We therefore expected to find that EMBC is:

- ♦ tracking the public’s actual level of catastrophic earthquake preparedness as part of the agency’s evaluation of the effectiveness of its public education efforts; and
- ♦ reporting publicly its own level of preparedness as part of its efforts to be transparent and accountable to the public.

We found that neither EMBC, nor the ministry it operates within (Ministry of Justice), publicly reports on the state of catastrophic earthquake preparedness in the province.

The Ministry of Justice included performance indicators in its *2012 Annual Service Plan* that reflected a narrow aspect of the Province’s catastrophic earthquake preparedness – “Performance Measure 17: The percentage of critical Temporary Emergency Assignment Management System (TEAMS) positions filled by qualified government employees.” This measure was subsequently dropped from the planned performance measure listing for the *2013/14–2015/16 Service Plan* under the rationale that it was not an outcome-based measure. The current service plan includes the performance measure “Timeliness of Disaster Financial Assistance private sector claim adjudication.”

In our view, neither of these indicators provide key stakeholders or the public with sufficient information to understand fully how well prepared the province is for a catastrophic earthquake, the risks that they are facing, or the level of preparedness that they must achieve to protect themselves, their families and their communities.

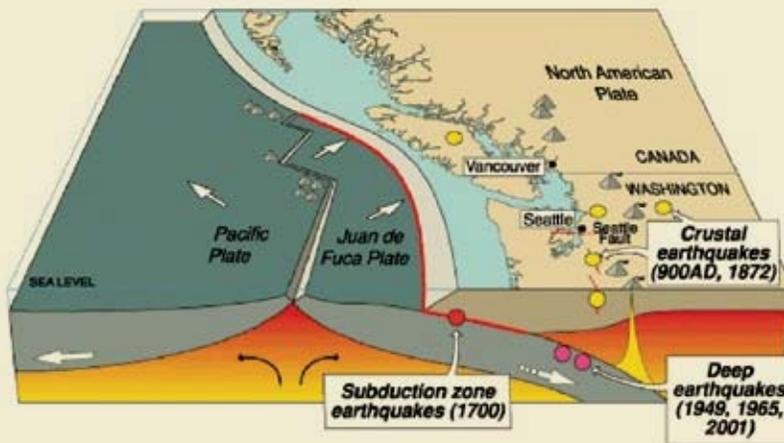
Government's preparedness includes an understanding of how well all ministries are prepared to respond to a catastrophic earthquake. The Emergency Program Management Regulation specifically sets out that the Inter-Agency Emergency Preparedness Council (IEPC) facilitates the coordination of ministry plans and procedures. This role is critical to support EMBC's mandate. With such an important role in ensuring that emergency preparedness is coordinated and integrated across ministries, it was recommended in our 1997 audit that the IEPC report annually on its plans and achievements. However, this recommendation has never been implemented.

[Audit 1997 – Recommendation 6 – The provincial government should report annually on the state of earthquake preparedness in British Columbia. The report should include an assessment of the overall state of earthquake preparedness, a report on plans and achievements of the Inter-Agency Emergency Preparedness Council, and accountability information regarding Provincial Emergency Program's own performance in relation to its annual objectives.]

RECOMMENDATION 9: *We recommend that EMBC report annually to British Columbians on the state of its catastrophic earthquake preparedness. The report should include an assessment of the overall state of earthquake preparedness, risks and capacity, and describe the plans and achievements of the Inter-Agency Emergency Preparedness Council (IEPC).*

AS THIS AUDIT ONLY looked at one of the four pillars (preparedness) of emergency management, future work by our Office may include the other three pillars: mitigation and prevention, response and recovery. All four pillars are critical to ensuring the Province can manage the effects of a catastrophic earthquake. For example, while planning for a response is challenging, it is finite. Post disaster recovery often takes years, even decades. Appropriate recovery planning can improve resiliency by reducing recovery time and economic losses.

Exhibit A1: Types of earthquakes in the Cascadia subduction zone



Source: United States Geological Survey

Source	Affected Area	Max. Size	Recurrence
● Subduction Zone	WWA, OR, CA	M 9	500-600 yr
● Deep Juan de Fuca plate	WWA, OR	M 7+	30-50 yr
● Crustal faults	WA, OR, CA	M 7+	Hundreds of yrs

In BC, a **mega-thrust earthquake** (“the big one”) could occur offshore when one piece of the earth’s crust (oceanic plate) is pushing beneath another (continental plate). Stress builds and eventually the two pieces slip rapidly, generating earthquakes as large as magnitude 9.

Quickly following an earthquake like this in British Columbia, a destructive tsunami – a series of waves up to 10 metres high – will hit the coast while also travelling across the Pacific Ocean toward Alaska, Hawaii and Asia. There would be widespread damage, including thousands of injuries and fatalities and the destruction of hundreds of buildings. Aftershocks up to magnitude 7 could occur, causing even greater damage.

This type of quake occurs, on average, every 500 to 600 years, but the intervals between events have been as short as 100 to 300 years. The last major mega thrust quake occurred in 1700 and was approximately a magnitude 9. Scientists have estimated that there is about a 12% chance of a similar magnitude quake in the next 50 years.

Notable mega-thrust earthquakes: Alaska, 1964, M 9.2; Indonesia, 2004, M 9.1-9.3; Chile, 2010, M 8.8; Japan, 2011, M 9.0

Deep-focus earthquakes occur on faults at depths of 48-60kilometres in this region.

Because the faults break so deeply, the wave energy spreads over a much larger area than from a shallow-focus quake. Strong shaking generally lasts a few seconds to a minute, but can be longer. Few if any aftershocks occur.

After a deep earthquake in this region, the heaviest damage will be likely concentrated on Vancouver Island and along the Strait of Georgia. No tsunami is expected.

These earthquakes strike, on average, every 30 years, with the latest in 1949, 1965 and 2001. The probability of a deep earthquake causing considerable damage of a magnitude 6.5 or greater is around 12% in the next 50 years.

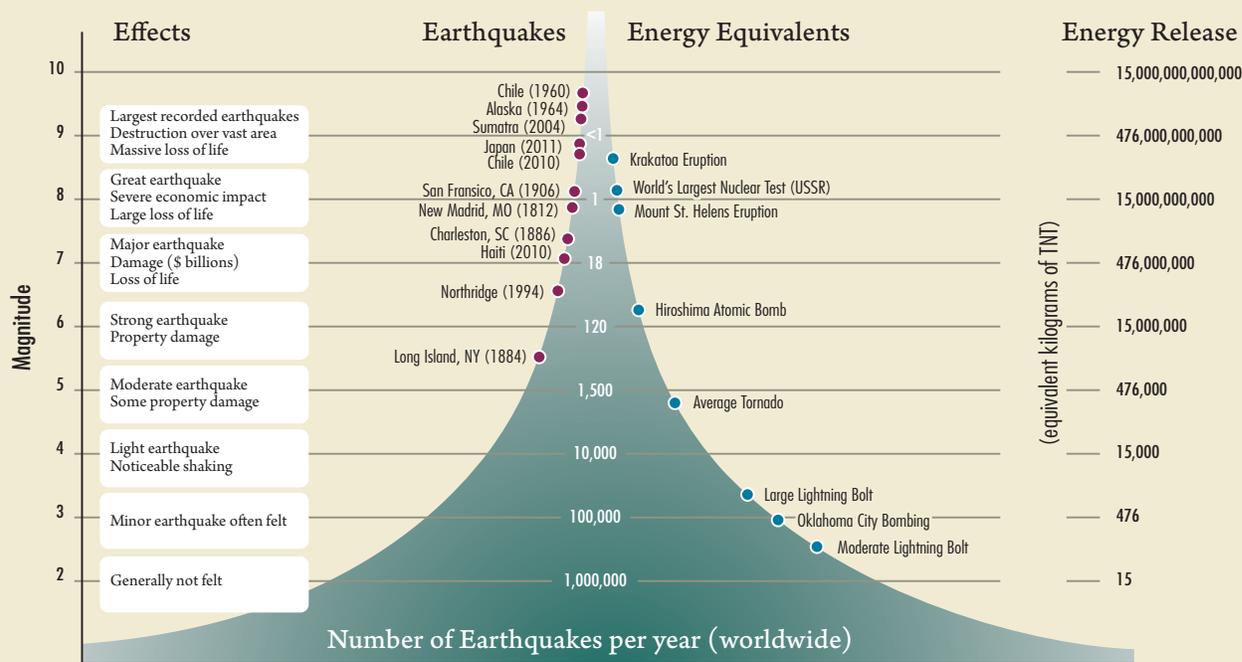
Notable deep-focus earthquakes: Haida Gwaii, 1949, M 8.1; Nisqually, Washington, 2001, M 6.8

Shallow-focus earthquakes occur within the earth’s crust along fractures, generally at depths less than 35 kilometres. This class affects a smaller area than a deep earthquake of the same magnitude, but the shaking is usually more intense and aftershocks more numerous. Tsunamis are unlikely, but could occur if a shallow earthquake occurred under the Strait of Georgia.

Because of the abundance of shallow faults in this region, small earthquakes of this type are recorded every day, and damaging quakes occur every few decades. The probability of a shallow crustal earthquake causing considerable damage in British Columbia has been estimated at approximately 12% in the next 50 years. To better understand these quakes, more information is needed about where the active faults are.

Notable shallow-focus earthquakes: Vancouver Island, 1946, M 7.3

Exhibit B1: Earthquake statistics



Source: Adapted from Incorporated Research Institutions for Seismology

The left side of the figure above describes the effects of an earthquake by magnitude. The larger the number, the bigger the earthquake. Significant earthquakes are noted on the left side of the shaded tower. The shaded area indicates how many earthquakes of each magnitude occur every year. The events on the right side of the tower show equivalent energy release.

Summary of recommendations

Recommendation #	Recommendation Description
1*	The provincial government should establish a Seismic Safety Commission.
2*	The provincial government should develop long-term goals for earthquake preparedness.
3*	The provincial government should provide more focus to its earthquake preparedness program.
4*	The provincial Emergency Program (PEP), regional, and local governments should extend the development of earthquake planning scenarios.
5*	The provincial government should reposition the Provincial Emergency Program.
6*	The provincial government should increase funding for the Provincial Emergency Program.
7*	The provincial Emergency Program should report annually on the state of earthquake preparedness in British Columbia.
8*	The provincial government should raise the profile of the Inter-Agency Emergency Preparedness Council (IEPC).
9	The provincial government should strengthen regional emergency planning and coordination.
10*	The provincial government should ensure that the seismic elements of the Provincial Building Code are applied to all provincial buildings.
11*	The provincial government should maintain an advisory capability to help municipalities work with the Provincial Building Code.
12	The provincial government should determine the role that insurance should play in mitigation, and define the most appropriate regime through which it can be offered to the public.
13	The provincial government should continue discussions with the insurance industry and, where appropriate, the federal government, with a view to reaching agreement on how best to create an environment for an affordable insurance regime within the industry's capacity.
14*	Provincial Emergency Program (PEP) should measure the extent of public preparedness. (This should be done now, to help decide how and where to focus public awareness activities and to provide a baseline for future measurement and, at regular intervals in the future, to help assess the effectiveness of the initiatives.)
15*	PEP should work with key stakeholders (such as Emergency Preparedness Canada, provincial government agencies, local governments, utilities and private sector organizations) to develop and implement a coordinated public awareness communication strategy.

* This OAG audit recommendation was endorsed in the Select Standing Committee on Public Accounts' 1999 Earthquake Preparedness in British Columbia report.

Recommendation #	Recommendation Description
16*	PEP should, in conjunction with the development of earthquake planning scenarios (see Recommendation 2), develop an inventory of key provincial infrastructure. Based on the detailed vulnerability analysis the planning scenarios would provide, options for dealing with areas of vulnerability should be considered, the cost of upgrading estimated, and programs proposed to carry out the upgrades on a priority basis over, for example, the next 20 years.
17*	The Ministry of Health and PEP should give immediate attention to reviewing and, where appropriate, strengthening the ability of the health system to respond to a major earthquake.
18*	All ministries assigned key support functions should complete, without delay, plans detailing how they will carry out their assigned responsibilities after a major earthquake.
19*	The Ministry of Environment, Lands and Parks should develop a response plan, test it and train staff accordingly, in order to be able to meet its responsibilities under the provincial earthquake response plan.
20*	PEP should update the <i>British Columbia Earthquake Plan</i> to reflect the current situation, and take steps to have the Emergency Program Management Regulation amended as necessary.
21*	PEP should develop a new communication strategy to ensure that the provincial response plan is known and understood by local authorities and response agencies.
22*	PEP should take a stronger, more proactive role than it is now doing, to ensure that supporting ministries keep their earthquake preparedness plans current.
23*	PEP should continue to work with Emergency Preparedness Canada at the national level to develop further heavy urban search and rescue capability.
24*	PEP should take a leadership role with respect to the development of systems standards, protocols, guidelines and coordination for resource management.
25*	PEP should identify a number of potential Provincial Field Response Centre sites at strategic locations throughout the province, test them for suitability, and communicate the details to those agencies likely to be involved in the response efforts.
26*	PEP should take steps to identify, equip and test an alternative site for its Provincial Emergency Coordination Centre.
27*	PEP should play a stronger role in providing to local governments advice and assistance regarding response planning, and in monitoring to ensure that all municipalities plan to a certain standard.
28*	PEP should review on a regular basis with Emergency Preparedness Canada the status of the <i>National Earthquake Support Plan</i> . As well, the <i>Canada-British Columbia Memorandum of Understanding on Emergency Preparedness</i> should be reviewed and, where appropriate, updated.
29*	PEP should continue to work with its counterparts in Alberta to ensure that the <i>Alberta Support Plan</i> is operational for a real event.
30*	PEP should remain in contact with the Canadian Armed Forces to ensure that it has current information about the resources and capabilities available, and disseminate this information to municipalities.
31*	PEP should discuss with Emergency Preparedness Canada the possibility of conducting regular exercises around the <i>National Earthquake Support Plan</i> and its relationship to British Columbia's plans.

* This OAG audit recommendation was endorsed in the Select Standing Committee on Public Accounts' 1999 Earthquake Preparedness in British Columbia report.

Recommendation #	Recommendation Description
32*	PEP should develop provincial initiatives to encourage municipalities to test key components of their individual plans sufficiently, and to provide more exercises at the province-wide and regional levels to ensure that the liaison between the emergency response efforts of different levels of government works effectively.
33*	PEP should prepare a matrix of emergency planning and response positions at both provincial and local government levels, and identify the appropriate training regime needed for each position.
34*	PEP should obtain from provincial and local government agencies, at least annually, information about the training they have provided to emergency planning and response personnel.
35*	PEP should develop a clear and practical plan setting out roles, responsibilities and processes for carrying out initial damage assessment immediately following a major earthquake, and communicate the plan to all who will have a role in damage assessment.
36*	PEP should develop a coordinated plan for upgrading the Province's communication equipment to a more reliable system, and update, finalize and distribute its communications plan.
37*	PEP should develop and issue a current emergency public information plan as soon as possible, and test the plan on a regular basis.
38*	The provincial government should implement the recommendations made by the Risk Management Branch regarding business continuation planning. These recommendations include: assigning responsibility for maintaining a business continuation planning program and establishing accountability for success; monitoring the status of such planning; and auditing ministry planning programs. Also recommended was that the Risk Management Branch act in a training and coordinating role and provide status reports to the Deputy Ministers' Council.
39	The provincial government should give serious consideration to how best to coordinate the roles of the Risk Management Branch and PEP, as this area of emergency preparedness is closely related to the other aspects of preparedness for which PEP is responsible.
40*	The provincial government should discuss with the federal government options for dealing with the financial ramifications of a catastrophic disaster. In addition, it should develop its own options paper on ways of dealing with and mitigating its own financial liabilities in the event of a major earthquake.
41*	Ministries and Crown corporations should give immediate attention to completing business continuation plans.
42*	PEP should establish and provide to local governments guidelines for the development of business continuation plans.
43*	PEP should pursue the recommendations made in an interim report of the Joint Emergency Liaison Committee regarding structural assessment. These recommendations include: assigning volunteer engineers to pre-designated fire halls; providing accessible storage of necessary equipment and supplies at pre-designated fire halls; identifying volunteer engineers and registering them with PEP; having PEP coordinate the registration of all types of volunteers prior to a disaster; and having PEP develop an education strategy for professionals and the public to inform them about building inspection and posting.
44*	PEP should advise local governments as to the steps they should take to develop sound plans to inspect and post buildings after an earthquake (helpful in this regard—particularly in establishing priorities for post-earthquake inspections—will be the inventories of hazardous buildings and critical response facilities suggested in Recommendations 50 and 51.)

* This OAG audit recommendation was endorsed in the Select Standing Committee on Public Accounts' 1999 Earthquake Preparedness in British Columbia report.

Recommendation #	Recommendation Description
45*	PEP should, working in conjunction with local governments, ensure that plans are developed to inspect all key infrastructures (whether it is owned provincially or locally).
46*	PEP should establish and provide to local governments guidelines for dealing with debris removal.
47*	PEP should establish and provide to local governments guidelines for planning for reconstruction.
48	Local governments should take steps to apply the seismic elements of the building code to all new critical response facilities.
49*	Local governments should, in conjunction with the development of earthquake planning scenarios (see Recommendation 4), develop an inventory of key infrastructure. Based on the detailed vulnerability analysis the planning scenarios would provide, options for dealing with areas of vulnerability should be considered, the cost of upgrading estimated, and programs proposed to carry out the upgrades on a priority basis over, for example, the next 20 years.
50*	Local governments should develop programs to identify and inventory hazardous buildings and to upgrade the seismic robustness of buildings based on the relative magnitude of risk to the public.
51*	Local governments should assess all critical response facilities, estimate the cost of upgrading them to a standard that would ensure their operability in a post-earthquake situation, and establish priorities for upgrading.
52*	Local governments should ensure they have current, complete earthquake preparedness plans, prepared in accordance with guidelines issued by PEP.
53*	Local governments should develop schedules for testing their plans and ensuring that recommendations arising from the tests are dealt with.
54*	Local governments should develop plans for carrying out initial damage assessment immediately following a major earthquake, and ensure the plans are consistent with the provincial plan.
55*	Local governments should continue to test their ability to communicate with each other and, where significant problems are identified, take steps to correct the problems.
56*	Local governments should develop emergency public information plans, and test them on a regular basis.
57*	Local governments should give immediate attention to completing business continuation plans.
58*	Local governments should, working in conjunction with PEP, ensure that plans are developed to inspect all key infrastructures (whether it is owned provincially or locally).
59*	Local governments should develop plans for debris removal.
60*	Local governments should establish strategies for long-term reconstruction.

* This OAG audit recommendation was endorsed in the Select Standing Committee on Public Accounts' 1999 Earthquake Preparedness in British Columbia report.

The following recommendations were made by the Select Standing Committee on Public Accounts in addition to the recommendations that they endorsed which can be found in [Appendix C](#).

Summary of recommendations	
Recommendation #	Recommendation Description
1.2	Your committee recommends that the PEP, in developing a coordinated public awareness communication strategy, take advantage of marketing expertise and work closely with local governments, neighbourhood programs and non-profit agencies.
1.3	Your committee recommends the provincial government encourage the incorporation of earthquake preparedness issues and emergency first aid certificate programs into school curricula throughout British Columbia.
3.2	Your committee recommends that the provincial government work with local governments to ensure that micro zonation mapping is completed in high-hazard areas of British Columbia.
4.2	Your committee recommends that the Provincial Emergency Program finalize its B.C. Earthquake Strategy by March 31, 2000, and provide public access to the strategy by making it available on the Internet.
5.1	Your committee encourages the provincial government to consider repositioning the PEP within the Premier's Office in order to raise its profile and increase its effectiveness.
5.2	Your committee recommends that the annual report by PEP include, but not be limited to a discussion of the following topics: the progress of earthquake planning and preparedness in provincial ministries and Crown corporations; federal-provincial coordination of earthquake planning and preparedness measures; the work and progress of Treasury Board (Capital Division) with respect to seismic upgrading of provincial infrastructure.
6.2	Your committee recommends that the IEPC work with non-government emergency response organizations to achieve better coordination of response efforts.
8.1	Your committee recommends that the provincial government, in consultation with the general insurance industry and other stakeholders, determine the type of regime that would best ensure affordable earthquake insurance continues to be available, to compensate British Columbia policyholders who suffer earthquake related loss to their property and/or its contents, and encourage the adoption by those policyholders.
8.2	Your committee recommends that the provincial government, in consultation with the general insurance industry and other stakeholders, clarify the issues with respect to scope of insurance coverage for damages resulting from earthquakes, and in particular with respect to fire damage following earthquake.
8.3	Your committee recommends that the provincial government require insurers to take appropriate steps to draw to policyholders' attention, on the face of insurance policies, the scope of coverage available with respect to damages resulting from earthquake.

Recommendation #	Recommendation Description
9.2	Your committee recognizes the work of Treasury Board (Capital Division) in evaluating, costing and prioritizing seismic upgrading of British Columbia’s infrastructure. Your committee encourages the provincial government to make the seismic upgrading of provincial infrastructure a priority in British Columbia and, in doing so, to recognize its moral and legal responsibility for the safety of the province’s school children.
9.3	Your committee recommends that seismic upgrading projects in schools include a consideration of non-structural damage mitigation measures, such as seismic restraint systems.
9.4	Your committee recommends that the provincial government ensure that all buildings that are designated as emergency centres meet current seismic standards.
10.1	Your committee recommends that the provincial government encourage and promote tie-down programs for gas appliances and mobile homes, and examine the feasibility of mandating tie-downs in the applicable codes.
10.2	Your committee recommends that the provincial government encourage and promote public education with respect to earthquake-related natural gas hazards.
12.2	Your committee recommends that the provincial government encourage earthquake response planning and testing in all British Columbia schools, and consider providing funding assistance for emergency supplies in all schools.
12.3	Your committee notes the steps taken by the Ministry of Health to review and strengthen the ability of the health system to respond to a major earthquake, and encourages the ministry to continue its efforts in this regard and in particular, to consider the adequacy of British Columbia’s ambulance services capacity.
12.4	Your committee recommends that the provincial government encourage local government initiatives, as well as cooperation between industry and governments, with respect to hazardous material planning.
12.5	Your committee recommends that the provincial and local government take steps to ensure adequate consideration is given to women’s services in earthquake response planning.
13.1	Your committee recommends that the provincial government recognize the important role neighbourhood programs have to play in earthquake preparedness planning and response, and take steps to promote the development of more such programs in British Columbia.
14.2	Your committee encourages the PEP to complete its upgrading and updating efforts as soon as possible, and to ensure these plans are updated on a regular basis. Your committee also encourages local governments to implement the Auditor General’s recommendations with respect to emergency communications and public information plans.
15.2	Your committee acknowledges the Provincial Emergency Program’s efforts in coordinating the “Thunderbird 4 – Cascadia Response” exercise in March 1999, and recommends that the provincial government encourage more joint earthquake response exercises by the Provincial Emergency Program, Emergency Preparedness Canada and the Canadian Armed Forces, including regular exercises around the National Earthquake Support Plan and its relationship to British Columbia’s plans.

Recommendation #	Recommendation Description
15.4	Your committee recommends that future testing of earthquake response plans involve participation by urban search and rescue teams.
16.2	Your committee recommends that the provincial government review relevant legislation and policies to ensure that there are no legislative, regulatory or other impediments to the provision of adequate emergency training and certification to enable emergency medical assistants to provide effective assistance in the event of a major earthquake.
18.2	Your committee recommends PEP work cooperatively with local governments to develop guidelines for local government business continuation plans.
19.2	Your committee recommends that the provincial government educate British Columbians about the fact that public funds will generally not be available to compensate for losses to private property resulting from earthquake, and that public funds will only be available to restore and replace public infrastructure.
20.1	Your committee recommends that the provincial government, in particular the Provincial Emergency Program, move with dispatch in developing strategies to address the recommendations contained in this report.
20.2	Your committee recommends that representatives of the Provincial Emergency Program re-attend before the committee no later than December 31, 1999, in order to provide information regarding progress made in implementing the recommendations contained in this report.



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March 25, 2014

Dear Delegates,

The City of Duncan has a resolution to initiate the development of a social policy framework under consideration by the Association of Vancouver Island and Coastal Communities (AVICC) on April 11-13, 2014. The Resolution is calling the Premier to begin a consultation with British Columbians that will set out key policy directions, values, priorities, roles and expectations, and guide the creation of public policy to meet our social needs now and into the future.

Municipal governments see firsthand the day-to-day results of systemic failure on their neighbours and communities. Municipalities are leaders in consulting with citizens in their communities and are involved in a variety of initiatives from homelessness, to food security, to healthy communities. Our communities are partners in the delivery of many of these services and are facing increasingly complex social challenges requiring coordination between multiple social ministries of government, municipalities and the community agencies and organizations that deliver services to the public.

The Province of Alberta conducted a province wide initiative that invited community conversations about what was important to Albertans and “to share their thoughts about important challenges like housing, employment, safety and childcare”. Those conversations and electronic submissions from citizens and community partners became the basis for Alberta’s Social Policy Framework.

In British Columbia there is no overarching framework to guide the work of social ministries and related community organizations. As a local leader, you can support the creation of a social policy framework for BC at the community level.

Support Resolution# R26 - Social Policy Framework

Attached is supporting resources provided by *Board Voice*. I invite you to take a look at this issue.

Thank you for your consideration,

Michelle Bell, Councillor
City of Duncan

Backgrounder on the Need for a Social Policy Framework in B.C.

The Need for Conversation

Ed Clark, President and CEO of TD Bank recognized the importance of taking non-divisive approaches to the challenges facing citizens and communities. There is a need “to put issues on the table, to support conversations that are inclusive and respectful “

<http://www.theglobeandmail.com/report-on-business/read-ed-clarks-speech/article558081/?page=all>

The Province of Alberta conducted a province wide initiative that invited community conversations about what was important to Albertans and “to share their thoughts about important challenges like housing, employment, safety and childcare”. Those conversations and electronic submissions from citizens and community partners became the basis for Alberta’s Social Policy Framework.

<http://socialpolicyframework.alberta.ca/files/documents/ahs-nonannotatedfrmwrk-webfinal.pdf>

The Importance of Municipal Governments

One way to understand the health of a community and its citizens is to use the social determinants of health.

Social Determinants of Health

<https://www.youtube.com/watch?v=q-3mUiGi6bA&list=LL2aQfXipXgWfQreFY-9QCGA>

“But communities also need ‘glue’ to hold them together. In addition to the physical infrastructure that supports daily life and work – roads, sewers, electricity and communications systems – communities require a social infrastructure to solve problems and promote the economic and social well-being of all their members. Interestingly, many factors that comprise the magnets of a local region – especially the solid social and cultural infrastructure – also effectively comprise its glue.”

Caledon Institute of Social Policy (2003). The social role of local government. Available at <http://www.caledoninst.org/Special%20Projects/CG-COP/Docs/SocialRoleLGcomplete.pdf>

Hancock, T. (2009). Act locally: Community-based population health promotion. Available at: <http://www.parl.gc.ca/Content/SEN/Committee/402/popu/rep/appendixBjun09-e.pdf>

Local government in BC is already involved in the BC Healthy Communities Approach. The UBCM has a healthy communities policy area. See:

<http://www.ubcm.ca/EN/main/resolutions/policy-areas/healthy-communities.html>

The Need for a Framework

Currently in BC there is no overarching framework to guide the work of social ministries and related community organizations in the province – no all embracing vision, goals and accountabilities, which could assist in bringing new approaches to complex issues. The Alberta Social Policy Framework provides an example for the development of a BC framework.

SPF VISION Overall direction for social policy in Alberta	OUTCOMES Frame and orient activities towards common goals	
	Social Policy Outcomes	System Outcomes
<p>In Alberta, everyone contributes to making our communities inclusive and welcoming. Everyone has opportunities to fulfill their potential and benefit from our thriving social, economic, and cultural life.</p>	<p>Albertans are ...</p> <p>Safe</p> <ul style="list-style-type: none"> > Live free from fear of abuse and violence <p>Healthy</p> <ul style="list-style-type: none"> > Achieve the highest attainable standards of health and well-being <p>Secure & Resilient</p> <ul style="list-style-type: none"> > Support themselves and their households through safe work and career opportunities, with access to effective income supports when in financial need <p>Lifelong Learners</p> <ul style="list-style-type: none"> > Develop the knowledge, skills, and commitment to learning needed to participate in society and reach potential <p>Included</p> <ul style="list-style-type: none"> > Feel welcomed in the communities where they live, learn, and work <p>Active & Engaged</p> <ul style="list-style-type: none"> > Explore opportunities to participate in recreational activities and cultural experiences, and to engage in Albertan society 	<p>Systems are ...</p> <p>Aligned</p> <ul style="list-style-type: none"> > Policy is aligned across program areas; tools and supports work together <p>Accessible</p> <ul style="list-style-type: none"> > Albertans have access to and benefit from cohesive, flexible, timely, and informed services and supports <p>Complementary</p> <ul style="list-style-type: none"> > Roles are balanced, complementary, and work together to achieve outcomes

The idea of a social policy framework for BC is not a new idea. In 2007, the province undertook a Conversation on Health. “Participants in the Conversation feel that the social determinants of health are too often approached in isolation from one another, the results of which is both a lack of a social policy framework and public awareness of the social determinants.” Province of BC (2007). Available from http://www.health.gov.bc.ca/library/publications/year/2007/conversation_on_health/PartI/PartI_Social_Determinants.pdf

Linkage to Economic Policy

“It is common to make a distinction between social and economic policy, the latter being broadly concerned with wealth creation; but the two are very closely linked. Economic activity provides the material means to support social programs, while social policy helps ensure the human resource base and stability of social relations that are preconditions to a healthy economy. The most effective social policy is developed with strong reference to economic issues and relations, and vice versa. Social policy can have a number of purposes: it can redistribute resources among individuals or family units to ensure that “social minimum” standards of living are maintained; it can influence or modify relationships among citizens to make a community more cohesive and secure; it can also shape peoples’ social or economic behaviours, or mediate the impacts of market forces and social trends on individuals and families.” (The encyclopedia of Saskatchewan. Retrieved on March 6, 2014 from http://esask.uregina.ca/entry/social_policy.html).

R-26 - Social Policy Framework – Resolution for Consideration at the 2014 AVICC

Submitted by: City of Duncan

WHEREAS every British Columbian depends on social services, health care, justice and education services;

AND WHEREAS our communities are partners in the delivery of many of these services and are facing increasingly complex social challenges requiring coordination between multiple social ministries of government, municipalities and the community agencies and organizations that deliver services to the public;

THEREFORE BE IT RESOLVED that the municipal governments of British Columbia call upon the Premier to begin a consultation with British Columbians to initiate the development of a Social Policy Framework that will set out key policy directions, values, priorities, roles and expectations, and guide the creation of public policy to meet our social needs now and into the future.



MAR 26 2014

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

Reference: 224568

Re: Salmon Beach Recreational Village

Dear Chair Solda:

Thank you for your letter of January 21, 2014, further to my letter to you of last November, requesting that the ministry re-evaluate your request for road maintenance funding within the community of Salmon Beach.

I recognize you would like the ministry to reconsider our position on this matter; however, the subdivision roads within Salmon Beach will remain under their current designation as "unmaintained."

Should you wish to discuss this matter further, please do not hesitate to contact the ministry's District Manager, Renee Mounteney. She can be reached at 250 751-3282 or by e-mail at Renee.Mounteney@gov.bc.ca and would be pleased to assist you.

Thank you again for taking the time to write.

Sincerely,

Todd G. Stone
Minister

Copy to: Renee Mounteney, District Manager
Vancouver Island District



March 19, 2014



At the Ministry of Social Development and Social Innovation, a key focus is providing the services and supports unemployed British Columbians need to find and keep a job.

That's why we have *Community and Employer Partnerships* that fund community projects initiated by organizations such as yours, focussing on increasing employability and sharing labour market information throughout B.C.

We will consider all eligible projects, but we are particularly interested in supporting projects that provide opportunities for people who are often disadvantaged in the workforce — such as youth, people with disabilities and Aboriginal peoples.

In this package you will find more information about *Community and Employer Partnerships* which may apply to your business, non-profit, Crown corporation, municipality, band/tribal council, public health institution or educational institution.

Community and Employer Partnerships were introduced in April 2012 as part of the Employment Program of BC. To date, more than \$3 million has been committed to Community and Employer Partnerships and more than 70 community-building projects have been funded.

Please refer to the enclosed brochure for more information, including contact information in your region.

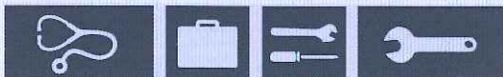
Regards,

Honourable Don McRae

Minister of Social Development and Social Innovation

Community and Employer Partnerships funding available:

- ▶ To assist with local projects that create jobs
- ▶ To address labour force issues
- ▶ For research and development of innovative projects
- ▶ To support projects that provide job training



Interested in creating jobs in your community and helping people get work experience?

*As part of the launch of the Employment Program of British Columbia in April 2012, the Ministry of Social Development and Social Innovation has implemented a component of the Employment Program of BC known as **Community and Employer Partnerships**.*

The purpose of Community and Employer Partnerships is to increase employment opportunities for unemployed British Columbians through the use of agency and business partnerships, shared information and technology, and innovative processes and practices.

Community and Employer Partnerships foster collaborative, coordinated networks of community organizations and employers across the province. These networks work to:

- ▶ promote and simplify communication between stakeholders
- ▶ support the quick and effective flow of local labour market information
- ▶ ensure coordinated approaches to investing the necessary employment supports in communities
- ▶ provide opportunities for community partners to discuss strategies and solutions to address labour market needs

There are four types of Community and Employer Partnerships:

- ▶ Job Creation Partnerships
- ▶ Labour Market Partnerships
- ▶ Project Based Labour Market Training
- ▶ Research and Innovation

Job Creation Partnerships

Provide funding to organizations to assist with local projects that create jobs and provide unemployed eligible people receiving Employment Insurance with opportunities to gain meaningful work experience. Eligible projects are those that provide community benefit and that normally would not take place without project funding. Projects benefit the job seeker, community and the local economy; however, the primary focus must be on helping the job seeker.

Both our Folk Music Society and the community have benefited from Job Creation Partnerships. Our not-for-profit charity has been able to utilize the participants in roles related to festival operations and the community has seen citizens with barriers re-enter the work force after their participation in the Job Creation Partnership."

HUGO RAMPEN, JCP PROJECT HOLDER, EXECUTIVE DIRECTOR, SALMON ARM FOLK MUSIC SOCIETY

"I think the Job Creation Partnership is one of the best initiatives out there. I've learned a lot from it so far. We are actually being shown the proper way to do things - how to use different tools safely and comfortably. We are learning the old ways of doing things, how to properly restore historic buildings, which is very interesting. Everyone works as a team."

KELSEY, AGE 22, JOB CREATION PARTNERSHIP PARTICIPANT

Labour Market Partnerships

Provide funding to organizations to encourage, support and help address labour force issues (imbalances) and human resource planning activities which are in the public interest. Labour Market Partnerships also include the Employer Sponsored Training program that provides eligible employers with financial assistance to support training activities for employees who would otherwise lose their jobs.

The entire Okanagan region is already benefitting from the Labour Market Partnerships. It has created true regional partnerships beyond traditional political jurisdictions, improved industry and public sector linkages to post-secondary and vocational training institutions and, most importantly, has begun to provide an in-depth understanding of labour market needs throughout the Okanagan.

CORIE GRIFFITHS, LABOUR MARKET PARTNERSHIP AGREEMENT HOLDER, REGIONAL DISTRICT OF CENTRAL OKANAGAN- BUSINESS DEVELOPMENT OFFICER

Project Based Labour Market Training

Provides funding to projects that offer a combination of on- and off-the-job training delivered under a project based training model in a group environment to assist eligible British Columbians obtain the skills they need for sustainable employment. Training is supported by a range of activities which may include counselling, vocational and/or learning assessments, work experience, job search skills, mentorship, referral to community resources and post-project follow up.

Research & Innovation

Provides funding to community organizations and partners to undertake research or develop and implement innovative projects (e.g. pilots), processes or practices that strengthen the understanding of the labour market and help move more British Columbians into sustainable jobs. This component uses progressive research and innovation to discover better ways to help unemployed British Columbians join the labour force as quickly as possible. It is designed to fund untried and untested solutions to labour market problems with the goal of creating employment services of the future.

To Apply

Regional Staff Contact information

If your organization is interested in applying for funding under Community and Employer Partnerships, please email the contact below in your region:

- ▶ **Vancouver Island**
ELMSD.PIFundR1@gov.bc.ca
- ▶ **Vancouver, Richmond, Whistler, Squamish and Sunshine Coast**
ELMSD.PIFUNDR2@gov.bc.ca
- ▶ **Burnaby to Boston Bar**
ELMSD.PIFundR3@gov.bc.ca
- ▶ **Kamloops, Cariboo, Okanagan, Shuswap and Kootenay**
ELMSD.PIFUNDR4@gov.bc.ca
- ▶ **Northern BC**
ELMSD.PIFUNDR5@gov.bc.ca

Please visit www.WorkBC.ca/CEP, or telephone 1-800-663-7867 for more information.



The Employment Program of BC is funded by the governments of British Columbia and Canada.

TO: Members of the Authority

FROM: Chair Frank Leonard

DATE: April 1st, 2014

RE: Spring Debenture Issue – very good rate of interest

On behalf of myself, Vice-Chair Malcolm Brodie and your Board of Trustees, we thank you for your support at the Annual General Meeting (AGM) last week.

I am very pleased to inform our Members that yesterday the MFA successfully issued the Spring debenture that raised \$213 million at an exceptional interest rate of 3.28% for 10 years. This will meet the requests for financing that were approved at the AGM.

We were very fortunate to obtain this rate, given the trend for increasing financing costs in the debt markets. One measure of our success is how we perform against the “benchmark” Ontario and Canada bonds; to this end, we have seen the MFA rates continue to come closer to these rates over the past several years.

The MFA continues to achieve lower interest rates when compared to all other municipal participants in the bond market across Canada. This reflects our triple A credit ratings and the strong local governments throughout B.C.

We are able to relend to all our members at the same low rate, regardless of the size of each community we serve in BC.

On behalf of the Board of Trustees, we thank you for your continuing support and we look forward to seeing you at the MFA Semi-Annual General Meeting on September 23rd.

Should you have any questions please contact either:

Chair Frank Leonard
District of Saanich: 250-475-5510

Robin Stringer
Chief Administrative Officer
250-419-4760



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: April 9, 2014

Subject: Appointment to the Island Corridor Foundation Board

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors re-appoint Mr. Ken McRae to represent the Alberni-Clayoquot Regional District Board of Directors on the Island Corridor Foundation Board for 2014.

Desired Outcome:

To re-appoint Mr. McRae to represent the Alberni-Clayoquot Regional District (ACRD) on the Island Corridor Foundation Board of Directors.

Background:

The ICF requests the ACRD to appoint a representative to their Board for 2014 prior to their AGM on April 17, 2014. (see attached letter)

For the past several years Mr. McRae has represented the ACRD Board on the ICF Board and has provided regular updates on ICF activities. Staff recommends the ACRD Board re-appoint Mr. McRae to the ICF Board for 2014. Mr. McRae has volunteered to continue representing the ACRD Board on the ICF Board for 2014.

Time Requirements – Staff & Elected Officials:

n/a

Financial:

This is a volunteer position with no remuneration paid.

Policy or Legislation:

ACRD and ICF Policies apply.

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

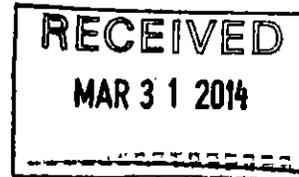
Approved by: 
Russell Dyson, Chief Administrative Officer

ISLAND CORRIDOR FOUNDATION

Box 375 Stn A Nanaimo, BC V9R 5L3
office 250 754 7254 | fax 888 662 4197
islandrail.ca

March 17, 2014

Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC
V9Y 2E3
Attention: Russell Dyson



RE: Official Notice of Island Corridor Foundation AGM

Please be advised that the Annual General Meeting of the Island Corridor Foundation will be held Thursday, April 17th 2014, 10:00 am to 12 noon at Vancouver Island Conference Centre, 101 Gordon Street Nanaimo, BC in the Nanaimo River room.

The agenda items are as follows:

1. Call to Order
2. Approval of 2013 AGM Minutes
3. Election of Directors
4. Review of Financial Statements
5. ICF Solicitor Report Governance
6. Chairman's Report
7. Chief Executive Officer's Report
8. Southern Rail Presentation
9. ICF Trails Presentation
10. Appointment of Auditors
11. Adjournment

Thank you,

A handwritten signature in cursive script that reads "Graham Bruce".

Graham Bruce
Chief Executive Officer



REQUEST FOR DECISION

To: Board of Directors

From: Rob Gaudreault, Building Inspector/Property Maintenance Coordinator

Meeting Date: April 2, 2014

Subject: Vehicle Purchase – Planning Department

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors agree to purchase a 2014 Jeep Cherokee Sport from Alberni Chrysler for \$22,688.26 (tax and extended warranty included) with trade in of the 2004 Dodge Dakota pickup.

Summary:

ACRD staff put out a request for quotes for a 2013 or 2014 small SUV, similar to the current Jeep Liberty used by the Building Inspection Department. The RFQs were delivered to the following local dealerships: Van Isle Ford, Pacific Chevrolet, Alberni Chrysler and Alberni Toyota. Four quotes were received which ranged from \$22,688.26 to \$24,984.50. Based on an evaluation of each proposal, Alberni Chrysler's quote provided the best vehicle for the price, meeting all specifications.

Background:

The Building Inspection Department's 2004 Dodge Dakota was the oldest vehicle in the Fleet and was due for replacement.

Time Requirements – Staff & Elected Officials:

Rob Gaudreault, Property Maintenance Coordinator, has coordinated this purchase and will require minimal time to complete the transaction.

Financial:

There is \$30,000 in the 2014 Building Inspection budget for vehicle replacement.

Policy or Legislation:

As per ACRD purchasing policy.

Submitted by: 
Rob Gaudreault, Property Maintenance Coordinator

Approved by: 
Russell Dyson, Chief Administrative Officer

Vehicle cost comparisons

	2014 Escape	2014 Equinox	2014 Jeep Cherokee	2014 RAV 4
MSRP	30,949.00	23,345.00	27,915.00	25,995.00
Fleet Discount	- 3,600.00	Worked into quote price	- 5,081.00	- 1,500.00
ACRD discount	- 1,919.00			
Document fee	420.00	395.00	399.00	399.00
Freight				1,690.00
disposal fee		20.00		
AC				100.00
Tire Levy				25.00
Trade in	- 2,500.00	- 1,000.00	- 3,500.00	- 3,500.00
Total	23,350.00	22,760.00	19,733.00	23,209.00
PST	1,634.50	1,593.20	1,381.31	1,729.63
Actual cost	24,984.50	24,353.20	21,114.31	24,938.63
			\$ 22,688.26	
			(incl. tax and extended warranty)	



REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: April 9, 2014

Subject: 2014 – 2015 Transit Annual Operating Agreement

Recommendation:

That the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2014 – 2015 Transit Annual Operating Agreement between BC Transit, Diversified Transportation Ltd. and the ACRD for the 2014/15 fiscal year and authorize the Chairperson and Chief Administrative Officer to enter into the Agreements on behalf of the ACRD.

Desired Outcome:

To enter into the Annual Operating Agreement for transit services in the ACRD transit service area.

Background:

The ACRD has a Master Operating Agreement with BC Transit since 1992 for the provision of a public passenger transportation system and share in the costs of providing the service. The Operating Company, Diversified Transportation Ltd. operates, manages and maintains the service in the ACRD transit service area. The service area is comprised of the City of Port Alberni and Electoral Areas “B” (Beaufort), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

The Annual Operating Agreement sets out, together with the Master Agreement, the specific terms and conditions for the operation of the service for the upcoming term. A copy of the 2014 – 2015 Annual Operating Agreement is attached for your review and consideration.

Time Requirements – Staff & Elected Officials:

Minimal staff time to enter into the agreement and forward to Diversified Transit for approval.

Financial:

Schedule ‘C’ – Budget and Schedule ‘D’ – Payment Schedule have been removed from the agreement as they contain commercially confidential information. A summary of the costs is as follows:

Description	Amount
Revenues	\$36,585
Total Operating Costs	\$416,399
Total Costs	\$496,108
Total ACRD Share of Costs	\$146,324

The transit operating budget is within the amount approved in the 2014 – 2018 ACRD Financial Plan.

Policy or Legislation:

ACRD/BC Transit Master Operating Agreement.

Submitted by: 

Teri Fong, CGA, Manager of Finance

Approved by: 

Russell Dyson, Chief Administrative Officer

March 24, 2014

File: alb.23

Russell Dyson
CAO
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3



Dear Russell,

SUBJECT: 2014-15 Annual Operating Agreement

Further to our draft 3-Year forecast sent to you in October, 2013 which included the draft 2014-15 operating budget, and in consideration of subsequent discussions, please find enclosed your 2014-15 Annual Operating Agreement (AOA) for approval. We are pleased to acknowledge that the final 2014-15 AOA budgets closely reflect the costs in the draft budgets provided to you.

This AOA, along with the Master Operating Agreement, constitute the operating agreements for your transit system. The AOA includes costs associated with your base (existing) transit services with no change in the service levels.

The following bulleted points provide you with information on items in Schedule "C" of the AOA which reflect the major cost drivers and outline key assumptions used to develop your 2014-15 AOA budget:

- An Inflationary increase of 2% in the operating company's fixed costs which includes all of the operating company's overhead (non-driver and non-mechanic) costs to deliver service such as supervision, dispatching, training, bus fueling, bus interior cleaning & washing, utilities, rents and administration;
- A basic inflationary increase in driver related labour costs of 2.5%, to reflect overall changes to wage and benefit rates and increased statutory employer contributions;
- Variable Fuel Costs are budgeted at a fuel price of \$1.30/L;
- Changes to the Fleet Maintenance budget reflect actual activity during the current year and upcoming work forecasted for 2014-15;
- Vehicle Lease Fees reflect the forecasted fleet plan, including both current and replacement vehicles, for the upcoming operating year, and,
- Revenue forecasted in the AOA reflects the most recent actual performance and fare assumptions.

Included with the 2014-15 AOA is a Lease Fee Summary document. This summary outlines the detail behind the Lease Fee budget amounts in the AOA.

While it is understood that the financial information contained within the AOA is needed for budgeting and planning purposes, it is important to note that the costs outlined in the Schedule "C" – Budget and Schedule "D" – Payment Schedule contain commercially confidential information from our operating company and are subject to protection afforded by the Freedom of Information & Protection of Privacy Act. Any reports to Council or Regional Boards, or any discussions which may be made within the public sphere which contain costs associated with the provision of transit services should be limited to four line items showing Revenues, Total Operating Costs, Total Costs and Total Local Government's Share of Costs.

In January 2014 BC Transit sent out the Annual Partner Communications Calendar to local governments outlining key annual partner communications. As part of this initiative, BC Transit will continue to provide you with an updated 3-Year forecast in the fall to support your budgeting process. In the coming quarter, you will be receiving two other key partner communications that will include your system's Annual Performance Summary as well as planned transit initiatives as part of the Transit Improvement Program. Our intention is to provide you with information to support your budgeting efforts and ensure that there is alignment on, and commitment to, potential expansion requests on your behalf to the Province. If you have any questions regarding the communications calendar, please do not hesitate to contact me.

Once the agreements have received signature/seal from the Alberni Clayoquot Regional District, please forward all three copies to Diversified Transportation Ltd. for approval with a request to return all originals to the undersigned for execution by BC Transit. Please make every effort to have these agreements returned to BC Transit within thirty days of receipt.

Yours truly,



Myrna Moore
Senior Regional Transit Manager
BC Transit

ALBERNI-CLAYOQUOT

**ANNUAL OPERATING AGREEMENT
(CUSTOM)**

Among

THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BRITISH COLUMBIA TRANSIT

And

**DIVERSIFIED TRANSPORTATION LTD.
(as agreed to in the MOA)**

APRIL 1, 2014 TO MARCH 31, 2015

**INFORMATION CONTAINED IN SCHEDULE "C" – BUDGET AND SCHEDULE "D" – PAYMENT
SCHEDULE IS SUBJECT TO FREEDOM OF INFORMATION & PROTECTION OF PRIVACY ACT.**

**CONSULT WITH BC TRANSIT PRIOR TO RELEASING INFORMATION IN THESE SCHEDULES TO
INDIVIDUALS OR COMPANIES OTHER THAN THOSE WHO ARE PARTY TO THIS AGREEMENT.**

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SCHEDULES

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ANNUAL OPERATING AGREEMENT

BETWEEN: THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
(the "Municipality")

AND: BRITISH COLUMBIA TRANSIT
(the "Authority")

AND: DIVERSIFIED TRANSPORTATION LTD.
(the "Operating Company")

WHEREAS the Municipality and the Authority are authorized to contract for the provision of a Public Passenger Transportation System and share in the costs of providing same pursuant to the British Columbia Transit Act.

WHEREAS the Operating Company is authorized to operate, manage and maintain a Public Passenger Transportation System within the Alberni-Clayoquot Transit Service Area

WHEREAS the parties hereto have entered into a Master Operating Agreement effective which sets out the general rights and responsibilities of the parties hereto.

AND WHEREAS the parties hereto wish to enter into an Annual Operating Agreement which sets out, together with the Master Agreement, the specific terms and conditions for the operation of the Public Passenger Transportation System for the upcoming term.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the premises and of the covenants herein contained, the parties covenant and agree with each other as follows:

SECTION 1 – DEFINITION OF TERMS

- 1.1 Definitions: Unless agreed otherwise in the Annual Operating Agreement, the definitions set out in the Master Agreement shall apply to this Annual Operating Agreement including:
- (a) "Annual Operating Agreement" shall mean this Annual Operating Agreement and any Annual Operating Agreement Amendment negotiated and entered into by the parties subsequent hereto;
 - (b) "Master Agreement" shall mean the Master Operating Agreement, including any amendments made thereto;

SECTION 2 – INCORPORATION OF MASTER AGREEMENT

- 2.1 Incorporation of Master Agreement into Annual Operating Agreement: Upon execution, this Annual Operating Agreement shall be deemed integrated into the Master Agreement and thereafter the Master Agreement and the current Annual Operating Agreement shall be read together as a single integrated document and shall be deemed to be the Annual Operating Agreement for the purposes of the British Columbia Transit Act, as amended from time to time.
- 2.2 Amendments to Master Agreement: The parties agree to amend the Master Agreement as follows:
- (a) To remove Section 13 in its entirety and replace it with the following:

"SECTION 13 - INSURANCE

- 13.1 Insurance: The Operating Company and the Authority shall purchase and maintain in force throughout the term of this Master Agreement, insurance policies covering the perils specified herein as set out below. As evidence of insurance coverage, the Operating Company shall deposit with the Authority, copies of the insurance policies the Operating Company is required to purchase in accordance with this Master

Agreement and the Annual Operating Agreement.

13.2 Minimum Insurance Coverage Requirements: The following insurance coverage shall be purchased and maintained throughout the term of this Master Agreement and the Annual Operating Agreement:

1. Vehicle Insurance:

a) The Operating Company shall purchase and maintain insurance on all vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third party liability insurance of Five Million Dollars (\$5,000,000.00) per occurrence purchased from the Insurance Corporation of British Columbia.

b) The Authority shall purchase and maintain insurance on all revenue vehicles used by the Operating Company in the operation of the Public Passenger Transportation System under this Master Agreement as follows:

i) Third Party Liability insurance in excess of Five Million Dollars (\$5,000,000.00) to a minimum limit of Twenty-Five Million Dollars (\$25,000,000.00).

ii) Collision or upset insurance \$5,000.00 deductible.

iii) Comprehensive insurance covering hazards such as fire, theft, vandalism, glass breakage, falling trees, wind-storms, etc. \$500.00 deductible.

2. Physical Assets Leased from the Authority :(where applicable)

a) The Authority shall purchase and maintain insurance on all Physical Assets leased from the Authority, pursuant to the terms of the individual lease agreements with the Operating Company and respecting said Physical Assets.

b) Without limiting the generality of the foregoing, such insurance shall be in the name of the Authority and shall include a waiver of subrogation against the Operating Company. The insurance shall be in accordance with the laws in force and in effect in the Province of British Columbia and Canada.

c) The amount of such insurance for the respective categories of Physical Assets shall be not less than as follows:

i) Buildings and Structures Including Leasehold Improvements. The Authority shall purchase and maintain insurance on all buildings and structures on a standard all risk form including boiler explosion, flood and earthquake where applicable, in an amount not less than the full replacement value thereof as determined by the Authority

ii) Other Chattels and Equipment. The Operating Company shall purchase and maintain insurance on all chattels and equipment not otherwise insured under this Schedule against loss or damage from all risks, in an amount not less than the full replacement value thereof.

d) The Authority may, in its sole discretion, self insure part or all of the insurance requirements hereunder.

3. Physical Assets Owned by the Operating Company or Leased from a Party other than the Authority

a) The Operating Company shall purchase and maintain insurance on all Physical Assets owned or leased by them from a party other than the Authority, to the same extent as specified in Section (2), above, except that contrary to Section (2) the Operating Company shall determine the full replacement value thereof.

4. Comprehensive General Liability Insurance:

a) The Authority shall take out and maintain comprehensive general liability insurance (CGL) covering the operation of the Public Passenger Transportation System specified in Schedule "B" of the Annual Operating Agreement on an occurrence basis in an amount not less than Twenty-Five Million Dollars (\$25,000,000.00). Such insurance shall include the Operating Company and the Municipality as an additional insured party and further, the policy shall apply to each insured in the same manner and to the same extent as if a separate policy has been issued to each of the insured parties.

b) The Authority's CGL does not extend to cover non-transit activities a company may be engaged in. If the Operating Company performs work outside of the terms of this Master Agreement and/or the Annual Operating Agreement, the Operating Company will require separate insurance coverage for that work which provides a Waiver of Subrogation in favour of BC Transit.

5. Additional Covenants:

a) The Operating Company covenants that it shall not knowingly permit, suffer, allow or connive at the use or operation of any vehicle in respect of this Master Agreement by any person, or in any way, or for any purpose, contrary to the provisions of this Master Agreement or the provisions of the Insurance (Vehicle) Act or any other applicable legislation and related regulations. The Operating Company shall indemnify and save harmless the Authority from any breach of this covenant.

b) It is mutually understood and agreed that the responsibilities to acquire and maintain policies of insurance pursuant to this Master Agreement and/or the Annual Operating Agreement shall be restricted and limited to the provisions of this Section 13."

SECTION 3 – TERM AND RENEWAL

3.1 Term and Renewal: The term of this Agreement shall be from April 1, 2014 to March 31, 2015 except as otherwise provided herein. It is acknowledged by the parties that in the event of termination or non-renewal of the Annual Operating Agreement, the Master Agreement shall likewise be so terminated or not renewed, as the case may be.

SECTION 4 – SCHEDULES

4.1 Schedules: The schedules attached hereto shall form part of the Annual Operating Agreement and be binding upon the parties hereto as though they were incorporated into the body of this Agreement.

- a) Schedule "A" – Transit Service Area
- b) Schedule "B" - Service Specifications
- c) Schedule "C" - Budget
- d) Schedule "D" – Payment Schedule
- e) Schedule "E" – Tariff-Fares

SECTION 5 – MISCELLANEOUS PROVISIONS

5.1 Amendment: This Annual Operating Agreement and the Schedules attached hereto may be amended only with the prior written consent of all parties.

5.2 Assignment: This Annual Operating Agreement shall not be assignable without the prior written consent of the other parties.

5.3 Enurement: The Annual Operating Agreement shall be binding upon and enure to the benefit of the parties hereto and their respective successors.

SECTION 6 - NOTICES AND COMMUNICATION

All notices, claims and communications required or permitted to be given hereunder shall be in writing and shall be sufficiently given if personally delivered to a responsible officer of the party hereto to whom it is addressed or if mailed by prepaid registered mail, to:

Regional District of Alberni-Clayoquot	and to:	BC Transit
c/o Administrator		c/o Chief Operating Officer
3008 Fifth Avenue		520 Gorge Road East
Port Alberni, BC V9Y 2E3		Victoria, BC V8W 2P3

and to:

Diversified Transportation Ltd.
c/o General Manager
1041 Great Street
Prince George, BC V2N 2K8

and, if so mailed during regular mail service, shall be deemed to have been received five (5) days following the date of such mailing.

IN WITNESS WHEREOF the parties hereto have hereunto set their hands and seals and where a party is a corporate entity the seal of such party has been affixed hereto in the presence of its duly authorized officer this day of

THE CORPORATE SEAL OF THE REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT has been hereto affixed in the presence of:

THE COMMON SEAL OF BRITISH COLUMBIA TRANSIT has been hereto affixed in the presence of:

CHIEF OPERATING OFFICER

CHIEF FINANCIAL OFFICER

THE CORPORATE SEAL OF DIVERSIFIED TRANSPORTATION LTD. has been hereto affixed in the presence of:

SCHEDULE "A" - Transit Service Area Boundaries

The boundaries of the Municipal Transit Service Area shall be defined as follows:

The boundaries of the Alberni-Clayoquot Transit Service Area shall be the corporate boundaries of the Corporation of the City of Port Alberni and Electoral Areas "B", "D", "E" and "F" of the Regional District of Alberni-Clayoquot.

SCHEDULE "B" – Service Specifications

Alberni - Clayoquot Base Budget Official AOA 2014/2015

Schedule 'B'

Effective Apr 01, 2014

Scheduled Revenue Service

14/15 Full Year (Apr 01, 2014 to Mar 31, 2015)							
	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Hrs/Day	20.00	20.00	20.00	20.00	20.00		4.00
Kms/Day	0.00	0.00	0.00	0.00	0.00	0.00	0.00

Flexible Hours

	Apr, 2014	May, 2014	Jun, 2014	Jul, 2014	Aug, 2014	Sep, 2014	Oct, 2014	Nov, 2014	Dec, 2014	Jan, 2015	Feb, 2015	Mar, 2015
	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00	20.00

Extra Revenue Service

	Apr, 2014	May, 2014	Jun, 2014	Jul, 2014	Aug, 2014	Sep, 2014	Oct, 2014	Nov, 2014	Dec, 2014	Jan, 2015	Feb, 2015	Mar, 2015

Adjusted Revenue Service

	Apr, 2014	May, 2014	Jun, 2014	Jul, 2014	Aug, 2014	Sep, 2014	Oct, 2014	Nov, 2014	Dec, 2014	Jan, 2015	Feb, 2015	Mar, 2015

2014/2015 Calendar Specification

Period	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Exceptions	Total	Exception Days
Apr 01, 2014 to Apr 30, 2014	3	5	5	4	3	4	4	2	30	Apr 18, 2014 Good Friday 2014 (Fri)
May 01, 2014 to May 31, 2014	3	4	4	5	5	5	4	1	31	Apr 21, 2014 Easter Monday 2014 (Mon)
Jun 01, 2014 to Jun 30, 2014	6	4	4	4	4	4	5	0	30	May 19, 2014 Victoria Day 2014 (Mon)
Jul 01, 2014 to Jul 31, 2014	4	4	5	5	4	4	4	1	31	Jul 01, 2014 Canada Day 2014 (Tue)
Aug 01, 2014 to Aug 31, 2014	3	4	4	4	5	5	5	1	31	Aug 04, 2014 BC Day 2014 (Mon)
Sep 01, 2014 to Sep 30, 2014	4	5	4	4	4	4	4	1	30	Sep 01, 2014 Labour Day 2014 (Mon)
Oct 01, 2014 to Oct 31, 2014	3	4	5	5	5	4	4	1	31	Oct 13, 2014 Thanksgiving Day 2014 (Mon)
Nov 01, 2014 to Nov 30, 2014	4	3	4	4	4	5	5	1	30	Nov 11, 2014 Remembrance Day 2014 (Tue)
Dec 01, 2014 to Dec 31, 2014	5	5	5	3	3	4	4	2	31	Dec 25, 2014 Christmas Day 2014 (Thu)
Jan 01, 2015 to Jan 31, 2015	4	4	4	4	5	5	4	1	31	Dec 28, 2014 Boxing Day 2014 (Fri)
Feb 01, 2015 to Feb 28, 2015	3	4	4	4	4	4	4	1	28	Jan 01, 2015 New Years Day 2015 (Thu)
Mar 01, 2015 to Mar 31, 2015	5	5	4	4	4	4	5	0	31	Feb 09, 2015 Family Day 2015 (Mon)
Total	48	51	52	50	50	52	62	12	365	12 Exceptions

Monthly Summary

Month	Custom Transit								
	Revenue Hours				Revenue Kilometers				
	Scheduled	Extra	Flexible	Adjusted	Total	Scheduled	Extra	Adjusted	Total
April, 2014	416.00		20.00		436.00	0.00			0.00
May, 2014	438.00		20.00		458.00	0.00			0.00
June, 2014	440.00		20.00		460.00	0.00			0.00
July, 2014	488.00		20.00		478.00	0.00			0.00
August, 2014	420.00		20.00		440.00	0.00			0.00
September, 2014	438.00		20.00		458.00	0.00			0.00
October, 2014	458.00		20.00		478.00	0.00			0.00
November, 2014	400.00		20.00		420.00	0.00			0.00
December, 2014	438.00		20.00		458.00	0.00			0.00
January, 2015	438.00		20.00		458.00	0.00			0.00
February, 2015	388.00		20.00		418.00	0.00			0.00
March, 2015	460.00		20.00		480.00	0.00			0.00
Total	5,188.00	0.00	240.00	0.00	5,428.00	0.00	0.00	0.00	0.00

Schedule "E" – Tariff-Fares**Fares:**

All fares are for one-way trips.

Effective May 1, 2009

	Within city boundaries & up to 6km radius from city limits	Within 6-13km radius from city limits	Within 13-20km radius from city limits	Beyond 20km from city limits
Passenger	\$2.00	\$2.75	\$3.25	\$4.50
Companion	\$2.00	\$2.75	\$3.25	\$4.50
Attendants	Free	Free	Free	Free

Note: Visitors (elsewhere in B.C. and outside B.C.) are eligible for temporary handyDART service.

2014/2015 Lease Fee Summary
Alberni-Clayoquot Custom Transit

	2014/2015
VEHICLES	
Vehicles (4 vehicles)	193,818
Vehicles Total	\$193,818
LAND AND BUILDINGS	
Land and Buildings Total	\$0
EQUIPMENT	
IT Projects	2,142
Equipment Total	\$2,142
TOTAL LEASE FEES	
100% Lease Fees	195,960
Local Share %	33.31%
Subtotal Local Lease Fees	65,274
PTIP	(26,586)
Lease Fees Local Share Total	\$38,689



REQUEST FOR DECISION

TO: Board of Directors
FROM: Teri Fong, CGA, Manager of Finance
DATE: April 3, 2014
RE: Finance Warrant No.539

Recommendation:

That the Board of Directors approves Finance Warrant Number 539 in the amount of \$689,156.49 dated March 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-CLAYQUOOT REGIONAL DISTRICT
Cheque Register - Detail - Supp.



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Date : Apr 03, 2014 **Time :** 2:56 pm
Bank : 1 To 3
Status : All
Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0016	ACE COURIER SERVICES					
35374	06-Mar-2014	Issued	51	C		42.17
14107376	01-4-2500-000	PAYABLES - TRADE		42.17		
Invoice Description --> BCWS - SHIPPING COSTS						
Total :				42.17	0.00	42.17
35417	24-Mar-2014	Issued	60	C		76.31
14108459	01-4-2500-000	PAYABLES - TRADE		31.72		
Invoice Description --> BCWS - SHIPPING COST						
14109368	01-4-2500-000	PAYABLES - TRADE		44.59		
Invoice Description --> BWS - SHIPPING FOR WATER SYSTEM SUPPLIES						
Total :				76.31	0.00	76.31
Supplier Total :				118.48	0.00	118.48
0030	ACKLANDS-GRAINGER INC.					
35375	06-Mar-2014	Issued	51	C		3668.18
4354 0518163	01-4-2500-000	PAYABLES - TRADE		223.95		
Invoice Description --> BCWS - SAFETY SUPPLIES \$96.87, SMALL TOOLS \$109.14						
4354 0517963	01-4-2500-000	PAYABLES - TRADE		3444.23		
Invoice Description --> BCVFD - EQUIPMENT - EXTINGUISHERS						
Total :				3668.18	0.00	3668.18
35419	24-Mar-2014	Issued	60	C		170.14
4354 0518309	01-4-2500-000	PAYABLES - TRADE		25.17		
Invoice Description --> BCWS - BATTERIES & SUPPLIES						
4354 0518064	01-4-2500-000	PAYABLES - TRADE		144.97		
Invoice Description --> SLVFD - SOCK OIL & SUPPLIES						
Total :				170.14	0.00	170.14
Supplier Total :				3838.32	0.00	3838.32
0059	ADELHARDT CONCRETE PLUS					
35421	24-Mar-2014	Issued	60	C		3616.67
262252	01-4-2500-000	PAYABLES - TRADE		1121.32		
Invoice Description --> AVLF - 3RD AVE RECYCLING BUILDING UPGRADES - FRAME BIG DOOR DOWN						
262251	01-4-2500-000	PAYABLES - TRADE		2495.35		
Invoice Description --> AVLF - 3RD AVE RECYCLING BUILDING UPGRADES - LANDING & STAIRS						
Total :				3616.67	0.00	3616.67
Supplier Total :				3616.67	0.00	3616.67
0031	AGAT LABORATORIES					
35376	06-Mar-2014	Issued	51	C		4126.76
14K98694E	01-4-2500-000	PAYABLES - TRADE		1812.30		
Invoice Description --> AVLF - WATER MONITORING						
14K94066E	01-4-2500-000	PAYABLES - TRADE		2314.46		

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT
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Supplier : 0004 To T9193
Trans. Date : 01-Mar-2014 To 31-Mar-2014
Cheque Date : 01-Mar-2014 To 31-Mar-2014
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit			
Invoice Description --> AVLF - WATER MONITORING								
Total :						4126.76	0.00	4126.76
Supplier Total :						4126.76	0.00	4126.76
0056	AIRGAS CANADA INC.							
35377	06-Mar-2014			Issued	51	C	389.76	
1181142	01-4-2500-000	PAYABLES - TRADE				389.76		
Invoice Description --> BCVFD - MONTHLY GAS SUPPLY - FEBRUARY 2014								
Total :						389.76	0.00	389.76
Supplier Total :						389.76	0.00	389.76
35420	24-Mar-2014			Issued	60	C	96.93	
183933	01-4-2500-000	PAYABLES - TRADE				96.93		
Invoice Description --> BCVFD - MONTHLY GAS SUPPLY - MARCH 2014								
Total :						96.93	0.00	96.93
Supplier Total :						96.93	0.00	96.93
0135	ALBERNI DISTRICT SECONDARY SCHOOL - THEATRE ACCOUNT							
35423	24-Mar-2014			Issued	60	C	640.00	
MAR27/14	01-4-2500-000	PAYABLES - TRADE				640.00		
Invoice Description --> EMERGENCY PLANNING - 50TH ANNIVERSARY - 1963 TSUNAMI								
Total :						640.00	0.00	640.00
Supplier Total :						640.00	0.00	640.00
0021	ALBERNI DISTRICT CO-OP ASSOCIATION							
35418	24-Mar-2014			Issued	60	C	1571.62	
BCVFD - FEB/14	01-4-2500-000	PAYABLES - TRADE				210.91		
Invoice Description --> BCVFD - FEBRUARY 2014 FUEL COSTS								
ACRD - FEB/14	01-4-2500-000	PAYABLES - TRADE				587.64		
Invoice Description --> ACRD - FEBRUARY 2014 FUEL COSTS								
BCWS - FEB/14	01-4-2500-000	PAYABLES - TRADE				773.07		
Invoice Description --> BCWS - FEBRUARY 2014 FUEL COSTS								
Total :						1571.62	0.00	1571.62
Supplier Total :						1571.62	0.00	1571.62
0455	ALBERNI VALLEY REFRIGERATION LTD.							
35425	24-Mar-2014			Issued	60	C	115.50	
20140289	01-4-2500-000	PAYABLES - TRADE				115.50		
Invoice Description --> ACRD - CREDIT UNION THERMOSTAT REPAIR								
Total :						115.50	0.00	115.50
Supplier Total :						115.50	0.00	115.50

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



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

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
0091	ALBERTA FIRE CHIEFS ASSOCIATION					
035378	06-Mar-2014	Issued	51	C		172.22
IN14-034	01-4-2500-000	PAYABLES - TRADE		172.22		
Invoice Description --> SLVFD - TRAINING MATERIALS - 2 EDITIONS OF ESSENTIALS						
Total :				172.22	0.00	172.22
Supplier Total :				172.22	0.00	172.22
0270	ANDREW SHERET LTD.					
00043-0001	10-Mar-2014	Issued	50	T		7865.55
DISCOUNTFEB14	01-4-2500-000	PAYABLES - TRADE		-153.20		
Invoice Description --> BCWS - DISCOUNT FOR EARLY PAYMENT - FEBRUARY 2014						
03-060346	01-4-2500-000	PAYABLES - TRADE		256.05		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
03-061173	01-4-2500-000	PAYABLES - TRADE		625.77		
Invoice Description --> BCWS - MCKENZIE ROAD BREAK REPAIR PARTS						
03-060196	01-4-2500-000	PAYABLES - TRADE		681.59		
Invoice Description --> BCWS - WATER SYSTEM SUPPLIES						
03-058903	01-4-2500-000	PAYABLES - TRADE		6455.34		
Invoice Description --> BAMFIELD WATER - KUPFERLE AUTO FLUSHER						
Total :				7865.55	0.00	7865.55
Supplier Total :				7865.55	0.00	7865.55
0394	ASSOCIATED FIRE SAFETY EQUIPMENT					
035379	06-Mar-2014	Issued	51	C		1796.71
11895	01-4-2500-000	PAYABLES - TRADE		1796.71		
Invoice Description --> SLVFD - 1 SET OF BUNKER GEAR						
Total :				1796.71	0.00	1796.71
Supplier Total :				1796.71	0.00	1796.71
0396	ASSOCIATION OF VANCOUVER ISLAND AND COASTAL COMMUNITES					
035415	17-Mar-2014	Issued	53	C		1416.45
14AVICCREG	01-4-2500-000	PAYABLES - TRADE		1416.45		
Invoice Description --> 2014 AVICC CONVENTION REGISTRATION						
Total :				1416.45	0.00	1416.45
035485	27-Mar-2014	Issued	65	C		63.00
14AVICCREG1	01-4-2500-000	PAYABLES - TRADE		63.00		
Invoice Description --> AVICC - COTE & BANTON CHANGES TO ORGINAL REGISTRATION						
Total :				63.00	0.00	63.00
Supplier Total :				1479.45	0.00	1479.45

ALBERNI-CLAYOQUET REGIONAL DISTRICT
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 Batch No. : All

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 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				
35424	24-Mar-2014		Issued	60	C	325.50		
2014DUES-JT	01-4-2500-000	PAYABLES - TRADE				325.50		
Invoice Description --> JOHN THOMAS 2014 MEMBERSHIP DUES								
Total :						325.50	0.00	325.50
Supplier Total :						325.50	0.00	325.50

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
0535	BARBARA L. PRICE LTD.							
35428	24-Mar-2014		Issued	60	C	945.00		
1220	01-4-2500-000	PAYABLES - TRADE				945.00		
Invoice Description --> ACRD - CONSULTING SERIVES FOR FINANCIAL STATEMENTS								
Total :						945.00	0.00	945.00
Supplier Total :						945.00	0.00	945.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
0556	BARKLEY SOUND MANAGEMENT							
00043-0002	10-Mar-2014		Issued	50	T	9386.12		
495483	01-4-2500-000	PAYABLES - TRADE				3436.12		
Invoice Description --> SALMON BEACH - SEWAGE \$770, TRANSPORTATION \$2502.50								
2014-03	01-4-2500-000	PAYABLES - TRADE				5950.00		
Invoice Description --> SB MGMT CONTRACT FEBRUARY 16 TO MARCH 15, 2014								
Total :						9386.12	0.00	9386.12
Supplier Total :						9386.12	0.00	9386.12

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
0473	BC FIRE TRAINING OFFICERS ASSOCIATION							
35426	24-Mar-2014		Issued	60	C	1330.00		
2014BCFTOACONF	01-4-2500-000	PAYABLES - TRADE				1330.00		
Invoice Description --> SLVFD - 2014 CONFERENCE REGISTRATION - GEDDES AND HEPP								
Total :						1330.00	0.00	1330.00
Supplier Total :						1330.00	0.00	1330.00

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
0660	BC HYDRO							
35429	24-Mar-2014		Issued	60	C	17364.76		
400002246463	01-4-2500-000	PAYABLES - TRADE				17364.76		
Invoice Description --> HYDRO - ACRD CONSOLIDATED								
Total :						17364.76	0.00	17364.76
Supplier Total :						17364.76	0.00	17364.76

Supplier	Supplier Name	Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description	Debit	Credit				
0700	BC TRANSIT							
35381	06-Mar-2014		Issued	51	C	13897.00		
114602	01-4-2500-000	PAYABLES - TRADE				13897.00		
Invoice Description --> JANUARY 2014 CUSTOM TRANSIT								

ALBERNI-CLAYQUOT REGIONAL DISTRICT
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Supplier : 0004 To T9193
Trans. Date : 01-Mar-2014 To 31-Mar-2014
Cheque Date : 01-Mar-2014 To 31-Mar-2014
Cheque No. : All
Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				13897.00	0.00	13897.00
035430	24-Mar-2014		Issued	60	C	11843.00
214602	01-4-2500-000	PAYABLES - TRADE			11843.00	
Invoice Description -->		FEBRUARY 2014 CUSTOM TRANSIT				
Total :				11843.00	0.00	11843.00
Supplier Total :				25740.00	0.00	25740.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				565.00	0.00	565.00
0524	06-Mar-2014		Issued	51	C	565.00
035380	01-4-2500-000	PAYABLES - TRADE			565.00	
Invoice Description -->		AD- MILITARY SERVICE RECOGNITION BOOK				
Total :				565.00	0.00	565.00
Supplier Total :				565.00	0.00	565.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				151.80	0.00	151.80
0740	24-Mar-2014		Issued	60	C	151.80
0586976	01-4-2500-000	PAYABLES - TRADE			10.30	
Invoice Description -->		SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE				
0593796	01-4-2500-000	PAYABLES - TRADE			14.25	
Invoice Description -->		BCWS - NORTH RESERVOIR - BUILDING MAINTENANCE				
0590363	01-4-2500-000	PAYABLES - TRADE			21.38	
Invoice Description -->		SLVFD - HAROLD BISHOP (#3) HALL MAINTENANCE				
0585053	01-4-2500-000	PAYABLES - TRADE			105.87	
Invoice Description -->		SLVFD - OPERATIONS - SUPPLIES FOR INVESTIGATIONS				
Total :				151.80	0.00	151.80
Supplier Total :				151.80	0.00	151.80

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				2160.12	0.00	2160.12
0785	24-Mar-2014		Issued	60	C	2160.12
025094	01-4-2500-000	PAYABLES - TRADE			760.91	
Invoice Description -->		LBA - 81 FORD - REPAIRS - BATTERY AND CHARGING SYSTEM				
025017	01-4-2500-000	PAYABLES - TRADE			1399.21	
Invoice Description -->		LBA - JOHN DEER LOADER REPAIRS				
Total :				2160.12	0.00	2160.12
Supplier Total :				2160.12	0.00	2160.12

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				9980.25		
0791	10-Mar-2014		Issued	50	T	111437.48
00043-0003	01-4-2500-000	PAYABLES - TRADE			9980.25	
Invoice Description -->		AVDF - NORTH EAST EXPANSION - CAPITAL				
1323	01-4-2500-000	PAYABLES - TRADE			34380.15	

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ALBERNI-CLAYQUOT REGIONAL DISTRICT
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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> WCLF FEBRUARY CONTRACTOR AND FREON REMOVAL \$60						
1322	01-4-2500-000	PAYABLES - TRADE		67077.08		
Invoice Description --> AVLF FEBRUARY CONTRACTOR, FREON REMOVAL \$108, OTHER WORK ORGANIZED \$1592.2;						
Total :				111437.48	0.00	111437.48
Supplier Total :				111437.48	0.00	111437.48

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0530 BEST WESTERN BARCLAY HOTEL						
35427	24-Mar-2014		Issued	60	C	105.25
2014000992	01-4-2500-000	PAYABLES - TRADE		105.25		
Invoice Description --> COMMITTEE MTG FOOD - FIREFIGHTERS - FEBRUARY 20, 2014						
Total :				105.25	0.00	105.25
Supplier Total :				105.25	0.00	105.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0825 BLACK PRESS GROUP LTD.						
35433	24-Mar-2014		Issued	60	C	174.82
32199434	01-4-2500-000	PAYABLES - TRADE		77.96		
Invoice Description --> AD - REQUEST FOR EXEMPTION						
32197681	01-4-2500-000	PAYABLES - TRADE		96.86		
Invoice Description --> ACRD - AD FOR BEAVER CREEK FINANCIAL PLAN						
Total :				174.82	0.00	174.82
Supplier Total :				174.82	0.00	174.82

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0914 BOWERMAN EXCAVATING LTD						
00045-0001	27-Mar-2014		Issued	61	T	225604.16
5138	01-4-2500-000	PAYABLES - TRADE		19942.54		
Invoice Description --> AVLF - NORTH EAST EXPANSION - CAPITAL						
5175 - PC#6	01-4-2500-000	PAYABLES - TRADE		205661.62		
Invoice Description --> BCWS - STRICT ROAD PUMP STATION - GAS TAX						
Total :				225604.16	0.00	225604.16
Supplier Total :				225604.16	0.00	225604.16

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0950 BRETT, KENNETH						
00045-0002	27-Mar-2014		Issued	61	T	1000.00
BRE162886	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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0992 BUILDING OFFICIALS ASSOCIATION OF B.C.						
35382	06-Mar-2014		Issued	51	C	420.00
RGDUES2014	01-4-2500-000	PAYABLES - TRADE		420.00		

105 420.00

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 Batch No. : All

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Invoice Description --> GAUDREALT - MEMBERSHIP DUES 2014						
Total :				420.00	0.00	420.00
Supplier Total :				420.00	0.00	420.00

0987	BULL HOUSSER					
35435	24-Mar-2014	Issued	60	C		1561.18
338081	01-4-2500-000	PAYABLES - TRADE		1561.18		
Invoice Description --> LEGAL FEES						
Total :				1561.18	0.00	1561.18
Supplier Total :				1561.18	0.00	1561.18

1035	BUTLER, LES					
00043-0004	10-Mar-2014	Issued	50	T		2625.00
2014-02	01-4-2500-000	PAYABLES - TRADE		2625.00		
Invoice Description --> BWS - FEBRUARY 2014 CONTRACTOR						
Total :				2625.00	0.00	2625.00
Supplier Total :				2625.00	0.00	2625.00

1058	C. BOWNE ENTERPRISES					
35436	24-Mar-2014	Issued	60	C		111.10
8551	01-4-2500-000	PAYABLES - TRADE		55.55		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES						
8562	01-4-2500-000	PAYABLES - TRADE		55.55		
Invoice Description --> ACRD OFFICE - JANITORIAL SUPPLIES						
Total :				111.10	0.00	111.10
Supplier Total :				111.10	0.00	111.10

1110	CANADA POST					
35383	06-Mar-2014	Issued	51	C		19.18
9534544825	01-4-2500-000	PAYABLES - TRADE		19.18		
Invoice Description --> RURAL PLANNING - REGISTERED LETTERS						
Total :				19.18	0.00	19.18
Supplier Total :				19.18	0.00	19.18

1063	CASEWARE INTERNATIONAL INC.					
35437	24-Mar-2014	Issued	60	C		1144.50
02678-X3Y3M1	01-4-2500-000	PAYABLES - TRADE		1144.50		
Invoice Description --> ACRD - ANNUAL WORKING PAPERS SOFTWARE						
Total :				1144.50	0.00	1144.50

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Batch No. : All

Supplier	Supplier Name	Status	Batch	Medium	Amount		
Chq/Ref #	Cheque Date			Debit	Credit		
Invoice No.	Account No.	Account Description					
1257 CASTLE DECKS & ALUMINUM PRODUCTS							
35384	06-Mar-2014		Issued	51	C 1785.00		
FEB1/14	01-4-2500-000	PAYABLES - TRADE			1785.00		
Invoice Description --> BCVFD - FIRE HALL CAPITAL UPGRADES							
Total :					1785.00	0.00	1785.00
Supplier Total :					1785.00	0.00	1785.00
1270 CDW CANADA INC							
35385	06-Mar-2014		Issued	51	C 969.36		
KD02407	01-4-2500-000	PAYABLES - TRADE			969.36		
Invoice Description --> LBA - COMPUTER FOR AIRPORT OFFICE							
Total :					969.36	0.00	969.36
Supplier Total :					969.36	0.00	969.36
1316 CERTITECH IT SERVICES							
00043-0005	10-Mar-2014		Issued	50	T 5880.00		
137	01-4-2500-000	PAYABLES - TRADE			5880.00		
Invoice Description --> FEBRUARY 2014 IT SUPPORT SERVICES \$4950, BCWS SUPPORT \$550, LBA \$50, BCVFD \$50							
Total :					5880.00	0.00	5880.00
Supplier Total :					5880.00	0.00	5880.00
1378 CIT							
35440	24-Mar-2014		Issued	60	C 245.28		
14395235	01-4-2500-000	PAYABLES - TRADE			245.28		
Invoice Description --> FORMER BCID PRINTER LEASE 780-0460648-001 - INVOICE 14395235							
Total :					245.28	0.00	245.28
Supplier Total :					245.28	0.00	245.28
1342 CITY OF PORT ALBERNI							
35438	24-Mar-2014		Issued	60	C 1811.25		
MAR10/14	01-4-2500-000	PAYABLES - TRADE			1811.25		
Invoice Description --> CANSCOTT SUPERVISOR TRAINING LEVEL 2 - DANIEL, DYER, MCGIFFORD							
Total :					1811.25	0.00	1811.25
Supplier Total :					1811.25	0.00	1811.25
1382 COAST CATERING COMPANY							
35386	06-Mar-2014		Issued	51	C 115.50		
12	01-4-2500-000	PAYABLES - TRADE			115.50		

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

Invoice Description --> ACRD HEALTH NETWORK - LUNCHES FOR MTG - FEB 20/14

Total : 115.50 0.00 115.50

035441	24-Mar-2014		Issued	60	C	226.80
#13	01-4-2500-000	PAYABLES - TRADE				226.80

Invoice Description --> ACRD - COMMITTEE LUNCH - DIRECTORS AND STAFF FEB. 26/14

Total : 226.80 0.00 226.80

Supplier Total : 342.30 0.00 342.30

0801 CORIX WATER PRODUCTS LTD.

00043-0006	10-Mar-2014		Issued	50	T	1466.65
1041309338	01-4-2500-000	PAYABLES - TRADE				1466.65

Invoice Description --> BWS - A-100N CHEMICAL PUMP

Total : 1466.65 0.00 1466.65

00045-0003	27-Mar-2014		Issued	61	T	2324.44
1041313126	01-4-2500-000	PAYABLES - TRADE				99.84

Invoice Description --> BWS - WATER SYSTEM SUPPLIES 2" PVC PIPE

1041313123	01-4-2500-000	PAYABLES - TRADE				2224.60
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Invoice Description --> BWS - WATER SYSTEM SUPPLIES - VARIOUS ITEMS - METER BOX, PIPE, ETC

Total : 2324.44 0.00 2324.44

Supplier Total : 3791.09 0.00 3791.09

1650 CUPE - LOCAL 118

35442	24-Mar-2014		Issued	60	C	1260.19
DUESFEB14	01-4-2500-000	PAYABLES - TRADE				1260.19

Invoice Description --> FEBRUARY 2014 UNION DUES

Total : 1260.19 0.00 1260.19

Supplier Total : 1260.19 0.00 1260.19

1751 DICK, JOAN

35387	06-Mar-2014		Issued	51	C	300.00
FEB20/14	01-4-2500-000	PAYABLES - TRADE				300.00

Invoice Description --> AVLF - LUNCH COST FOR MEETING WITH AV COMMITTEE

Total : 300.00 0.00 300.00

Supplier Total : 300.00 0.00 300.00

4002 DIGITAL POSTAGE ON CALL

35461	24-Mar-2014		Issued	60	C	2000.00
MAR18/14	01-4-2500-000	PAYABLES - TRADE				2000.00

Invoice Description --> POSTAGE ACCOUNT 8000202700

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Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				2000.00	0.00	2000.00
Supplier Total :				2000.00	0.00	2000.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1355	DOROTHY CLARKSTONE NOTARY CORPORATION					
135439	24-Mar-2014		Issued	60	C	107.20
MAR18/14	01-4-2500-000	PAYABLES - TRADE		107.20		
Invoice Description --> ACRD - RETURN OVERPAYMENT ON ACCOUNT						
Total :				107.20	0.00	107.20
Supplier Total :				107.20	0.00	107.20

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1847	DUPERE, JOHANNE					
135443	24-Mar-2014		Issued	60	C	200.00
DUP162887	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

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
0940	DUVALL, EDITH					
00043-0007	10-Mar-2014		Issued	50	T	1650.00
EDUVALL62740	01-4-2500-000	PAYABLES - TRADE		1650.00		
Invoice Description --> ACRD OFFICE - MONTHLY JANITORIAL						
Total :				1650.00	0.00	1650.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
135416	20-Mar-2014		Issued	56	C	287.50
MAR12/14	01-4-2500-000	PAYABLES - TRADE		287.50		
Invoice Description --> ACRD OFFICE BASEMENT - ADDITIONAL OFFICE CLEANING FOR LEASED AREA - TO BE BILLE						
Total :				287.50	0.00	287.50
Supplier Total :				1937.50	0.00	1937.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1980	ESRI CANADA LTD.					
135480	25-Mar-2014		Issued	62	C	136.50
1444912-67123122	01-4-2500-000	PAYABLES - TRADE		136.50		
Invoice Description --> PLANNING - USER CONFERENCE - WILSON						
Total :				136.50	0.00	136.50
Supplier Total :				136.50	0.00	136.50

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
1990	EVITT ELECTRIC					
00045-0004	27-Mar-2014		Issued	61	T	5573.89
133646	01-4-2500-000	PAYABLES - TRADE		185.33		
Invoice Description --> SLVFD - ELECTRICAL MAINT. HALL # 2						
133634	01-4-2500-000	PAYABLES - TRADE		491.96		

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Supplier	Supplier Name						
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	BCWS - MAINTENANCE BUILDING - CAPITAL - POT LIGHTS IN OVERHANG OUTSIDE						
33642	01-4-2500-000	PAYABLES - TRADE			1874.15		
Invoice Description -->	BCWS - MAINTENANCE BUILDING - CAPITAL - FIRE ALARM CAMERA/SECURITY WIRING						
33632	01-4-2500-000	PAYABLES - TRADE			3022.45		
Invoice Description -->	BCWS - MAINTENANCE BUILDING - CAPITAL - ROUGH IN ELECTRICAL						
Total :					5573.89	0.00	5573.89
Supplier Total :					5573.89	0.00	5573.89

2049 FORFIRE ENTERPRISES							
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	SLVFD - FIRE PREVENTION						
35388	06-Mar-2014	Issued	51	C		239.75	
360	01-4-2500-000	PAYABLES - TRADE			239.75		
Invoice Description -->	SLVFD - FIRE PREVENTION						
Total :					239.75	0.00	239.75
Supplier Total :					239.75	0.00	239.75

2067 FORTISBC							
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	BCVFD - MONTHLY NATURAL GAS FOR HALL						
35445	24-Mar-2014	Issued	60	C		599.78	
FEB21/14	01-4-2500-000	PAYABLES - TRADE			599.78		
Invoice Description -->	BCVFD - MONTHLY NATURAL GAS FOR HALL						
Total :					599.78	0.00	599.78
Supplier Total :					599.78	0.00	599.78

2075 FYFE'S WELL & WATER SERVICES							
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	LBA - WATER SYSTEM SUPPLIES - SALT						
35446	24-Mar-2014	Issued	60	C		8356.95	
2014-1370	01-4-2500-000	PAYABLES - TRADE			8356.95		
Invoice Description -->	LBA - WATER SYSTEM SUPPLIES - SALT						
Total :					8356.95	0.00	8356.95
Supplier Total :					8356.95	0.00	8356.95

2140 GEDDES, RICHARD D.							
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	SLVFD - MONTHLY PHONE REIMBURSEMENT						
00045-0005	27-Mar-2014	Issued	61	T		55.00	
RG-SLVFD0162889	01-4-2500-000	PAYABLES - TRADE			55.00		
Invoice Description -->	SLVFD - MONTHLY PHONE REIMBURSEMENT						
Total :					55.00	0.00	55.00
Supplier Total :					55.00	0.00	55.00

2233 GOVERNMENT FINANCE OFFICERS ASSOCIATION OF BC							
Chq/Ref #	Cheque Date	Status	Batch	Medium	Debit	Credit	
Invoice No.	Account No.	Account Description				Amount	
Invoice Description -->	GFOA ANNUAL CONFERENCE						
35447	24-Mar-2014	Issued	60	C		630.00	
GFOA-CONF14	01-4-2500-000	PAYABLES - TRADE			630.00		
Invoice Description -->	GFOA ANNUAL CONFERENCE						
Total :					630.00	0.00	630.00
Supplier Total :					630.00	0.00	630.00

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

2322	GUILLEVIN INTERNATIONAL CO.						
35389	06-Mar-2014		Issued	51	C	108.94	
0428-486023	01-4-2500-000	PAYABLES - TRADE			108.94		
Invoice Description --> SLVFD - PBI COBRA ULTIMATE X-LONG							
Total :					108.94	0.00	108.94
Supplier Total :					108.94	0.00	108.94

2465	HETHERINGTON INDUSTRIES LTD						
35448	24-Mar-2014		Issued	60	C	39.89	
E-38350	01-4-2500-000	PAYABLES - TRADE			-26.25		
Invoice Description --> AVLF WASTE OIL REBATE							
E-37115	01-4-2500-000	PAYABLES - TRADE			-23.10		
Invoice Description --> AVLF WASTE OIL REBATE							
E-38262	01-4-2500-000	PAYABLES - TRADE			-15.75		
Invoice Description --> AVLF WASTE OIL REBATE							
E-37141	01-4-2500-000	PAYABLES - TRADE			-0.01		
Invoice Description --> AVLF WASTE ANTIFREEZE REBATE							
A-5440	01-4-2500-000	PAYABLES - TRADE			105.00		
Invoice Description --> ACRD- RECYCLING DEPOT PUMP OUT CATCH BASIN							
Total :					39.89	0.00	39.89
Supplier Total :					39.89	0.00	39.89

2491	HOLLAND KATHLEEN (PETTY CASH)						
00043-0008	10-Mar-2014		Issued	50	T	106.66	
FEB13/14	01-4-2500-000	PAYABLES - TRADE			106.66		
Invoice Description --> SALMON BEACH - SEWAGE - DIESEL FUEL FOR PUMPER TRUCK							
Total :					106.66	0.00	106.66

00045-0006	27-Mar-2014		Issued	61	T	417.60	
MAR13/14	01-4-2500-000	PAYABLES - TRADE			417.60		
Invoice Description --> SALMON BEACH - SEWAGE - DIESEL \$307.21, SUPPLIES \$95.39, TRUCK WASH \$15							
Total :					417.60	0.00	417.60
Supplier Total :					524.26	0.00	524.26

2499	HOMETOWN AUTOMOTIVE LTD.					
35390	06-Mar-2014		Issued	51	C	297.83
3881	01-4-2500-000	PAYABLES - TRADE			297.83	
Invoice Description --> BUILDING INSPECTION - JEEP LIBERTY REPAIR - FUEL INJECTOR						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				297.83	0.00	297.83
035449	24-Mar-2014	Issued	60	C		498.26
03902	01-4-2500-000	PAYABLES - TRADE		498.26		
Invoice Description --> BCWS - 1994 DODGE DAKOTA - FUEL PUMP						
Total :				498.26	0.00	498.26
Supplier Total :				796.09	0.00	796.09

2560	HOULE PRINTING					
035450	24-Mar-2014	Issued	60	C		267.68
12804	01-4-2500-000	PAYABLES - TRADE		267.68		
Invoice Description --> SPROAT LAKE COMMUNITY NEWSLETTER SPRING 2014						
Total :				267.68	0.00	267.68
Supplier Total :				267.68	0.00	267.68

2690	INSURANCE CORPORATION OF B.C.					
035484	27-Mar-2014	Issued	64	C		768.00
BCWS-NEW TRUCK	01-4-2500-000	PAYABLES - TRADE		768.00		
Invoice Description --> BCWS - INSURANCE DIFFERENCE ON TWO NEW TRUCKS						
Total :				768.00	0.00	768.00
Supplier Total :				768.00	0.00	768.00

2787	JACKSON, ROBERT					
035452	24-Mar-2014	Issued	60	C		60.00
CSPNOV1262888	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

2814	JAW CANOPIES					
035486	27-Mar-2014	Issued	65	C		3920.00
BCWS-CANOPY	01-4-2500-000	PAYABLES - TRADE		3920.00		
Invoice Description --> BCWS - CANOPY FOR THE FORD F-250 - CAPITAL						
Total :				3920.00	0.00	3920.00
Supplier Total :				3920.00	0.00	3920.00

2840	JIBC HEALTH SCIENCES DIVISION					
035392	06-Mar-2014	Issued	51	C		646.80
20037247	01-4-2500-000	PAYABLES - TRADE		242.55		
Invoice Description --> BC WFD - FIRST RESPONDER TRAINING - 3 MEMBERS						
20037249	01-4-2500-000	PAYABLES - TRADE		404.25		

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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
Invoice Description --> SLVFD - FIRST RESPONDER TRAINING - 5 MEMBERS							
Total :				646.80	0.00		646.80
35453	24-Mar-2014	Issued	60	C			78.75
RGFR-RENEW2014	01-4-2500-000	PAYABLES - TRADE		78.75			
Invoice Description --> SLVFD - FIRST RESPONDER TRAINING RENEWAL							
Total :				78.75	0.00		78.75
Supplier Total :				725.55	0.00		725.55

2866	KLITSA DOORS (2012) LTD.						
35393	06-Mar-2014	Issued	51	C			744.24
618	01-4-2500-000	PAYABLES - TRADE		744.24			
Invoice Description --> BCVFD - FIRE HALL UPGRADES - CAPITAL							
Total :				744.24	0.00		744.24
35454	24-Mar-2014	Issued	60	C			311.70
649	01-4-2500-000	PAYABLES - TRADE		311.70			
Invoice Description --> BCWS - STAMP RIVER PUMP STATION - BUILDING REPAIR - NEW DOOR							
Total :				311.70	0.00		311.70
Supplier Total :				1055.94	0.00		1055.94

2877	KOERS & ASSOCIATES ENGINEERING LTD.						
00045-0007	27-Mar-2014	Issued	61	T			8920.10
1372-004	01-4-2500-000	PAYABLES - TRADE		441.00			
Invoice Description --> BWS - WATER SYSTEM ENGINEERING SERVICES							
1232-015	01-4-2500-000	PAYABLES - TRADE		8479.10			
Invoice Description --> BCWS - STRICT ROAD PUMP STATION - GAS TAX INITIATIVE							
Total :				8920.10	0.00		8920.10
Supplier Total :				8920.10	0.00		8920.10

3025	LADY ROSE MARINE SERVICES						
35455	24-Mar-2014	Issued	60	C			913.50
2010-13845	01-4-2500-000	PAYABLES - TRADE		304.50			
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-13915	01-4-2500-000	PAYABLES - TRADE		304.50			
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
2010-13939	01-4-2500-000	PAYABLES - TRADE		304.50			
Invoice Description --> AVLF - BAMFIELD GARBAGE BIN TRANSPORT							
Total :				913.50	0.00		913.50
Supplier Total :				913.50	0.00		913.50

3008	LAND TITLE AND SURVEY AUTHORITY OF B.C.						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
3218	MARSH, LYLE I					
35481	25-Mar-2014	Issued	62	C		24.20
DPF14001	01-4-2500-000	PAYABLES - TRADE		24.20		
Invoice Description --> DEVELOPMENT PERMIT DPF14001 - 2970 ALBERNI HIGHWAY						
Total :				24.20	0.00	24.20
Supplier Total :				24.20	0.00	24.20

3218	MARSH, LYLE I					
35456	24-Mar-2014	Issued	60	C		100.00
MAR27/14	01-4-2500-000	PAYABLES - TRADE		100.00		
Invoice Description --> EMERGENCY PLANNING - 50TH ANNIVERSARY - 1963 TSUNAMI						
Total :				100.00	0.00	100.00
Supplier Total :				100.00	0.00	100.00

3270	MCCOY LAKE EXCAVATING LTD					
35394	06-Mar-2014	Issued	51	C		3450.52
2556	01-4-2500-000	PAYABLES - TRADE		422.63		
Invoice Description --> ACRD OFFICE SNOW REMOVAL \$157.50, BC FIRE REMOVAL \$245.00						
2554	01-4-2500-000	PAYABLES - TRADE		427.99		
Invoice Description --> BCWS - NEW SERVICE - HIGHLAND DR						
2527	01-4-2500-000	PAYABLES - TRADE		2599.90		
Invoice Description --> BCWS - MCKENZIE ROAD MAIN BREAK						
Total :				3450.52	0.00	3450.52
Supplier Total :				3450.52	0.00	3450.52

3280	MCGILL & ASSOCIATES ENGINEERING					
00045-0008	27-Mar-2014	Issued	61	T		12858.05
14624	01-4-2500-000	PAYABLES - TRADE		378.00		
Invoice Description --> WCLF ANNUAL REPORTING						
14607	01-4-2500-000	PAYABLES - TRADE		567.00		
Invoice Description --> BCWS - MAINTENANCE BUILDING - CAPITAL - FIRE ALARM CAMERA/SECURITY WIRING						
14623	01-4-2500-000	PAYABLES - TRADE		567.00		
Invoice Description --> AVLF ANNUAL REPORTING						
14613	01-4-2500-000	PAYABLES - TRADE		700.88		
Invoice Description --> AVLF - SOLID WASTE MANAGEMENT PLAN - CAPITAL						
14611	01-4-2500-000	PAYABLES - TRADE		831.25		
Invoice Description --> AVLF GENERAL CONSULTING COSTS						
14617	01-4-2500-000	PAYABLES - TRADE		883.42		
Invoice Description --> LBA - ESOWISTA SEWAGE SYSTEM DECOMMISSIONING						
14618	01-4-2500-000	PAYABLES - TRADE		2332.98		
Invoice Description --> SALMON BEACH - SHORT STREET DRAINAGE						
14612	01-4-2500-000	PAYABLES - TRADE		6597.52		
Invoice Description --> AVLF NORTH EAST EXPANSION						
Total :				12858.05	0.00	12858.05

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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 :				12858.05	0.00	12858.05

3287 McLEAN & HIGGINS LTD.						
335395	06-Mar-2014		Issued	51	C	121.36
36712	01-4-2500-000	PAYABLES - TRADE				121.36
Invoice Description --> BCWS - MAINTENANCE BUILDING ADDITIONAL TO FIREHALL - CAPITAL						
Total :						121.36

335457	24-Mar-2014		Issued	60	C	1478.51
36822	01-4-2500-000	PAYABLES - TRADE				589.63
Invoice Description --> SL PARKS - COUGAR SMITH PARK WATER SYSTEM REPAIRS - UV INTENSITY SENSOR REPLA						
36752	01-4-2500-000	PAYABLES - TRADE				888.88
Invoice Description --> AVRA - WATER SYSTEM REPAIRS						
Total :						1478.51
Supplier Total :				1599.87	0.00	1599.87

3505 MFA LEASING						
AUTO62890	28-Mar-2014		Issued	59	E	1654.31
6140262890	01-4-2500-000	PAYABLES - TRADE				1654.31
Invoice Description --> LBA TRACTOR LEASE						
Total :						1654.31

AUTO63023	31-Mar-2014		Issued	71	E	2553.97
BAMFIRE63023	01-4-2500-000	PAYABLES - TRADE				2553.97
Invoice Description --> BAMFIELD FIRE HALL LEASE PAYMENT						
Total :						2553.97
Supplier Total :				4208.28	0.00	4208.28

3340 MINISTER OF FINANCE						
335396	06-Mar-2014		Issued	51	C	2012.50
MSPMAR14	01-4-2500-000	PAYABLES - TRADE				2012.50
Invoice Description --> MSP PREMIUMS FOR MARCH 2014						
Total :						2012.50
Supplier Total :				2012.50	0.00	2012.50

3490 MUNICIPAL PENSION PLAN						
EFT-7	28-Mar-2014		Issued	69	E	7922.51
PP#6-2014	01-4-2500-000	PAYABLES - TRADE				7922.51
Invoice Description --> PAYPERIOD #6 - 2014 PENSION PLAN REMITTANCE						
Total :						7922.51

EFT-8	20-Mar-2014		Issued	75	E	7975.28
PP#5-2014	01-4-2500-000	PAYABLES - TRADE				7975.28

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> PAYPERIOD #5 - 2014 PENSION PLAN REMITTANCE						
Total :				7975.28	0.00	7975.28
Supplier Total :				15897.79	0.00	15897.79

3551	MYRES, LINDA					
00045-0009	27-Mar-2014		Issued	61	T	154.54
MAR11/14	01-4-2500-000	PAYABLES - TRADE			154.54	
Invoice Description --> BCEP - DUAL BAND RADIO						
Total :				154.54	0.00	154.54
Supplier Total :				154.54	0.00	154.54

3627	NEXCAR SALES LTD.					
35482	26-Mar-2014		Issued	63	C	16968.00
2009FORD	01-4-2500-000	PAYABLES - TRADE			16968.00	
Invoice Description --> BCWS - PURCHASE OF 2009 FORD F-250						
Total :				16968.00	0.00	16968.00
Supplier Total :				16968.00	0.00	16968.00

3648	NORTH ISLAND 911 CORPORATION					
35458	24-Mar-2014		Issued	60	C	640.00
413	01-4-2500-000	PAYABLES - TRADE			640.00	
Invoice Description --> BCVFD - MOBICAD LICENCE FEE - VISINET 2014 SOFTWARE						
Total :				640.00	0.00	640.00
Supplier Total :				640.00	0.00	640.00

3651	NORTH ISLAND LABORATORIES					
35397	06-Mar-2014		Issued	51	C	602.70
89120	01-4-2500-000	PAYABLES - TRADE			131.25	
Invoice Description --> SALMON BEACH WATER - WATER TESTING						
89687	01-4-2500-000	PAYABLES - TRADE			471.45	
Invoice Description --> BCWS - WATER TESTING						
Total :				602.70	0.00	602.70

35459	24-Mar-2014		Issued	60	C	5183.43
89811	01-4-2500-000	PAYABLES - TRADE			42.00	
Invoice Description --> BCWS WATER TESTING - KITSUKSIS RESERVOIR						
89736	01-4-2500-000	PAYABLES - TRADE			131.25	
Invoice Description --> SALMON BEACH WATER - WATER TESTING						
89036	01-4-2500-000	PAYABLES - TRADE			1141.88	
Invoice Description --> BWS WATER MONITORING						
89099	01-4-2500-000	PAYABLES - TRADE			1543.50	
Invoice Description --> S.W. MARKS \$ 245, LBA WATER \$490, MSWS \$245, BWS \$563.50						

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
89085	01-4-2500-000	PAYABLES - TRADE		2324.80		
Invoice Description --> WCLF WATER MONITORING						
Total :				5183.43	0.00	5183.43
Supplier Total :				5786.13	0.00	5786.13

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3693	NUU-CHAH-NULTH TRIBAL COUNCIL					
35398	06-Mar-2014		Issued	51	C	107.00
5825	01-4-2500-000	PAYABLES - TRADE		25.00		
Invoice Description --> HA-SHILTH-SA WEB INSERTION AD FOR CLAYOQUOT BIOSPHERE DIRECTOR						
5834	01-4-2500-000	PAYABLES - TRADE		82.00		
Invoice Description --> HEALTH NETWORK - HERE TO THERE AD						
Total :				107.00	0.00	107.00
Supplier Total :				107.00	0.00	107.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
2010	OUGHTRED COFFEE & TEA LTD.					
35444	24-Mar-2014		Issued	60	C	200.54
INV108358	01-4-2500-000	PAYABLES - TRADE		100.27		
Invoice Description --> OFFICE SUPPLIES						
INV109157	01-4-2500-000	PAYABLES - TRADE		100.27		
Invoice Description --> OFFICE SUPPLIES						
Total :				200.54	0.00	200.54
Supplier Total :				200.54	0.00	200.54

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3792	PACIFIC BLUE CROSS					
35399	06-Mar-2014		Issued	51	C	4166.52
PBCMAR14	01-4-2500-000	PAYABLES - TRADE		4166.52		
Invoice Description --> MARCH 2014 PREMIUMS						
Total :				4166.52	0.00	4166.52
Supplier Total :				4166.52	0.00	4166.52

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3848	PEARSON ELLIS CONSULTING INC.					
35400	06-Mar-2014		Issued	51	C	519.75
125-001	01-4-2500-000	PAYABLES - TRADE		519.75		
Invoice Description --> ACRD - CONNECTOR ROAD BUSINESS CASE REVIEW						
Total :				519.75	0.00	519.75
Supplier Total :				519.75	0.00	519.75

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date					
Invoice No.	Account No.	Account Description		Debit	Credit	
3874	PIBC VANCOUVER ISLAND (NORTH) CHAPTER					
35460	24-Mar-2014		Issued	60	C	125.00
HD-PIBCAPR11/14	01-4-2500-000	PAYABLES - TRADE		125.00		
Invoice Description --> PIBC - DEVELOPMENT PERMITS COURSE - DUNN						

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
Total :				125.00	0.00	125.00
Supplier Total :				125.00	0.00	125.00

4101	PLUMBING OFFICIALS' ASSOC. OF B.C.					
335462	24-Mar-2014	Issued	60	C		80.00
NS2014DUES	01-4-2500-000	PAYABLES - TRADE		80.00		
Invoice Description --> NIGEL SUTTON - 2014 MEMBERSHIP DUES						
Total :				80.00	0.00	80.00
Supplier Total :				80.00	0.00	80.00

4184	QT TECHNOLOGIES					
335401	06-Mar-2014	Issued	51	C		995.00
2014GOLDSEV	01-4-2500-000	PAYABLES - TRADE		995.00		
Invoice Description --> ARVA - GOLD SERVICE SOFTWARE SUPPORT 2014						
Total :				995.00	0.00	995.00
Supplier Total :				995.00	0.00	995.00

4187	QUALITY FOODS-PORT ALBERNI					
335402	06-Mar-2014	Issued	51	C		83.90
61 925970	01-4-2500-000	PAYABLES - TRADE		18.77		
Invoice Description --> ACRD OFFICE SUPPLIES						
62 333771	01-4-2500-000	PAYABLES - TRADE		65.13		
Invoice Description --> ACRD OFFICE SUPPLIES						
Total :				83.90	0.00	83.90
Supplier Total :				83.90	0.00	83.90

4370	R.J. DUNCAN & ASSOCIATES					
335466	24-Mar-2014	Issued	60	C		13125.00
330005	01-4-2500-000	PAYABLES - TRADE		13125.00		
Invoice Description --> 2013 AUDIT - INTERM BILLING #1						
Total :				13125.00	0.00	13125.00
Supplier Total :				13125.00	0.00	13125.00

4217	RASSMUSSEN BINDERY LTD.					
335403	06-Mar-2014	Issued	51	C		97.13
33253	01-4-2500-000	PAYABLES - TRADE		97.13		
Invoice Description --> 2012 & 2013 BOARD MINUTES BINDING						
Total :				97.13	0.00	97.13

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Supplier	Supplier Name						Amount
Chq/Ref #	Cheque Date	Status	Batch	Medium			
Invoice No.	Account No.	Account Description		Debit	Credit		
4220 RAYNER & BRACHT LTD							
35463	24-Mar-2014	Issued	60	C			1089.20
2014023	01-4-2500-000	PAYABLES - TRADE		1089.20			
Invoice Description -->		AVLF - BAMFIELD BIN CHARGES FEBRUARY 2014					
Total :				1089.20	0.00		1089.20
Supplier Total :				1089.20	0.00		1089.20
4510 RBC ROYAL BANK VISA							
35467	24-Mar-2014	Issued	60	C			2838.21
FEB27/14	01-4-2500-000	PAYABLES - TRADE		2838.21			
Invoice Description -->		BCVFD -					
Total :				2838.21	0.00		2838.21
Supplier Total :				2838.21	0.00		2838.21
2647 RECEIVER GENERAL - INDUSTRY CANADA							
35391	06-Mar-2014	Issued	51	C			1496.00
4004567	01-4-2500-000	PAYABLES - TRADE		488.00			
Invoice Description -->		RADIO LICENSE - EMEG PLAN \$68, AVLF \$68, AVRA \$41, BCWS \$106, LBA \$123					
4004559	01-4-2500-000	PAYABLES - TRADE		1008.00			
Invoice Description -->		BCVFD - ANNUAL RADIO LICENSES					
Total :				1496.00	0.00		1496.00
35487 27-Mar-2014 Issued 66 C 738.00							
4004562	01-4-2500-000	PAYABLES - TRADE		738.00			
Invoice Description -->		SLVFD - ANNUAL RADIO LICENSES					
Total :				738.00	0.00		738.00
Supplier Total :				2234.00	0.00		2234.00
4280 RECEIVER GENERAL FOR CANADA							
35404	06-Mar-2014	Issued	51	C			17361.29
PP#5 - 2014 - DIR	01-4-2500-000	PAYABLES - TRADE		56.42			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #5 - DIRECTORS					
PP#5 - 2014	01-4-2500-000	PAYABLES - TRADE		17304.87			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #5					
Total :				17361.29	0.00		17361.29
35464 24-Mar-2014 Issued 60 C 18175.77							
PP#6 - 2014 - DIR	01-4-2500-000	PAYABLES - TRADE		600.43			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #6 - DIRECTORS					
PP#6 - 2014	01-4-2500-000	PAYABLES - TRADE		17575.34			
Invoice Description -->		TAX REMITTANCE FOR PAYROLL ENDING PAYPERIOD #6					

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Total :				18175.77	0.00	18175.77
Supplier Total :				35537.06	0.00	35537.06

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4369	RHINO COFFEE HOUSE					
35465	24-Mar-2014	Issued	60	C	191.10	
12-05-13	01-4-2500-000	PAYABLES - TRADE		191.10		
Invoice Description --> LBA - ADVISORY MEETING DECEMBER 2013						
Total :				191.10	0.00	191.10
Supplier Total :				191.10	0.00	191.10

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4475	ROCKY MOUNTAIN PHOENIX					
00043-0009	10-Mar-2014	Issued	50	T	161.70	
IN79476	01-4-2500-000	PAYABLES - TRADE		161.70		
Invoice Description --> SLVFD - EQUIPMENT - PPE GLOVES - 2 SETS						
Total :				161.70	0.00	161.70
Supplier Total :				161.70	0.00	161.70

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
00045-0010	27-Mar-2014	Issued	61	T	503.87	
IN79689	01-4-2500-000	PAYABLES - TRADE		503.87		
Invoice Description --> BCFVD - EQUIPMENT - 14FT ALUM ROOF LADDER						
Total :				503.87	0.00	503.87
Supplier Total :				665.57	0.00	665.57

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4491	ROMPRE, SUZANNE					
00043-0010	10-Mar-2014	Issued	50	T	700.00	
FEB1-28/14	01-4-2500-000	PAYABLES - TRADE		700.00		
Invoice Description --> FEBRUARY BAMFIELD TRANSFER STATION CONTRACTOR						
Total :				700.00	0.00	700.00
Supplier Total :				700.00	0.00	700.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4511	ROSE, GEORGE					
35468	24-Mar-2014	Issued	60	C	396.13	
GRFEB05/14	01-4-2500-000	PAYABLES - TRADE		38.85		
Invoice Description --> ACRD COMPUTER - SERVER - REIMBURSEMENT						
GRMAR17/14	01-4-2500-000	PAYABLES - TRADE		357.28		
Invoice Description --> ACRD OFFICE - LOCATOR DEVICE - TRIAL EQUIPMENT - REIMBURSEMENT						
Total :				396.13	0.00	396.13
Supplier Total :				396.13	0.00	396.13

Supplier	Supplier Name	Status	Batch	Medium	Amount
Chq/Ref #	Cheque Date			Debit	Credit
Invoice No.	Account No.	Account Description			
4598	SEA TO SKY MEETING MANAGEMENT INC.				
35469	24-Mar-2014	Issued	60	C	523.95
LAND2014-446	01-4-2500-000	PAYABLES - TRADE		523.95	

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Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
Invoice Description --> PLANNING - CONFERENCE - 2014 BC LAND SUMMIT - MIKE IRG						
Total :				523.95	0.00	523.95
Supplier Total :				523.95	0.00	523.95

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4645	SHAW CABLE					
335471	24-Mar-2014		Issued	60	C	726.25
09-MAR-14	01-4-2500-000	PAYABLES - TRADE		726.25		
Invoice Description --> ACCT# 012-80958259 - ACRD CONSOLIDATED INTERNET/CABLE - APRIL 2014						
Total :				726.25	0.00	726.25
Supplier Total :				726.25	0.00	726.25

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4610	SIGNWORKS					
335470	24-Mar-2014		Issued	60	C	308.00
5110	01-4-2500-000	PAYABLES - TRADE		308.00		
Invoice Description --> SLVFD - FIRE PREVENTION - PET FREE DECALS						
Total :				308.00	0.00	308.00
Supplier Total :				308.00	0.00	308.00

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4725	SOFTCHOICE CORPORATION					
335405	06-Mar-2014		Issued	51	C	333.67
3608662	01-4-2500-000	PAYABLES - TRADE		333.67		
Invoice Description --> AVLF & WCLF ACROBAT LICENSE						
Total :				333.67	0.00	333.67
Supplier Total :				333.67	0.00	333.67

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4728	SONBIRD REFUSE & RECYCLING LTD.					
00043-0011	10-Mar-2014		Issued	50	T	18931.03
18195	01-4-2500-000	PAYABLES - TRADE		18931.03		
Invoice Description --> FEBRUARY 2014 WC GARBAGE & RECYCLING						
Total :				18931.03	0.00	18931.03
Supplier Total :				18931.03	0.00	18931.03

Supplier	Supplier Name	Status	Batch	Medium	Amount	
Chq/Ref #	Cheque Date			Debit	Credit	
Invoice No.	Account No.	Account Description				
4752	SOUTHSIDE AUTO SUPPLY LTD.					
335472	24-Mar-2014		Issued	60	C	22.03
450021	01-4-2500-000	PAYABLES - TRADE		22.03		
Invoice Description --> BCVFD - AUTO WASH						
Total :				22.03	0.00	22.03
Supplier Total :				22.03	0.00	22.03

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Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
4788	STAPLES ADVANTAGE					
335408	06-Mar-2014	Issued	51	C		827.55
35052435	01-4-2500-000	PAYABLES - TRADE		14.65		
Invoice Description --> ACRD OFFICE SUPPLIES						
34932480	01-4-2500-000	PAYABLES - TRADE		232.28		
Invoice Description --> ACRD OFFICE - 86.78 - LBA OFFICE - 70.48 - BCWS OFFICE - 50.04						
35038965	01-4-2500-000	PAYABLES - TRADE		580.62		
Invoice Description --> ACRD OFFICE SUPPLIES \$46.65, ACRD PAPER \$359.80, PLANNING \$111.96						
Total :				827.55	0.00	827.55
Supplier Total :				827.55	0.00	827.55
4785	STEWART MCDANNOLD STUART					
335407	06-Mar-2014	Issued	51	C		2185.72
66163	01-4-2500-000	PAYABLES - TRADE		138.15		
Invoice Description --> LEGAL FEES						
66164	01-4-2500-000	PAYABLES - TRADE		2047.57		
Invoice Description --> LEGAL FEES						
Total :				2185.72	0.00	2185.72
Supplier Total :				2185.72	0.00	2185.72
35473	24-Mar-2014	Issued	60	C		92.41
66399	01-4-2500-000	PAYABLES - TRADE		92.41		
Invoice Description --> LEGAL FEES						
Total :				92.41	0.00	92.41
Supplier Total :				2278.13	0.00	2278.13
4885	SUN COAST WASTE SERVICES					
00043-0012	10-Mar-2014	Issued	50	T		23414.91
113499	01-4-2500-000	PAYABLES - TRADE		23414.91		
Invoice Description --> FEBRUARY 2014 AV RECYLCING CONTRACT						
Total :				23414.91	0.00	23414.91
Supplier Total :				23414.91	0.00	23414.91
4973	TAR'S AUTO SALES					
335483	26-Mar-2014	Issued	63	C		9771.51
2007FORD	01-4-2500-000	PAYABLES - TRADE		9771.51		
Invoice Description --> BCWS - 2007 FORD RANGER						
Total :				9771.51	0.00	9771.51
Supplier Total :				9771.51	0.00	9771.51
5410	TD VISA					
335479	24-Mar-2014	Issued	60	C		688.04
MAR5/14	01-4-2500-000	PAYABLES - TRADE		688.04		

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Time : 2:56 pm

Supplier : 0004 To T9193
 Trans. Date : 01-Mar-2014 To 31-Mar-2014
 Cheque Date : 01-Mar-2014 To 31-Mar-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 --> LBA COMPUTER \$61.59, WATER PRO DEV - DANIEL \$576.45						
Total :				688.04	0.00	688.04
Supplier Total :				688.04	0.00	688.04

5405	TD VISA (SLVFD)					
335478	24-Mar-2014	Issued	60	C		39.31
MAR5/14	01-4-2500-000	PAYABLES - TRADE		39.31		
Invoice Description --> SLVFD - FIRE INVEST \$43.15, SAFETY \$235.60, RENTENSION \$16, TRAVEL \$38.29 CREDIT \$2:						
Total :				39.31	0.00	39.31
Supplier Total :				39.31	0.00	39.31

4984	TELUS					
335475	24-Mar-2014	Issued	60	C		3134.36
MAR7/14	01-4-2500-000	PAYABLES - TRADE		3134.36		
Invoice Description --> ACRD CONSOLIDATED						
Total :				3134.36	0.00	3134.36
Supplier Total :				3134.36	0.00	3134.36

4983	TELUS MOBILITY (BC)					
335474	24-Mar-2014	Issued	60	C		782.88
020322435158	01-4-2500-000	PAYABLES - TRADE		782.88		
Invoice Description --> ACRD CELLPHONES						
Total :				782.88	0.00	782.88
Supplier Total :				782.88	0.00	782.88

2649	THE INK SPOT					
335451	24-Mar-2014	Issued	60	C		951.97
14-371	01-4-2500-000	PAYABLES - TRADE		190.39		
Invoice Description --> PLANNING - TONER - #80 350 ml YELLOW						
14-377	01-4-2500-000	PAYABLES - TRADE		761.58		
Invoice Description --> PLANNING - TONER -CLJ 5500 CYAN & MAGENTA						
Total :				951.97	0.00	951.97
Supplier Total :				951.97	0.00	951.97

4744	THE SOCIABLE SCIENTIST INC.					
335406	06-Mar-2014	Issued	51	C		3727.39
2014-ACRD-05	01-4-2500-000	PAYABLES - TRADE		3727.39		
Invoice Description --> ACRD/ACHN -TRANSPORTATION STUDY #5						
Total :				3727.39	0.00	3727.39

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

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

Supplier	Supplier Name						
Chq/Ref #	Cheque Date		Status	Batch	Medium		Amount
Invoice No.	Account No.	Account Description			Debit	Credit	
Supplier Total :					3727.39	0.00	3727.39

4987	TIDY TANKS LTD.						
335409	06-Mar-2014		Issued	51	C		2008.94
36288	01-4-2500-000	PAYABLES - TRADE			2008.94		
Invoice Description -->		LBA - SKID OF FUEL & TOOL DIESEL & BOX SUPPLIES					
Total :					2008.94	0.00	2008.94
Supplier Total :					2008.94	0.00	2008.94

5025	TOM HARRIS CELLULAR LTD						
335410	06-Mar-2014		Issued	51	C		22.40
PORTAIN83094	01-4-2500-000	PAYABLES - TRADE			22.40		
Invoice Description -->		ACRD - 3 CELL PHONE HEADPHONES					
Total :					22.40	0.00	22.40
Supplier Total :					22.40	0.00	22.40

5069	TOTAL DELIVERY SYSTEMS						
00043-0013	10-Mar-2014		Issued	50	T		98.29
170294	01-4-2500-000	PAYABLES - TRADE			21.01		
Invoice Description -->		SB WATER TESTING					
168902	01-4-2500-000	PAYABLES - TRADE			77.28		
Invoice Description -->		WCLF WATER TESTING \$38.30, SB WATER TESTING \$35.30					
Total :					98.29	0.00	98.29
Supplier Total :					98.29	0.00	98.29

0900	TRACY BOND (PETTY CASH)						
335434	24-Mar-2014		Issued	60	C		144.95
MAR12/14	01-4-2500-000	PAYABLES - TRADE			144.95		
Invoice Description -->		ACRD OFFICE EXPENSE					
Total :					144.95	0.00	144.95
Supplier Total :					144.95	0.00	144.95

5114	TRINEX INTERNET SOLUTIONS INC						
335476	24-Mar-2014		Issued	60	C		420.00
6622	01-4-2500-000	PAYABLES - TRADE			420.00		
Invoice Description -->		MARCH 2014 WEBSITE MAINTENANCE					
Total :					420.00	0.00	420.00
Supplier Total :					420.00	0.00	420.00

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Date : Apr 03, 2014 **Time :** 2:56 pm
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Medium :
M=Manual C=Computer R=Credit E=EFT-PAP T=EFT-File

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

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
35411	06-Mar-2014	Issued	51	C		4955.52
D-3749	01-4-2500-000	PAYABLES - TRADE		4955.52		
Invoice Description --> 2014 UBCM ANNUAL DUES						
Total :				4955.52	0.00	4955.52
Supplier Total :				4955.52	0.00	4955.52

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5195	06-Mar-2014	Issued	51	C		48.77
000502023-0228201	01-4-2500-000	PAYABLES - TRADE		48.77		
Invoice Description --> MARCH 2014 WCLF & BWS INTERNET SERVICES						
Total :				48.77	0.00	48.77
Supplier Total :				48.77	0.00	48.77

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5255	24-Mar-2014	Issued	60	C		4302.92
140315	01-4-2500-000	PAYABLES - TRADE		4302.92		
Invoice Description --> REGIONAL PARKS - TRAIL PLAN - CONSULTANT - CAPITAL						
Total :				4302.92	0.00	4302.92
Supplier Total :				4302.92	0.00	4302.92

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5424	06-Mar-2014	Issued	51	C		892.80
221231	01-4-2500-000	PAYABLES - TRADE		892.80		
Invoice Description --> ARVA - TRAP 3 BEAVERS						
Total :				892.80	0.00	892.80
Supplier Total :				892.80	0.00	892.80

Supplier	Supplier Name					
Chq/Ref #	Cheque Date	Status	Batch	Medium	Amount	
Invoice No.	Account No.	Account Description		Debit	Credit	
5543	10-Mar-2014	Issued	50	T		630.00
00043-0014	01-4-2500-000	PAYABLES - TRADE		630.00		
2059						
Invoice Description --> BCWS - STRICK RD PUMP STATION ENGINEERING & DESIGN						
Total :				630.00	0.00	630.00
Supplier Total :				630.00	0.00	630.00

Total Computer Paid :	<u>227,285.38</u>	Total EFT PAP :	<u>20,106.07</u>	Total Paid :	<u>689,156.49</u>
Total Manually Paid :	<u>0.00</u>	Total EFT File Transfer :	<u>441,765.04</u>		



MEMORANDUM

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

FROM: Alex Dyer, Planner

DATE: April 02, 2014

RE: Public Hearing Report for Bylaw P1321 – Medical Marihuana Facilities

A Public Hearing for Bylaw P1321 was held on Thursday, March 27th, 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, Electoral Area "E" (Beaver Creek) Director John McNabb, ACRD planning staff members Mike Irg, Alex Dyer and Charity Hallberg Dodds and 15 members of the public.

There was one (1) written submission received prior to the public hearing. This submission was read into the record by staff at the hearing and is attached to the minutes as Appendix A. The submission raised concerns about the emission of foul odours from medical marihuana operations and was generally opposed to the zoning amendment proceeding as proposed without the Regional District requiring mandatory emissions abatement systems.

The majority of agency referral comments received were either conditionally supportive or interests unaffected and are attached to the minutes as Appendix C. The referral response from the District of Tofino raised concerns that medical marihuana facilities should require adequate fire protection and that they could become targets for criminal activity impacting an area with limited policing resources. The District of Tofino does not support medical marihuana facilities in the Forest Reserve (A4) District. Their referral response is attached to the minutes as Appendix B. Copies of the agency referral comments were made available for the public at the meeting.

Thirteen (13) members of the public spoke to the zoning amendment with ten (10) people generally opposed to the rezoning as proposed and three (3) people generally supportive. Questions and concerns raised by the speakers who were generally opposed included concerns about odour, fire protection, crime and policing, water usage, noise, use of agricultural land, scale of operations, building setbacks and the variance process, minimum lot size and the lack of enforcement of medical marihuana license requirements. Points raised by the speakers who were generally supportive included the Health Canada requirement for strict compliance with the new legislation, increased Health Canada inspections for compliance, new requirement for filtration which was not required under the previous legislation and the prospect of

RT14001

employment opportunities in the Alberni Valley. Bill Thomson presented concerns about medical marihuana facilities on agricultural land. He submitted his presentation which is attached to the minutes as Appendix D.

Planning staff have provided a number of options for the Board to consider at this point.

Options Considered

- 1) Proceed with second and third readings of Bylaw P1321 as proposed to allow for Medical Marihuana Facilities in the A1, A2, A3, A4 and M1 Districts on properties 1.62 ha (4 ac) or greater and in buildings located a minimum of 30.48 m (100 ft) from all lot lines.
- 2) Defer a decision on Bylaw P1321, direct staff to make amendments to the bylaw and delegate a second public hearing.
- 3) Defeat Bylaw P1321.

Recommendation

That the Board of Directors:

- 1) Receive the public hearing report;
- 2) Receive the public hearing minutes;
- 3) Proceed with second and third readings of Bylaw P1321.

Submitted by: 
Alex Dyer, Planner

Reviewed by: 
Mike Irg MCIP, Manager of Planning and Development


Russell Dyson, Chief Administrative Officer

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REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
MARCH 27, 2014 – ALL ELECTORAL AREAS

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

Hearing Chair: Penny Cote, Vice Chairperson of the Regional Board
Staff: Mike Irg, Manager of Planning and Development, Alex Dyer, Planner and Charity Hallberg Dodds, Planning Assistant
Directors: John McNabb, Director of Electoral Area “E” – Beaver Creek
Members of the Public: 15

1. The meeting was called to order at 7:02 pm.
2. Vice Chair Cote introduces herself, planning staff, and Director McNabb. Vice Chair Cote 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 all Electoral Areas of the Regional District of Alberni-Clayoquot will be held in the Board Room at the Regional District office, 3008 Fifth Avenue, Port Alberni, BC, at 7:00 pm on Thursday, March 27, 2014 to consider the following bylaw:

Bylaw P1321 – Medical Marihuana Facilities

Zoning text amendment to allow Medical Marihuana Facilities in the Small Holdings (A1) District, Rural (A2) District, Forest Rural (A3) District, Forest Reserve (A4) District and Industrial Park (M1) District provided that the facilities are located on a lot that is 1.62 hectares (4 acres) or greater in area and that the facilities are located a minimum of 30.48 metres (100 feet) from all lot lines.

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 P1321 is to be held by the Chairperson or Vice Chairperson 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 March 17, 2014 to March 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. Vice Chair Cote: Thank you. So the purpose of this hearing is to hear presentations, written or verbal from any person who believes that their interest in property is affected by the bylaw. The Regional District will receive full minutes of this hearing before voting on the bylaw. The hearing is being recorded and ACRD staff will produce a verbatim transcript. Staff will now read out any written submissions received from the public prior to the hearing.



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5. A. Dyer: We received a number of the referral responses (Appendix 'A'). The bylaw was referred to a number of different agencies, Provincial ministries, First Nations and so on. Most of the responses received were either interests unaffected by the bylaw or approval recommended subject to conditions below. I do want to point out a response received from the District of Tofino (Appendix 'B'). A. Dyer reads out referral. So that was all the referral responses received. We did receive one letter prior to the public hearing (Appendix 'C'). A. Dyer reads out letter.
6. Vice Chair Cote: Thank you. I'd ask that if anybody hasn't signed in, could you please sign it at the back. Before you leave anyways. So at this time, I'll call on staff to explain the proposal.
7. A. Dyer: Just bear with me a moment while I gather my things. So the, the bylaw, the rezoning was actually initiated by the Alberni-Clayoquot Regional District. It was as a result of changes to the Medical Marijuana Access Program which has been in effect in, in 2001. It's a federal legislation the, the feds have introduced a new, new legislation, the Marijuana for Medical Purposes Regulation which will take effect April 1st of this year. The new regulations will require increased site security, no production or storage within a dwelling, will require air vent filtration, more detailed record keeping and the notification of local government, police and fire authorities. The increased security measures will include physical security fences which are non-climbable, a visual monitoring system, intrusion detection systems, and security clearance for all staff and, and really, anybody entering the facility. That, that must be cleared by the, the federal Minister of Health. At this time, the ACRD zoning bylaw does not regulate the production, storage, or processing of marijuana and under the, in the current system, licence holders are not required to notify the Regional District of their operation. We don't, we're not let on to where these things are located. There has been a few bylaw enforcement issues that have, have arisen in the past. The original staff recommendation that was reviewed by all six of the advisory planning commissions in our area and the agriculture advisory committee recommended that the medical marijuana facilities be permitted in the A1, A2, A3, A4 and M1 zones on properties with a minimum of 2 acres and in buildings located a minimum of, of 50 feet of all lot lines. And after consultation with the APC's and the Ag Committee, the Board actually decided to proceed with first reading of the bylaw subject to the facilities being located in the same zoning districts but on, on properties a minimum of 4 acres and in buildings located 100 feet away from all lot lines. So that's, that's where we are today, this brings us to the next stage of the rezoning which is the public consultation. That's why we're here today.
8. Vice Chair Cote: Thanks Alex. Okay, this is time for public consultation so is there any presentations from the public? Would you please wait until you are recognized by me, give your name and address before beginning. We will hear everyone wishing to speak for the first time allow, and then allowing for second comments. If any additional written responses are handed in, staff will read them into the record. So is there anyone interested at this point?
9. Director McNabb: Just a point of order Madam Chair. We've never had one of these sort of joined district public hearings on, I'm kind of wondering how I would, as a Director, speak or ask questions. Like do I go, I've never been to one so I have no idea how that, how that's supposed to actually role.
10. Vice Chair Cote: Okay. I'll refer this to staff then.



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11. M. Irg: Sure. I'm, so Director McNabb, if you had any questions, comments, we'll just pass the microphone to you and you can certainly make those questions. And I think at any time, if any directors have questions or want clarification, we're happy to try and provide that.
12. Vice Chair Cote: I, I did have this same question from the director from Cherry Creek who couldn't attend tonight but, he had some concerns too that he wanted to know how.
13. M. Irg: Yes. And certainly for, for everybody's information, the purpose of the public hearing is to hear the feedback from, from everybody. And, and is the case this will go to the Board and, and, and all the electoral area directors who participate in this as well as the District of Tofino, will vote on, will vote on how, how it proceeds or not proceeds or makes the decision. So this is really the opportunity for the public, for the public input and, and everything that is said here will get recorded and will, will be presented to the Board.
14. Vice Chair Cote: So for Director McNabb, he will be talking as a director or as a public?
15. M. Irg: He can provide, I mean, he is always a director. No. But provide comment, and, and again, any comments made by any staff or directors here, as well as the public, that's recorded and its part of the public hearing so. Any time you have a question, that's still part of the public record if that's the question or clarification.
16. Vice Chair Cote: Does that clear that up?
17. Director McNabb: I see no one jumping up at the moment, I would like to ask a question with regards to, to the filtration systems and the emission processing. I've asked the question of staff earlier today to see if we can find out specifically whether or not the advanced filtration systems were part of the, of the current standard and, or if they're, if the, if the new filtration systems that they're requiring are, are an upgraded, improved setup.
18. A. Dyer: It's, it's my understanding that a filtration system is required at this stage. Whether it's, you know, a lower quality of a system than what's proposed in the new legislation, I'm not entirely sure. I would imagine that it's the same system. The only difference may be the enforcement of it. I know we've, we've had a number of these filtrations systems have failed and, and that's what's, what's caused the odour issues. Whether the new filtration systems will be improved or whether the enforcement of, of, of the maintenance will be improved, I'm not, I'm not sure. Does that answer your question?
19. M. Irg: And I guess maybe I can, I can clarify it a little bit, is, is that. As a local government, we, we regulate the use. And so we can provide, this is the use that's permitted, this is the, the setbacks, you know, how it has to be done. Health Canada also has a number of regulations that people have to adhere to. So and that, and that, you know, is mentioned in the Health Canada information. The filtration is part of their regulatory, their regulatory issue. We don't, we don't, we don't have the ability to control that I guess is what I'm saying.
20. Vice Chair Cote: Okay.



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21. Director McNabb: So it, it was my understanding, having sort of dug a little bit, that none of the air from the inside of the building is supposed to be leaving the building unfiltered. So that, that it is supposed to go through micron filters and carbon filters and basically remain in the building. So that there isn't an odour factor outside of the building. And, and that is what I'm trying to get clarified is whether or not that is the case and, and whether or not that is the standard that they are currently working with and it's just not enforced. So.
22. Vice Chair Cote: Can we, can we find that information out?
23. Director McNabb: Well the appropriate, Madam Chair, point of order. This is a public hearing.
24. Vice Chair Cote: I know.
25. Director McNabb: So information received at this public hearing is going to be the basis of our decision as a Board. So any information that will be received after this public hearing can't be used as basis of the decision. So that's why I'm asking this question now.
26. Vice Chair Cote: So, how would we get that information? Be. To.
27. Director McNabb: I would suggest, Madam Chair, that, that the only way to receive that information would be in the form of the Act from the Federal Government. Because that's a matter of current record.
28. Vice Chair Cote: So that wouldn't.
29. M. Irg: Yes, we'd have to. I, we, we would have to look at that, I mean I think this. And you know again, it's not, if it's not, if it's not a building code issue, and if it's not a zoning issue, the Regional District doesn't have jurisdiction over it.
30. Vice Chair Cote: So it really wouldn't particularly be a part of this? Public hearing?
31. M. Irg: Oh, I think it impacts what happens, it's under, it falls under the Health Canada regulations on how these are going to be managed.
32. Vice Chair Cote: Okay. So if there's any other questions that come forward tonight that we can't answer.
33. M. Irg: We can, we can try and answer them. We're not going to be able to answer all of the questions. I think, part of this is, is this is a, this is brand new to everyone involved.
34. Vice Chair Cote: Yes. Would we then schedule another public hearing?
35. M. Irg: Then I guess what, what we would. If there's, if there's information, the Board decides there is more information required, they can direct staff to hold another public hearing and come back. You know with the information. That, that's how you would get new information. I think we should.



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36. Vice Chair Cote: Okay.
37. B. Thomson: Madam Chair might I add to the discussion.
38. Vice Chair Cote: Could you please come up to the mic and speak your name and address? Even though I know you?
39. B. Thomson: Bill Thomson, 8081 McCoy Lake Road. Just to clarify, maybe about, how you proceed with extra information. You have to call another public hearing.
40. Vice Chair Cote: Yes.
41. B. Thomson: If there's any new information that comes beyond this meeting, you have to call another meeting.
42. Vice Chair Cote: Yes. The Chair recognizes you, yes.
43. P. Fortin: Phil R. Fortin. Fortin, F-O-R-T-I-N. I'd like to go on record as strongly opposing this bylaw P1321. I live in a district where there's, there is no fire department. I don't see how the heck that this could happen anywhere in Port Alberni or the outlying regional district for anywhere. I think we got enough problems with drugs and alcohol throughout this area instead of inviting more. I want to oppose this completely.
44. Vice Chair Cote: Mr. Fortin, can we get your address please?
45. P. Fortin: 10048 Falcon Road. Beaufort district.
46. Vice Chair Cote: Thank you.
47. J. Fortin: My name is Jeanette Fortin. I also live at 10048 Falcon Road. It's the Beaufort district. I would like to know has our director ever opposed this decision. Since we do not have a fire department, we do not have a water system, we're all on wells, why would this bylaw be okay for the Beaufort region? I'd like an answer to that.
48. Vice Chair Cote: I can't answer for the director from Beaufort so.
49. J. Fortin: This is what this meeting is about. You're supposed to have the answers. And you're getting asked the questions and you don't have the answers.
50. A. Dyer: I'll, I'll speak to that a little bit Jeanette. So the, the, the bylaw has been considered at the Board meeting for first reading and the Board has voted to proceed with first reading as, as you have it in front of you here. So, so, the Board's view of it at, at the only meeting that they've, they've dealt with it, is that let's, let's go ahead with, with what we have proposed and proceed with the public, the public input process. So, I mean, that's, that's why we're here.



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51. J. Fortin: But isn't that what our director is for? He's supposed to have put up suggestions to the Board at the time, and give, tell you that we do not have fire protection or a water system so therefore the Beaufort district should not be in this bylaw. And it is. That should've been already addressed. This is a meeting, that's a meeting that's supposed to be at the end of the procedure. And, and you guys just want to pass it. I don't think that's a good idea.
52. M. Irg: So, and I think, I think to clarify the reason that, that this, that this bylaw was initiated. One of the reasons is that the agriculture land reserve had provided a written response that, that medical marihuana falls under farm and right to farm and it is permitted in the agricultural land reserve. So, you know given that, staff felt that we needed to put together a bylaw that provided some regulations as far as where it could be located and on a what size of property this type of operation would be, would be permitted. And that's what we're dealing with right. And so the land commission has already determined that is allowed within the agricultural land reserve and there is a lot of agricultural land reserve in the Alberni Valley and in, and it the Beaufort area as well. So that's the, you know, that's the, one of the reasons why we came forward with this.
53. J. Fortin: So it is that district but it'd be getting a fire department? Is that what you're telling me?
54. M. Irg: No that's not, no of course not, I never said anything.
55. J. Fortin: Well then how, how could that be?
56. Vice Chair Cote: Excuse me can, I'll just tell you that this, because the Federal Government has come forward and said that they're going to change the laws to allow for legalized marihuana, or not legalized, for medical marihuana grow ops, so the process that it's been through in this regional district, its, its already gone to the agricultural land commission, the APC's had their joint meeting to discuss what this would look like if it was permitted in this area. The Regional District wrote up the bylaw, please correct me if I'm wrong, so that it could come out and have public consultation. It gets first reading so that its allowed to come out to the public to do, to get, to get your input and we want to hear that you don't want it. We want to know if you do want it. We want to know what it should look like if it is here or if you don't want it at all. So that is the purpose of this public hearing so.
57. J. Fortin: I'm strongly, I'd like it put to be put down that I'm strongly opposed by it. We live in the country because we are there for the fresh air, and we're for the quietness. I don't need somebody 100 feet away from me with a big plant and all the fans running and everything else and me sitting on my patio not being able to be outside because I can smell the marihuana. I don't want it.
58. Vice Chair Cote: Thank you for your comments. Is there anyone else that would like to talk for the first time?
59. J. Lamoureux: Hi, Joe Lamoureux, 8681 Faber Road. Of all these reports from the fire departments, is there anything, has the police made any comments on what they think of this? Or were they even asked?
60. A. Dyer: They were asked. They didn't respond to the referral.



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61. J. Lamoureux: They had no comment to make at all?
62. A. Dyer: No.
63. J. Lamoureux: Okay. That's surprising. I, I identify with Mr. Halsall's comments about the fumes. Anybody who's walked by any kind of marihuana operation will testify that you can smell it from a long ways away and I agree with the Fortins, it's not exactly the kind of, it's not good for, it's not good to have period. Now, the agriculture, the Alberni-Clayoquot agriculture commission.
64. B. Thomson: The Agriculture Advisory Committee?
65. J. Lamoureux: Advisory commission. Did they actually, were consulted on any of this and was it approved? Bill?
66. B. Thomson: Madam Chair? Just to respond to that Joe is that, we discussed the application and we agreed to put it to first hearing so that we could have this public hearing. That was the basis of the discussion in the meeting. This, so let it go through due process. It doesn't mean that we accept it, just a matter of letting it go through due process by going to public hearing. And that's, that's what they're asking for is the input from the public to the directors.
67. J. Lamoureux: It just seems that there's so many questions and there's so many unanswered questions that we don't know what's going on at this present time, that I wonder if it would be wise to postpone this whole process for our district for 12 months. And see exactly how other regional districts deal with it and whether or not they have any problems. Because if we allow these to happen and all of a sudden we have all sorts of issues, either policing or regulatory, as far as the Federal Government coming by and making sure that everything is done. How's this all going to be managed. Once its in place, then we're good, how do we deal with it. So why don't we let somebody else try it. Let's let Nanaimo do it and up island and on the mainland, let them, let them start it. And if it works, we'll maybe we can consider it. And let's let them figure out all the problems and iron them out and then maybe we can consider it. But right now there's just too many questions that we don't have the answers to. Can we do that as if, the Directors got together and tried it, to go back to Vancouver and say that's fine and dandy but here, Alberni-Clayoquot, we don't want it. Can we do that?
68. Vice Chair Cote: Staff?
69. A. Dyer: It's, it's the, I mean, if that's the direction the Board wants to take, they can certainly, they can certainly do that. Whether, you know, if, these facilities are supported in the agricultural land reserve anyways, so whether a letter from our Board will change the mind of the Agricultural Land Commission, I'm not, I'm not fully aware of that. I mean, we may, we may see a case where if we, if we hold off on the bylaws, and somebody has land in the ALR and they applied to Health Canada, they meet all the Health Canada requirements, the licence may be issued and they may be opening up without any zoning control right. I mean that's what, that's what we're talking about here.
70. J. Lamoureux: Well, I'm just. At this point if we just decided, I'm, let's, if we can try it at any, at any rate. I mean farming to me is, is cows and chickens and horses and whatever. It's not concrete block buildings with



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razor wire and video cameras and fences and fans. That's not farming. What Bill Thomson does is farming. What other farmers does, that's not farming. I mean, how much medicinal marihuana do we need? Do we need every regional district in British Columbia having a dozen or so farms in regional district growing dope, for who? Right? So why don't we wait a year. Why don't we go back to the ALR and say we don't want it? Any other questions.

71. Vice Chair Cote: Thank you. Please step forward.
72. A. Smith: My name is Art Smith, 6802 Cypress Blvd. Cherry Creek. And I got a question and some comments like, a question is for this whole deal like, is it kind of like, are we talking about ma and pa operations here where they have a four or five plants in the living room and stuff like that, for their personal use or are we talking about large-scale operations pumping out the pot like crazy? Anybody got any answers for that?
73. A. Dyer: The intent of the new legislation is to move away from the mom and pop and the smaller operations and consolidate them into larger operations. There's no, they don't have guidelines for maximum, maximum sizes of these units. It's, it's all up to the application process to Health Canada.
74. A. Smith: Okay. Now then, my comment would be then, for the record, you know like, there's going to be some rules and regulations for this, if it's agreed to go ahead. Like, for one thing, the property line issue. Boy, I tell you, my friend's Roy and Joanne here, they could've been in serious trouble here a couple weeks back had they not realized there was a fire next door, because the pot plant operation blew up or whatever. Like what if that fire got out of hand, jumped the fence, and burnt their house down? Where would they be today? Like, there has to be some kind of construction material regulations and, distances from property line regulations, the smell regulations, like, these things all have to be in place before we can accept anything here. And I go on record to like, oppose anything unless these things aren't in place. They bring the criminal activity in, you know, you get some pretty unsavoury characters around these places here, and they might just show up there, rip the guy off one night, or something like that, and come in with guns blazing to the neighbour's place instead by mistaken house or something like that. And so those guys there, they're the ones who have to pay because the burglars are going after the grow op and get the wrong place. You know, there's a lot of heat there with the police and stuff like that. There's extra manpower and stuff like that to police and everything like that. I, I guess I'm not totally opposed to it but there certainly has to be some form of, of rules put in place there, so that people's property and the neighbourhood there are protected you know? You know, maybe it might be a good idea for Bill Thomson there to get one set up there at his place with the, the blocks and the razor wire and stuff there.
75. B. Thomson: You haven't heard me yet.
76. A. Smith: That's all I have to say, I don't know.
77. Vice Chair Cote: Thank you. Step forward.
78. D. Dockendorf: Dwight Dockendorf, 6360 Cherry Creek Road. I just want to say that, for to start with, this fire that happened at, that he was just talking about, was actually at my house. And it had nothing to do with a medical marihuana grow op. It was actually another shed that went up because of a wire, a heater, that just went up and happened to catch the other shop on fire that did have some medical marihuana in it.



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But it wasn't related. Now it was fully insured for the purpose to have marihuana in there and there's nothing illegal there. There's never been illegal activities there. And just to go on to other, the other topic of regulations and stuff. In the old, the way that it is right now set up for people to grow their own stuff. There is no regulations. There is no filtration system that has to be in place. Zero. Anybody can get a licence that, a doctor will prescribe a prescription to, and you can just set up with no regulations. The new rules, very strict. If you don't have proper filtration systems in place, if it smells at all, they will come and they'll take your licence away from you instantly. That is written and all the information is on Health Canada that you can find. There's going to be, now there's probably a thousand of these littler grows in Port Alberni. There might be five after the new system takes place. Like there's going to be a lot less. So all the people that have them as neighbours and stuff, that's all going to change. That's not going to happen once they change the law. That's basically all I have to say. People just need to get the proper information.

79. Vice Chair Cote: Thank you.

80. J. Kleywegt: Joanne Kleywegt, 6334 Cherry Creek Road. We live right next door to Dwight's. And we've been dealing with the previous legislation of what was allowed for legal growing for medicinal purposes. I think its inevitable that it's going to be happening in the world and I think that it is really important that it be done well. And I understand that there is legislation around how it can be done well. My big concerns are there are things that are really hard to measure and one is quality of life. You know, if somebody says it smells, how can you measure that? And it can really have an effect on the people in the surrounding areas. Now I'm thinking that the new legislation around this is more of a distance from property lines, however I'm not convinced that that is going to eliminate the issue of the odours and the heavy pungency in the air. Which I am very pleased to now have back in the last little while. There has been, there are many measures that one can take to make it work well, however my concern is how that is regulated. And I understand that the Regional District here has no responsibility in that actual regulation of filtering, you know making sure the amount that's growed is what, what you know they said that they, they would on the application purpose. My, my question to you is, I'm reluctant to support something if I don't see the complete package and how that's going to work, and how much regulation there's going to be. And I'm not convinced there was much regulation at all in the past, and I was under the understanding that if there was some kind of even RCMP presence to make sure that the licence was being followed as it had been applied for, that there was a certain amount of notice that needed to be given to the particular person who was running the business. So really, I just feel very strongly that if we're to move ahead with this in our Regional District, that there are really concrete ways to actually know and be assured that the regulation will be followed. And its fine for, I, I can hear that, yes, there's strict rules, and I hear that about a lot of things, like its sort of the same thing as, you know, you have to wear a helmet when you're on your bicycle. You know, there's the rule, and, you know somebody could do something about it but how much is that happening? And there's lots of risk factors that I see. And some of that has already been reiterated tonight by several people. I do see the potential of crime with these operations even though there's high security. Crime. Just because I don't think that all regulations are watched carefully. The other thing that is a really big concern to me is, how are they going to regulate the filtering system? How is that going to be regulated? Its going to be one person's word against another. One hundred feet from the property line, I'm not convinced that that's going to work. Property value? When you have your quality of air lost, you don't know how expensive that can be for you. It just, it permeates a part of a person that, I don't really know how to put into words. So I just want to leave you with that as the deciding body. That I know its going to happen and I know it needs to happen because there are medicinal licences out there and people use it for their health.



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But I'm not convinced that the system supporting it being done well. Okay, I hope. Does anybody have any questions for me? Did I make myself pretty clear?

81. A. Dyer: Yes, I did. I would just like to go back to, you know, you talked about what can we, what can we regulate, what, what can Health Canada regulate so, the, the Regional District, really all, all we can say is, is where these facilities are located, minimum property sizes, setbacks from the property lines, maximum building size, minimum building size. Things like that. The actual specifics of the filtration, the how the licence is issued, how the licence is operated, that's all Health Canada. And, and that's it's, it's up to their compliance and enforcement branch to insure that, that you know, when and if they do issue a licence that the Health Canada regs are, are met. So I mean that's.
82. J. Kleywegt: Okay and so then, I'm going to comment on that then. Then I am very highly opposed to it. Because I have actually talked to Health Canada and I did not get any understanding from them. As a matter of fact, I actually felt like they really didn't want to talk to me at all. So, to actually extract that information of how that's enforced, me, I was unable to access that. And so therefore, I would say I oppose these business being in the Regional District because of that component. Because its giving, there's no regulation and that's the risk. There's not a clear way of how the regulation will happen and so therefore, I would have to withdraw my support from it being in those areas. And, and the other concern I have is how many of these businesses do we need here. From what I understand, there's a huge operation being built in Cedar area. Like, do we really need more here? If it supposed to be something that you can have access to and there's these plans, why do we need it here? Thank you.
83. Vice Chair Cote: Thank you. Is there another speaker that would like to come forward?
84. R. Freeman: Randy Freeman. I'm here representing property 2530 Timberland Road. It's, sorry I was late, I'm speaking of mostly on the zoning of the different zones that they're looking at this. M1 and also the agricultural zone, I think are the two. And with the setbacks that they set, for a 4 acre parcel and I believe 100 foot setbacks, first of all, I don't know why they have M1 and agricultural together. Because if you look at the map of M1, only one property even fits 4 acres a parcel of land in Port Alberni. So why would you put something into a regulation that doesn't even fit in any of the zones that its applied for. And, so that's the first concern is why is it M1? M1 is already a, has setbacks and some of the properties that they border with are also M1's and there'd be no reason to have a 100 foot setback on M1 property. When its already a commercial style property. It's not really a, right beside a home or another house or a farm or anything like that. The second thing would be that on the 100 foot setback, if you look at these grow ops like the one she's speaking about in Nanaimo, the largest, if you had a 4 acre parcel of land, and you put in a grow op with 100 foot setback, your building would be restricted to 200 feet if you put it dead centre in the middle. 200 foot. Every one of the operations that is going right now in Canada, and I think, I looked yesterday and there's something like eleven, ten or eleven now that are running, they're all over that size. So even having that 4 acre parcel and putting that in doesn't make any sense. Its probably, probably not going to fit in a 4 acre parcel anyways, most of them. And then if you're only going to make rules to just amend them, what's the point of that? The third thing is that, Port Alberni needs jobs. And this is a huge chance for Port Alberni to have jobs. You guys might look at it as some kind of like nasty drug, or I heard people talking about criminal elements, or even smell or building. This stuff is all set out like any other building that is being built regardless if you were, you know, manufacturing pig intestines, or mushrooms or anything else. There's lots of regulation now with this that there is no reason in Port Alberni, like Nanaimo, that can't be built that



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it wouldn't smell. Its just a matter of how you build the building and how the regulations are controlling it. The government has put in plenty of regulations for this new style that they want to go to opposed to the style that they're in right now. And if you look at this objectively, the new way to do it, that they want to put in, with a commercial, is way more regulated than the old style that they're running right now. And if you think that you can smell it at your neighbour's house and stuff, there's like 400 that you don't smell. So, it doesn't mean that they have to smell and there has to be people breaking into, or there has to be criminal element, because you don't know. There's houses right beside you that you don't smell at all. Could be one right beside this building. Could be right downstairs. Whatever. People rent buildings in the new, in the regulations we're in right now, you can have it anywhere. So, there's places where you don't even know right now, you're visiting every day that there's probably grow ops in and they run perfect. With no smell, with no mould, with no nothing. They don't need to run like that. This building has a h-vac system, it doesn't run with mould. Any building can run without mould, or without smell, or without problems in the, you know, for the neighbours or for the surrounding community. So I think the, you know, just like Nanaimo has put it forward, these are, this is probably going to be a huge industry if they allow this. You know. As it looks like it is going. Even in the states and everywhere else, I think Port Alberni would be crazy to turn their back on it or make rules and regulations that are so strict that nobody can get in when it could be a huge opportunity for Port Alberni. It doesn't have to be a criminal element to medicinal marihuana, that's for sure. Anyways, take that into consideration. Thank you.

85. Vice Chair Cote: Thank you. Is there anyone else that would like to step forward and make comment?
86. A. Halsall: Art Halsall, 6132 Saunders Road North, in the Beaver Creek area. And yes, we contacted Health Canda and made a complaint. We contacted our MP and, and even, I think the Regional District, and various people in your, no one wants to touch it right now. And the legislation was coming, the legislation was coming April 1st, well, April fools. Guess who got fooled, the regular people got fooled and the industry just said woo hoo. And they have, I'm sure they have enough lawyers to keep it in court so the Canadian justice system will be, be tied up for years with it. Did I hear, Mr. Dyer, that if, does it, does the Regional District, do you have jurisdiction over these or not?
87. A. Dyer: We do. We, so, we can.
88. A. Halsall: Over the distance from the lot. The lot lines.
89. A. Dyer: We can regulate the location of the building on the property and where the buildings are located except for in the ALR. So if, if its supported in the ALR, the only thing we can, we can regulate in that case is the location of the building essentially. On the property.
90. A. Halsall: Anyway, I just want to say that. And I would like not to wait a year, we've had 8 months now of fairly constant smell and I'd like not to have another year. Thanks.
91. Vice Chair Cote: Thank you. Is there anyone else that would like to come forward and speak? For the first time?
92. R. Kleywegt: My name is Roy Kleywegt. 6334 Cherry Creek Road. And I oppose the bill because the setbacks are not far enough. The size of the property is not large enough. Four acres or 1.62 hectares. Like,



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despite the neighbour doing his best interest, or neighbours, with filtration and stuff, we constantly have a smell in our property which, his shop is 10 metres off my house. And four acres is not going to cut it either because need a greater variance, or distance, from the grow op. And I understand what Dwight is saying, there is going to be stricter regulations and things coming around for this new, so called, legislation that is coming into place. But I feel that 1.62 hectares is not big enough to allow a medicinal purpose grow op operation to be there. Thank you.

93. Vice Chair Cote: Thank you.
94. B. Thomson: Madam Chair.
95. Vice Chair Cote: Name and address please.
96. B. Thomson: Does this thing move? Anyway. My name is Bill Thomson, 8081 McCoy Lake Road. Farmer. President of the Alberni Farmer's Institute, chairman of the Agricultural Advisory Committee, chairman of the ADC, and chairman of the Port Alberni's farmer's market. So, as you realize, I'm speaking here on behalf of farmers and about agricultural land. That little red brick that's on the table there, represents agricultural land in the Alberni Valley, Vancouver Island, BC. I'll get back to my notes here and keep this in order. Madam Chair, I have done this presentation in point form, have not gone into a lot of detail. Just bringing points forward that hopefully will persuade the directors to look at this thing whole-heartedly and make sure they do it right. The Federal Government and Health Canada do not own the land that we have as agricultural land. The ALR is in error in saying that growing marihuana is farm use. Not one item grown on ag land for food is illegal. Number four I got here is since when do we rezone land for a crop? Next thing's going to be corn, tomatoes. Has, why I mention my positions in this community, I talk to a lot of farmers. There is not one farmer that has been asked to wish to grow marihuana. Not one farmer has asked to get a permit. That I've talked to. And not one farmer has agreed or thoroughly opposed to having marihuana on agricultural land. They have all said no to rezoning. When this thing came out a month or so ago, or, well just about 2 months ago now. As you can see, it's a forced thing. They got to get it done because its Government of Canada saying this is what we got to do. A couple Saturdays ago, I went to our, our farm market manager and said to her, when can I sell brownies with medicinal marihuana here at the farmer's market. She say's no way. And I said why not. And she says what is going on. And I said they're going to rezone it so we can grow marihuana. That's not right.
97. S. Roth: But you can sell alcohol there.
98. B. Thomson: Not yet. Anyway. Just a point being is that, this is not food. Another part that disturbs me about all of this process is that we, in this community, including people up at this desk here, and people in this group here, and lots of people outside of this community, since 2008, we worked together to try and build, and have built, the Alberni Valley Agricultural Plan. And, this is all being done to produce, get people on their acreages and on their farms to produce food. This document cost this community \$60,000. To tell people, or help people, to persuade them to grow food. By putting marihuana, which is not food, on this land, those six years of doing this work is gone. Its out the window. We just wasted all our time. Another point I have here is the OCP's were put in place and through all the due diligence of the community people that own land, they sat at these different OCP's and they're the ones that have built the regulations to have rezoning and whatever goes on. The point being is that the Federal Government and Health Canada do not



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own the land but yet they're telling us that this is what we've got to do. Growing medicinal marihuana is an industrial business. It does not need farmland. It should be on industrial land that is already zoned or should be zoned. We don't need it on agricultural land. After all, somebody mentioned too what's going on in Nanaimo. A 26,000 square foot warehouse with no windows, 10 foot fences, lights, cameras, security system, is not agriculture. They say they got this big fence around for security. You know what I've got inside my fence? A bull. Just to prove that its agriculture. So if the government is so intense, intent of having medicinal marihuana growing on the land, why not use their own land? Why not use Crown land? Why not use the land that is not being used for farmland? After all, the only thing that they need for this growing of marihuana, industrial marihuana, is space, not soil. Another point is that, this is not, this is about the government and a couple of big corporations. Somebody else mentioned about marihuana being grown already. All you got to do is put in a buying warehouse. You'll have all the marihuana they'll ever need. One of farmers has gone, went to Holland to visit some relatives, and their model for dealing with marihuana over there is if you own a piece of land, you're allowed to grow five plants. You're allowed to sell it, government comes along and collects income tax. Simple, cut and dry. All they did, do is make sure you don't have more than five. We don't need all this rezoning and all the other stuff that goes with it, which is not going to be controlled. And also somebody mentioned that this is already been back to court. And the lawyers in the court and government are going to have fun. They're going to get rich, we're going to sit with, sucking the hind tit. You go to one of these grow ops. You put this 26, 000 square foot building on your agricultural land and this thing gets diffused, what are you left with? You're left with a dinosaur. You know, you can't. (mumbles from the crowd). Pardon? Anyway, you cannot have a situation like that on farmland. Of course it would devalue the property. I go back to an old, I got an old sore that went through this office, I don't know how many years ago, 20 years ago. The, in the wisdom of the government, and companies, they wanted to start growing poplars on farmland. And what they did, the didn't rezone it. They changed the tax structure so they allowed them to do it. Look at it now. Look at Somass farm. And a lots of other ones. They got all these trees on there, they're not worth anything, the land is not worth nothing because you can't get the trees off it. So, there's a lot of different things that have the impact onto the agricultural land and I go back to my orange brick. It says here, ALR, I guess for you guys its upside down, but farmland, farmers and food. So, where we going with this? Now what have we got? We got the simplest tool known to man called a wedge. You got industrial marihuana, or medicinal marihuana on agricultural land. What's next? What industry is next? It's already, if you've heard what is going on today, they've already restructured the ALR to allow oil and gas to get their way up north. So, what else is coming down the pipe? This wedge is just going to go into the ALR and, and then we're really in trouble. Because, my past experience dealing with these guys, the tax department, taxation department for assessment will be there. And the reason I can talk to that is because I went through the experience of dealing with them because my farm market and all the farm markets in BC, were zoned, not zoned, pardon me, assessed as commercial. So my farm, second farm was 102 acres and they assessed it at 51 acres because it had a farm market on it and they figured it was commercial. So, at the time, there was six guys with farm markets in Victoria, same thing. Tax assessment was there trying to, they assessed it as commercial. So, I fought it. For two years I fought it. Went to court twice to fight it and I won. Because it was not proper assessment. At the time, I even asked them if they want to put farmers, put commercial assessment on it, rezone it. Can't rezone it. So, this is actually opposite of what they're trying to do now but the point being is, once that wedge goes in there, what are we going to get next. We're going to get taxed out of, off the land. Because farmland cannot support commercial or industrial tax. In one of our meetings here just a couple weeks ago with Mike and Alex and a couple directors, and it was said tonight, that we have to rezone to control the growing of marihuana. Well, as you know, we can't control it now. How are they going to control it later?



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The only way you can control it on agriculture land is to say no to rezoning. And if this here gets a little bit sadistical but, maybe it's to make a point. I believe, someone in Ottawa is smoking this stuff before they are even growing it. They can't see through the green smoke as to what it's going to do to farmers and agricultural land. So, I say, say no to zoning of farmland for growing, for industrial marihuana. The last, second to last point I want to make is that the public and the politicians better wake up. And be aware of what is going on in California. Because down there, their farmland is disappearing because they got no water. No water, no food. I summation, I would say to you and, and the regional district people, they've heard this before, and remember this, your health is a condition of your nutrition. And it all comes off the land. Thank you.

99. Vice Chair Cote: Thanks Bill.
100. S. Roth: Hi, my name is Susan Roth, I live at 6597 Walker Road. I just want to make a couple points. First of all, you can buy alcohol at farmer's markets now. Now I've got more of a problem with alcohol than anything. And you also grow rye and everything you make alcohol off of farmland. Also, there is something here that I wanted to read in. Mostly because I know people that smoke weed because it helps them with serious illness. Basically, at the end of the day, the market for medicinal marihuana is a market that will continue to grow because its an effective and useful medication for a lot of people. And I hope we don't forget that. What this is really all about. Because that is what its all about. Thank you.
101. Vice Chair Cote: Would anybody else like to get up and speak? For the first time? Is there anybody that would like to speak for the second time?
102. M. Irg: I just want to make. No, sorry, I just want to, I wanted to make a comment more for the audience, for the people that are here but also for the, for the record and, and for all of the directors that, wer're not, we're not, regulating to grow marihuana on farmland or within a zone, what we're doing is defining a medical marihuana facility and where it can be located. And I think that's, that's important in, in what, what we've done. So its not legalizing the growing. I think that's, that's, the information we've been given by the land reserve is that's already permitted and you know, there's discussion about right to farm. So what we're, we've done is we've defined medical marihuana facilities and then just defined the area of land that you need and what type of zone you have to have. So you have to have the minimum of 4 acres as well as defining the setback. Certainly we've, we've heard what people have had to say here around whether it should and shouldn't happen but also about setbacks and things like that. That's, that's not lost but I just wanted that. I just wanted to clarify that, I think it was important that we get that into the public record so. Thank you, sorry.
103. J. Lamoureux: Just to your comment, but.
104. Vice Chair Cote: Name please. Its for the recorder.
105. J. Lamoureux: Joe Lamoureux. But this is still going to be happening here regardless like, like there's no, we don't have, you say, you don't have any control, the only thing we're looking at here is whether or not the setbacks and a property that's 4 acres, 4.9 acres or larger, is that right?



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106. M. Irg: Yes. Or 4, no, 4 acres. Four acres.
107. J. Lamoureux: Four acres. Okay. But what, what we're concerned with is, its happening here. It's our farmland, it's our agricultural land reserve, and there's too many questions that aren't answered yet. The feds say yes, we're going to regulate it, yes we're going keep an eye on it but how are they going to do that, we don't know this. They haven't, they haven't spelt it out, they haven't said are there going to be inspectors here, are there going to add more police to the local detachment, are there going to be people come out of, coming out of Victoria to regulate this. We've seen the number of fisheries officers dwindle because the feds don't have the money to do it. We've seen the number of forestry officers dwindle, enforcement officers, because they don't have any money to enforce it, so where are they going to find the money to regulate this and keep an eye on it? So, I'm just saying that, let's not have it here. Let somebody else do it. Let Nanaimo do it. They seem to be perfectly happy with it and they have the facility. How much medicinal marihuana do we need?
108. M. Irg: And that's fine. And I, I just wanted to, I, I, you've got your comments.
109. J. Lamoureux: I know what you're saying but what we're saying here is that, there's no regulation.
110. R. Freeman: This isn't the meeting for that.
111. J. Lamoureux: Pardon me?
112. R. Freeman: This isn't the meeting for that, like he says, it's already approved.
113. Vice Chair Cote: If you're going to speak could you please state your name and talk through the chair? Thank you.
114. R. Freeman: Well let's have a time limit or something they're going completely off track. It's not the meeting for that.
115. Vice Chair Cote: If you'd like to speak, come forward and say your name please and speak through the chair.
116. R. Freeman: Randy Freeman. Sorry, he can continue if he's not finished. I'll wait.
117. J. Lamoureux: No, I'm done.
118. Vice Chair Cote: Okay.
119. R. Freeman: My name is Randy Freeman. Sorry. I'm just saying that we seem to be going around in circles here like, I just said, it's not for that so how many more times do we got to touch on that subject that we don't have any control over that right now. This, this meeting is about size and the setbacks. I mean I, even if I agree with you, it's just not, this isn't, they're not the people to make those rules right?
120. B. Thomson: Bill Thomson, McCoy Lake. Speaking to Mr. Freeman, we own the land. The government doesn't own this, we made the regulations and the rules how to rezone all this stuff and what we want to do



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with it in the official community plan. How can we sit here and let Ottawa or Health Canada dictate what we are going to do with our land? It's not their land, it's our land. And it's our rules and regulations within this office that we go by.

121. R. Freeman: I agree with you, it's just not that this is.
122. Vice Chair Cote: To the Chair, you have to speak through the Chair please. It's, it's not a conversation.
123. R. Freeman: Well have him speak through the Chair. He's looking right at me so, you know.
124. B. Thomson: Sorry, sorry.
125. R. Freeman: He's speaking directly to me so if you want him to speak through the Chair, then tell him he needs to speak to the Chair.
126. B. Thomson: Go ahead.
127. J. Kleywegt: I just want to say it one more time.
128. Vice Chair Cote: Name please.
129. J. Kleywegt: Oh, Joanne Kleywegt. Sorry.
130. Vice Chair Cote: It's for the recorder.
131. J. Kleywegt: Yes. I just want to say that I want to stand behind Mr. Lamoureux's comments about that I don't support this. Exactly what you're talking about, the land size, I don't support it, so, I don't know if that was clear last time but that is what I want to say.
132. Vice Chair Cote: Thank you. Is there any other speakers?
133. J. Fortin: Jeanette Fortin, 10048 Falcon Road. I understand what your duties are and that's why we're here talking about setbacks. A 100 feet setback is not good on a 4 acre lot. I know that. And you know, you're talking about regulations and I know Mr. Lamoureux's asked about the RCMP. Whether they had anything to say about it. And I know you guys don't deal with that kind of thing but when you're out in the country and you have an illegal drug place out there, they don't even want to come. So, I agree, how is this going to be regulated? But I do want the setbacks, if it does come about, it's got to be way further back, there also has to be stipulations put in there about water and fire protection. It has to be in there. That's it.
134. Vice Chair Cote: Thank you. Is there anybody else that would like to speak about this issue? This is your opportunity to, to give comment to the Board who's going to make a decision on this so. If anybody has anything else to say.
135. P. Fortin: Phil Fortin, Beaufort District, 10048 Falcon Road. I recommend to the Board to strongly oppose this. And not have any part of it. And I agree with Mr. Thomson, Mr. Lamoureux, this is way premature to



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even bring something like this up. We've got enough problems in this valley with drugs and alcohol as it is. We don't need to invite any more. Strongly, I recommend the Board to oppose this. Turn it down.

136. Vice Chair Cote: Thank you.
137. D. Dockendorf: Dwight Dockendorf again.
138. M. Irg: Sorry, if you could come up to the microphone. It's just that we are recording this and we want all of the conversation to get to the Board. Thank you.
139. D. Dockendorf: Okay, Dwight Dockendorf. I think Port Alberni needs this. Port Alberni is, is, there's not jobs here and this is going to create jobs. And whether it's on ALR or in the industrial area, I strongly think it needs it. Port Alberni needs this. And with the new regulations, I've been in a commercial grow on Vancouver Island last week. Green Leaf Medicinal Marihuana just got it's licence. Health Canada has been there five times in the last two weeks. They're monitoring it, they're working closely with them and I'm sure they're going to continue doing that.
140. Vice Chair Cote: Thank you.
141. R. Freeman: Hi, Randy Freeman. Once again, I'm just curious to know, is this vote, is there going to be a vote here and is this vote just deciding whether it's 100 foot setback on a 4 acre parcel of land? Or is there any, or is it being looked at, the M1 taking out of this vote.
142. Vice Chair Cote: I'll allow.
143. M. Irg: So the, so the bylaws that we're looking at today, P1321, will go to the Board at the next Board meeting and, and the Board votes on, on to proceed or not proceed.
144. R. Freeman: Right, but you understand what I'm saying about the M1 how none of them are even 4 acres, so how can it be voted on even that it would be a four acre parcel of land if they, we don't have, you might as well just take M1 out of it, or either put it in its own group.
145. M. Irg: Yes, but there's also, there's, there's still an option, the purpose of the bylaw, the regulations, if that use, the medical marihuana facilities are built in M1, those are the regulations. So there's, that would require either a property being rezoned, you know, would be the other option. So you could take a larger parcel and rezone it to that.
146. R. Freeman: Right. Why are they putting it in M1 then? Why are they using the same, the same criteria for M1 as opposed to agricultural land?
147. M. Irg: When we looked at it we felt, we felt the recommendation to the Board was that, that it just be applied uniformly across the zones.
148. R. Freeman: Even though no M1's in Port Alberni are 4 acre parcels at this time?



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149. M. Irg: Yes.
150. R. Freeman: Okay.
151. Vice Chair Cote: Susan.
152. S. Roth: Hi, Susan Roth, 6597 Walker Road. I'm just curious with the, could there be applications for variances? Like the same process you normally go through?
153. M. Irg: If this was adopted. If I can answer.
154. Vice Chair Cote: Yes, staff please answer.
155. M. Irg: There, there, for around the setbacks, there, it's the same as if you are varying, it's the same application process if you were varying a house. So.
156. S. Roth: Okay, okay. Thank you.
157. J. Fortin: I'm sorry, I'd like to get this straight then. Jeanette Fortin. Falcon Road. We are talking about this bylaw and the way it's written on that piece of paper that we got. And you are saying that this is going to go in for another reading. And you are not willing to change anything on that bylaw the way it sits. You want it passed exactly the way is says on that paper. Is that what you're telling me?
158. Vice Chair Cote: Can I have staff to answer this for me please?
159. M. Irg: Sure, it's okay. Staff has made, has presented this to the Board, this, this package including the public hearing minutes and the bylaw will be presented to the Board. And the Board will vote. And the Board will vote to, you know, you know, the options are to approve it, to deny it, to make rec, you know to ask staff to come back with other options or to change it.
160. J. Fortin: So you are saying then there's still a chance that some of those variances and all that other stuff can be changed.
161. M. Irg: So, so, yes, just to be clear, the variance the Ms. Roth was asking about was if this bylaw was adopted, would, could it be possible to apply to vary the setback, the 100 foot setback, to reduce that, through a variance. So, yes it would be possible.
162. J. Fortin: It would be possible but it would be made more difficult if your bylaw passes in the way it, it is, in the form that it is, it makes it way more difficult for you to change that. So if there's people that are saying that a 4 acre lot needs more than 100 foot away from the property line, that, if that passes that way, somebody has to number one put in a complaint, number two go to the Board and go through all this thing again to, to put in a variance. Why shouldn't it be that the people have brought it up that that is too small of a piece of property and that that 100 feet is not adequate. So therefore, you shouldn't even have 4 acres in that bylaw.



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163. M. Irg: So, and, and just to explain. Is that all of your information, that, that the public and everybody here has presented will go to the Board. You know and so those comments about the concerns about the setbacks not being enough. But the question was is it possible to vary a set, a bylaw, you know, the setbacks. So a variance is a reduction, not an increase.
164. J. Fortin: Yes, I understand that.
165. M. Irg: So, okay, just so that you're clear there. But the Board hasn't decided on, on the rules yet, there, it's only had first reading so.
166. J. Fortin: So that 100 feet could be changed.
167. M. Irg: The Board, the Board can certainly change that.
168. J. Fortin: Thank you, I wanted that.
169. B. Thomson: Madam Chair. Bill Thomson, McCoy Lake. The way I understand it should work, is that because of all these different things that are not proper in the eyes of the public, that those should be put to the directors and they would vote down the motion to allow this bylaw and then that would give you time to restructure to get this in place. But because April 1st is a deadline, I'm sure that the Board and the Regional District is obligated to get this thing done pretty quick. Is that not true?
170. Vice Chair Cote: I don't believe it.
171. B. Thomson: After all, how come it comes, like anything else we've done within the Regional District, dealing with rezoning or any applications to the ALR, it takes months. We get this thing on February 28 and now it's got to be done by April 1st. What's, how come it's got to be so fast?
172. Vice Chair Cote: I'd like staff to answer this.
173. B. Thomson: I would say, I would say the recommendation to the Board is to turn down this bylaw and sit down and figure out what's right because you're going to have a mess.
174. Vice Chair Cote: I'd like to have staff answer.
175. A. Dyer: I, I'd just want to quickly clarify the, the timelines on there. The, there's, there's no chance for the, the bylaw to be adopted in time for the April 1st deadline. It's you know, 2 days from now, 3 days from now. The, the April 1st deadline is when the new legislation comes into place. We're not going to have, at the very earliest, the, the zoning is going to be the end of April or the beginning of May before adoption. We're not adopting it at the next meeting. It'll, it'll, it, it, the process proceeds as proposed as, as laid out, it'll get second and third reading and then it would have be adopted at the following meeting. At a following meeting.
176. Vice Chair Cote: And if there's changes, then it takes longer?



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177. A. Dyer: If there's changes, it'll take longer for sure.
178. M. Irg: And it comes back to public hearing.
179. Vice Chair Cote: And then it comes back to public hearing.
180. B. Thomson: Yes. May I speak. As soon as you go back, and change anything in it, you have to go back to the proper process, first reading, public hearing.
181. Vice Chair Cote: It will come back for public process.
182. B. Thomson: There's way to make that happen.
183. Vice Chair Cote: Is there anybody else who has comment to make? Yes, please.
184. J. Halsall: I'm Jennifer Halsall at 6132 Saunders Road North. And I have a slight concern with these applying for a variance as we have one 15 feet from our property line, venting four bays to our back yard. If they, they are only on 1.6 acres, and there's about eight of them in our neighbourhood. If they apply, if they all apply for a variance, aren't we going to be in the exact same position we're in now?
185. Vice Chair Cote: Could staff.
186. M. Irg: If I could answer, sorry. So the variance would only apply to the setback. The variance can't apply to the lot size.
187. Vice Chair Cote: It requires 4 acres.
188. J. Halsall: Okay.
189. M. Irg: So if it's requires, if it's required to have 4 acres, it has to have 4 acres. The, the, the variance could only apply to the setback.
190. J. Halsall: Okay, so the one that's 15 feet from our property line would not be allowed.
191. M. Irg: And I'm not saying that a variance, I mean, this, that's, that's sort of down the road. I'm, I'm just saying the owner has the right to apply for a variance. It doesn't mean it would be granted.
192. J. Halsall: And, and how big an area, given there's about 8 in our neighbourhood, assuming they all, I know they all won't get to be one big medical one. What, how far, say it's one up the street that gets approved. How many, how, the neighbours, how many neighbours would be polled to ask for this.
193. M. Irg: So in, in, in, the way our variance process works is that all neighbours within 200 feet of the property boundary are notified.



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194. J. Halsall: Okay, so the people who walk by and on the daily routines and things couldn't get asked.
195. Vice Chair Cote: And there would be another public hearing then.
196. M. Irg: Not, no, that, for it would be, I mean, we're talking about what a variance would be. That part is very hypothetical and that it's just the question is they have the right, you have the right to apply for a variance.
197. J. Halsall: Yes, I understand that.
198. M. Irg: Right and the rules are, 200, notification within 200 feet.
199. J. Halsall: Okay, and then is there a public hearing for everybody else who might?
200. M. Irg: No, it's, it's just, everybody has the opportunity to make a presentation to the Board. At the next Board meeting.
201. J. Halsall: And they're notified that this is coming up?
202. M. Irg: Yes, everybody within 200 feet. And then it's a regular Board meeting. Yes.
203. J. Halsall: Okay, so the rest of the neighbourhood would be S.O.L. Sorry.
204. M. Irg: Yes, I know what you're saying. I mean anybody else, I mean if people hear about it, you know it, anybody that wants to make a presentation. That, that the notification process is within 200 feet.
205. J. Halsall: Thank you.
206. Vice Chair Cote: Okay so at this time would anybody else like to make any comment?
207. R. Freeman: One more comment. Randy Freeman.
208. Vice Chair Cote: Would you just like to come forward so we can record?
209. R. Freeman: Sorry. I would just like to say to the Board. Are you guys, the members of the Board that you are speaking of, are voting on it?
210. Vice Chair Cote: There would be Director McNabb and myself. There's 13 directors.
211. R. Freeman: Thirteen directors from the different regions. I just want to say that I think this was in the paper, I believe Thursday night as this hearing, and you can see that how many people have showed up. And just make sure that when you're voting, that you, you know, listen to the quiet minority that didn't show up because this is a good, you know, industry for the people of Port Alberni just like the one in Nanaimo, so. They need jobs here, they need work, it's an industry that is up and coming no matter what anyone wants to think, it's probably coming. I mean it seems to be the way it's going everywhere now. That



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I wouldn't doubt if in ten years it's even legal, forget just medical marihuana. So, just make sure as you vote that you take that into consideration. Thank you.

212. Vice Chair Cote: Thanks. Is there anybody else that would like to make comment? Okay. At this time, I would like to stress that the Board cannot receive any new information between the end of this hearing and making a decision on the bylaw. If any Board member does so, this invalidates the hearing and means that it will have to be held again. So, for the first time, are there any further representations on this bylaw.
213. B. Thomson: Bill Thomson, McCoy Lake. My presentation is not typed. My secretary left town for a while for a funeral so, I was wondering if I could leave it with Charity and she can maybe type it or take it as hand written and copy it so that it is. A presentation. I am actually going to send this and that little thing over there to the ALR. So I, I would like if you could do that.
214. Director McNabb: Point of order Madam Chair. That, that should be presented at this meeting. You need to give that to, before we close the meeting.
215. Vice Chair Cote: And you want to present the wedge as well?
216. Director McNabb: No, the wedge is going to the ALR.
217. Vice Chair Cote: To the ALR?
218. B. Thomson: Yes, do you want it? I'll have to build another one. B. Thomson provides a copy of his presentation to C. Hallberg Dodds (Appendix 'D').
219. Vice Chair Cote: No. Yes?
220. J. Fortin: Jeanette Fortin, Falcon Road. I would like it put on the record also, were the directors of every district asked to come to this meeting this evening? I would like to know the answer to that.
221. M. Irg: We sent, we sent notification to all the directors.
222. J. Fortin: And they just didn't show up?
223. Vice Chair Cote: I did, I'll comment that I did have a comment, an email from Director Banton from Cherry Creek that he had to attend another meeting this evening so, that was one comment that I did have.
224. J. Fortin: Okay, upon this going to go and get voted on and all that stuff, after this meeting, do I still have time to go and talk to my director of the Beaufort?
225. Vice Chair Cote: No, you don't. This is, this is the end. Like I said, I'll stress again that the Board cannot receive any new information between the end of this hearing and making a decision on the bylaw.
226. J. Fortin: So then why wasn't he here tonight?



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227. Vice Chair Cote: A lot of the directors, they'll get all of the information that's, that's been recorded tonight, it'll be verbatim.
228. J. Fortin: This is not how you run a proper meeting. The directors should have been here. I should have been able to question my director and ask why the Beaufort district is even put on this bylaw.
229. Vice Chair Cote: There is one Chair at this meeting and that's myself. It wouldn't matter if there was all of the directors here, the meeting runs through the Chair, and you would be asking me the questions, not your director. So, you, that is how the proper procedure.
230. J. Fortin: But I asked you the questions and you didn't have the answers. I asked you about the fire and the water and you didn't have an answer. So I'd like that put on record. Thank you very much.
231. Vice Chair Cote: Okay. At this point, is there anybody else who would, yes.
232. E. Kleywegt: My name is Ed Kleywegt 6929 Cherry Creek Road. And I've kind of looked at it and I understand the ALR has come forward and said this. I understand that there's a need for places to grow this stuff. I kind of looked to see if the Board would consider restricting it to industrial areas and I think the setbacks for industrial areas, if it's a concrete and block building and it's filtered, they don't need to be 100 feet. So, Port Alberni could give an opportunity in industrial areas to grow it, it would provide the people that need it for medicinal purposes and yes, you're not accommodating the Federal Government and their so-called ruling at this point that ALR's are suitable for growing this stuff. But the District wouldn't look like their opposed to providing an opportunity if somebody wants to rezone an area as industrial, it goes through the proper hearing, the neighbours could talk about it and, I think it would be a good way so, amend this ruling to just the industrial and number two, reduce the setbacks so they could have a fair-sized facility on the smaller industrial properties.
233. Vice Chair Cote: Thank you. Bill?
234. B. Thomson: Madam Chair. Bill Thomson, McCoy Lake. In our meetings with Regional District, it was brought forward to the committee that there's an ideal place to grow it already. Right behind the garbage dump in the old tire plant. They have a building there and I'm pretty sure that's, that belongs to the government that land. Or it's the Regional District. Ideal place, it's out of the way and everything else and it's already there.
235. Vice Chair Cote: Thank you. Is there anyone else that would like make comment? Okay, once again, I'll stress to you all that the Board cannot receive any new information between the end of this hearing and making a decision on the bylaw. If any Board member does so, this invalidates the hearing and means it will have to be held again. So, for the first time, are there any further representations on the bylaw?
236. B. Thomson: Madam Chair. Bill Thomson again. I question when you say you cannot receive it. But it is a legit information that has not been brought forward before, you have to receive it. I think you do. And I know, when we did the gravel pit and Woodward pit, that's what happened, there's some important information that came forward after the public hearing. It was presented to the Board, and they had to deal with it. As long as it is new information. You say you cannot receive it, you don't want to receive it but I'm



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pretty sure that you have to receive it. If it is new information. For instance, something else comes along from Health Canada or the government, what are you going to do? Ignore it? You can't.

237. Vice Chair Cote: I have compromised a, a, a public hearing in the past and had to redo a public hearing. So, yes.
238. B. Thomson: That's right. That's the process that you have to go through.
239. Director McNabb: Madam Chair.
240. Vice Chair Cote: Yes, Director McNabb.
241. Director McNabb: I believe the correct procedure for that type of information is for it to be received by staff and then staff will make a recommendation that, that because of the new information come forward that the public hearing be held again. So, as a director, it is my duty not to discuss this, to, to people that are for it or people that are against it or receive information myself that may change my opinion. So, the information that will come forth out of this public hearing and the information that was presented by staff, and by the public, is the information that we are using to, to make our decision on how to handle this going forward.
242. Vice Chair Cote: Yes.
243. D. Dockendorf: Dwight Dockendorf. I, I agree with Bill Thomson, I think there's not enough information here from both sides and, to make a decision on what's been brought to you up to now. I, I don't think it's enough. And so, from both sides.
244. Vice Chair Cote: So, I'll refer to staff. If new information is brought to you, you'll present that to the Board then.
245. M. Irg: We would review it and determine whether it needs to be presented to the Board.
246. Vice Chair Cote: What happened to me was an accident that I couldn't avoid. But as directors, we are, we are under oath to, as a director to abide by the rules of being a director and when someone comes with, wants to discuss an application after a public hearing, we are to say that we can't discuss this, and would probably refer you, I would hope we would refer you to staff. At that point. So is that clear? Okay, so, I'll start again. I'd like to stress that the Board cannot receive any new information between the end of this public hearing and making a decision on the bylaw. If any Board member does so, this invalidates the hearing and means it will have to be held again. So, at this point, for the first time, is there any further representation on the bylaw. Hearing none, I call for a second time for any further representation on the bylaw. For a third and final time, for any further representation on the bylaw. Hearing no further comments, I declare this meeting terminated. And there is to be no more discussion.
247. The meeting terminated at 8:29 pm.



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Certified Correct:

Penny Cote, Vice Chair of the Regional Board

Minutes Prepared by:

CHDodds

Charity Hallberg Dodds, Planning Assistant



BYLAW RESPONSE SUMMARY

BYLAW NO.: P1321 ACRD FILE NO.: RT14001

APPLICANT NAME: Alberni-Clayoquot Regional District ACRD CONTACT: Alex Dyer
Date of Referral: February 28, 2014

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

All applicable fire and building codes being adhered to.

Agency (please print): Beaver Creek Volunteer Fire Department

Name (please print): Charlie Starratt

Title: Fire Chief

Signature: *Charlie Starratt*

Date: March 14, 2014



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

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

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Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

Thank You.

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

MAR 03 2014

RECEIVED

Agency (please print):

VIHA.

Name (please print):

Glenn J. Gibson

Title:

FHO

Signature:

Date:

Mar 3/14



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1321 ACRD FILE NO.: RT14001

APPLICANT NAME: Alberni-Clayoquot Regional District ACRD CONTACT: Alex Dyer
Date of Referral: February 28, 2014

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

The Ministry's interests are unaffected by this bylaw.

Jordan Wagner

District Development Technician
Ministry of Transportation and Infrastructure
3rd Floor - 2100 Labieux Road
Nanaimo, B.C. V9T 6E9
Phone 250-751-7090
Fax 250-751-3289

Agency (please print): _____

Name (please print): _____

Signature: _____

Title: _____

Date: _____

March 5, 2014

Charity Hallberg

From: Alex Dyer
Sent: April-02-14 3:59 PM
To: Charity Hallberg
Subject: FW: Bylaw 1321 Medical Marihuana Facilities - Referral Request

From: Lindsay Cheetham [<mailto:LCheetham@sd70.bc.ca>]
Sent: March-12-14 8:32 AM
To: Alex Dyer
Subject: RE: Bylaw 1321 Medical Marihuana Facilities - Referral Request

SD70 interests unaffected by this Bylaw.

Mr. Lindsay Cheetham, BSc, CGA
Secretary Treasurer
School District 70 Alberni
Tel: (250)-720-2756
Fax: (250)-723-0318

From: Alex Dyer [<mailto:adyer@acrd.bc.ca>]
Sent: Friday, February 28, 2014 1:17 PM
To: glenn.gibson@viha.ca; 'Wagner, Jordan TRAN:EX'; 'Henigman, Margaret FLNR:EX'; 'Mezynska, Urszula CSCD:EX'; 'jill.hatfield@gov.bc.ca'; 'Scott Smith'; Cherry Creek Water Works; Andy Daniel; Charlie Starratt; westside737@gmail.com; Wade Hepp (Work); Lindsay Cheetham; 'Darrell Ross'; Steve Tatoosh; Larry Johnson; Liz Sutton (elizabeth.sutton@gov.bc.ca); Patricia Abdulla; Aaron Rodgers; Les Butler (lesbutler64@gmail.com); Mike Sparrow; Mac Richards; ted.olynek@bchydro.com; courtney.smith@hc-sc.gc.ca; sarah.baxter@hc-sc.gc.ca; garyj@toquaht.ca; udc@ukeecable.net; Darren.Mead-Miller@ufn.ca; Monty Horton; pam.frank@ahousaht.ca; sedgar@ditidaht.ca; mosesm@telus.blackberry.net; administrator@tla-o-qui-aht.org; hesquiahtadmin@hughes.net; claudette.r.lucas@gmail.com
Cc: Mike Irg; Charity Hallberg; Heather Dunn
Subject: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Please find attached the referral request for rezoning application RT14001, Bylaw P1321. Please provide your comments to us by March 14, 2014. If you have any questions or require additional information, I can be reached by email and/or by the phone number below.

Thanks in advance for your comments,

Alex Dyer
Planner

Alberni-Clayoquot Regional District
3008 Fifth Avenue Port Alberni, BC V9Y 2E3
250-720-2708 (direct)
250-723-1327 (fax)
adyer@acrd.bc.ca

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1321

ACRD FILE NO.: RT14001

APPLICANT NAME: Alberni-Clayoquot Regional District ACRD CONTACT: Alex Dyer

Date of Referral: February 28, 2014

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

We have no objection to the addition of the new zoning designation as proposed, provided that proponents of such facilitation adhere by the best practices and requirements outlined in Develop with Care 2012.

Agency (please print): Forests Lands and Natural Resource Operations.
Name (please print): Margaret Henigman Title: Ecosystems Biologist.
Signature: *Margaret Henigman* Date: March 5, 2014

Charity Hallberg

From: Alex Dyer
Sent: April-03-14 8:37 AM
To: Charity Hallberg
Subject: FW: Bylaw 1321 Medical Marihuana Facilities - Referral Request

From: Monty Horton [<mailto:Monty.Horton@uchucklesaht.ca>]
Sent: February-28-14 4:01 PM
To: Alex Dyer
Subject: RE: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Hi Alex, we would have no concerns with the proposed bylaw amendment, as it does not affect any part of Uchucklesaht Treaty Settlement Lands. Thanks for the referral.

Monty Horton, MCIP, RPP
Uchucklesaht Tribe Government

From: Alex Dyer [<mailto:adyer@acrd.bc.ca>]
Sent: February-28-14 1:17 PM
To: glenn.gibson@viha.ca; 'Wagner, Jordan TRAN:EX'; 'Henigman, Margaret FLNR:EX'; 'Mezynska, Urszula CSCD:EX'; 'jill.hatfield@gov.bc.ca'; 'Scott Smith'; Cherry Creek Water Works; Andy Daniel; Charlie Starratt; westside737@gmail.com; Wade Hepp (Work); 'Icheetham@sd70.bc.ca'; 'Darrell Ross'; Steve Tatoosh; Larry Johnson; Liz Sutton (elizabeth.sutton@gov.bc.ca); Patricia Abdulla; Aaron Rodgers; Les Butler (lesbutler64@gmail.com); Mike Sparrow; Mac Richards; ted.olynyk@bchydro.com; courtney.smith@hc-sc.gc.ca; sarah.baxter@hc-sc.gc.ca; garyj@toquaht.ca; udc@ukeecable.net; Darren.Mead-Miller@ufn.ca; Monty Horton; pam.frank@ahousaht.ca; sedgar@ditidaht.ca; mosesm@telus.blackberry.net; administrator@tla-o-qui-aht.org; hesquiahtadmin@hughes.net; claudette.r.lucas@gmail.com
Cc: Mike Irg; Charity Hallberg; Heather Dunn
Subject: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Please find attached the referral request for rezoning application RT14001, Bylaw P1321. Please provide your comments to us by March 14, 2014. If you have any questions or require additional information, I can be reached by email and/or by the phone number below.

Thanks in advance for your comments,

Alex Dyer
Planner

Alberni-Clayoquot Regional District
3008 Fifth Avenue Port Alberni, BC V9Y 2E3
250-720-2708 (direct)
250-723-1327 (fax)
adyer@acrd.bc.ca

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ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1321 ACRD FILE NO.: RT14001

APPLICANT NAME: Alberni-Clayoquot Regional District ACRD CONTACT: Alex Dyer

Date of Referral: February 28, 2014

Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

Empty rectangular box for comments or additional information.

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
MAR 12 2014
RECEIVED

Agency (please print): CHERRY CREEK FIRE DEPARTMENT

Name (please print): MIKE SPARROW Title: FIRE CHIEF

Signature: *Mike Sparrow* Date: MAR 12 / 2014



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1321 ACRD FILE NO.: RT14001

APPLICANT NAME: Alberni-Clayoquot Regional District ACRD CONTACT: Alex Dyer

Date of Referral: February 28, 2014

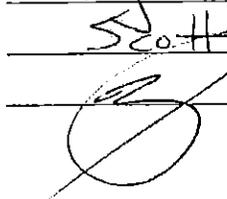
Approval Recommended for Reasons Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to Conditions Below

Approval NOT Recommended Due to Reasons Outlined Below

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
MAR 03 2014
RECEIVED

Agency (please print): City of Port Alberni
Name (please print): Scott Smith Title: City Planner
Signature:  Date: March 3/2014

Charity Hallberg

From: Alex Dyer
Sent: April-02-14 3:59 PM
To: Charity Hallberg
Subject: FW: Bylaw 1321 Medical Marihuana Facilities - Referral Request

From: Mezynska, Urszula CSCD:EX [mailto:Urszula.Mezynska@gov.bc.ca]
Sent: March-13-14 5:11 PM
To: Alex Dyer
Subject: RE: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Hi Alex:

Thank you for referring bylaw P1321 to the Ministry of Community, Sport and Cultural Development (MCSCD) for comment. I understand that the proposed amendments will regulate the location and siting of Medical Marihuana Facilities across the Regional District. Please consider this email as MCSCD's response to your referral.

Due to our role in the bylaw approval process, MCSCD does not generally offer comments at the referral stage. However, we would like to provide you with some of the current processing considerations.

- Please ensure that you have referred this Bylaw to the appropriate ministries and agencies and that you provide a record of the results of your referral efforts with your Bylaw submission (i.e. no comment received, resolution of concerns/objections).
- The Ministry expects you to follow the actions for First Nations engagement as outlined in the *Interim Guide to First Nations Engagement on Local Government Statutory Approvals* (Guide). The information you provide with your Bylaw approval request will be reviewed for First Nations engagement. Please complete and initial Appendix F of the Guide and include it as part of your Bylaw submission. Here is the link to the Guide. http://www.cscd.gov.bc.ca/lgd/library/First_Nations_Engagement_Guide.pdf
 - To help identify First Nations who have/may have rights or title on the land base, the provincial Consultative Areas Database (CAD) now has a public map service component for use by local government. The CAD Public Map Service is an interactive mapping tool. Please be sure to check the CAD and to keep a record of your findings. Here is the link to the CAD. <http://maps.gov.bc.ca/ess/sv/imapbc/>
- You may also wish to consider the commitment your regional district has made by signing the Climate Action Charter, specifically in the area of developing compact, complete communities. If this is an Official Community Plan update or amendment, please ensure that the Bylaw meets the requirements of *Local Government Act* Section 877(3) - targets, policies and actions for the reduction of greenhouse gas emissions.

Finally, if you are aware of conflicts or concerns that may arise with other provincial agencies or First Nations because of this Bylaw application, please feel free to contact me to discuss in further detail.

Thank you,
Urszula

Urszula Mezynska
Senior Policy Analyst
Intergovernmental Relations and Planning Branch

From: Alex Dyer [<mailto:adyer@acrd.bc.ca>]

Sent: February-28-14 1:17 PM

To: glenn.gibson@viha.ca; Wagner, Jordan TRAN:EX; Henigman, Margaret FLNR:EX; Mezynska, Urszula CSCD:EX; Hatfield, Jill AGRI:EX; 'Scott Smith'; Cherry Creek Water Works; Andy Daniel; Charlie Starratt; westside737@gmail.com; Wade Hepp (Work); 'Icheetham@sd70.bc.ca'; 'Darrell Ross'; Steve Tatoosh; Larry Johnson; Sutton, Elizabeth ALC:EX; Patricia Abdulla; Aaron Rodgers; Les Butler (lesbutler64@gmail.com); Mike Sparrow; Mac Richards; ted.olynyk@bchydro.com; courtney.smith@hc-sc.gc.ca; sarah.baxter@hc-sc.gc.ca; garyj@toquaht.ca; udc@ukeecable.net; Darren.Mead-Miller@ufn.ca; Monty Horton; pam.frank@ahousaht.ca; sedgar@ditidaht.ca; mosesm@telus.blackberry.net; administrator@tla-o-qui-aht.org; hesquiahtadmin@hughes.net; claudette.r.lucas@gmail.com

Cc: XT:Irg, Mike Alberni-Clayoquot Regional District EAO:IN; Charity Hallberg; Heather Dunn

Subject: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Please find attached the referral request for rezoning application RT14001, Bylaw P1321. Please provide your comments to us by March 14, 2014. If you have any questions or require additional information, I can be reached by email and/or by the phone number below.

Thanks in advance for your comments,

Alex Dyer

Planner

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni, BC V9Y 2E3

250-720-2708 (direct)

250-723-1327 (fax)

adyer@acrd.bc.ca

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ATTN: ALEX DYER 250-723-1277



ALBERNI-CLAYOQUOT REGIONAL DISTRICT

3008 Fifth Avenue

Port Alberni, BC V9Y 2E3

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

BYLAW RESPONSE SUMMARY

BYLAW NO.: P1321 ACRD FILE NO.: RT14001

APPLICANT NAME: Alberni-Clayoquot Regional District ACRD CONTACT: Alex Dyer
Date of Referral: February 28, 2014

Approval Recommended for Reasons
Outlined Below

Interests Unaffected by Bylaw

Approval Recommended Subject to
Conditions Below

Approval NOT Recommended Due to
Reasons Outlined Below

SEE ATTACHED LETTER FROM G.L.U.F.D

ALBERNI-CLAYOQUOT
REGIONAL DISTRICT
MAR 05 2014
RECEIVED

Agency (please print): GRAND LAKE VOLUNTEER FIRE DEPT.
Name (please print): WADE HESPO Title: FIRE CHIEF
Signature: [Handwritten Signature] Date: MARCH 4/2014

Wade Hepp

Under the existing system, personal production licenses and designated person licenses will be phased out and it is expected that most new licenses will be geared towards

3008 Fifth Avenue, Port Alberni, B.C. CANADA V9Y 2E3 Telephone (250) 720-2700 FAX: (250) 723-1327

RT14001

Page | 2

Members: City of Port Alberni, District of Uclueler, District of Tofino, Yuułu?it?ath Government and Huu-ay-aht First Nations

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

larger scale production facilities. The new regulations will require increased site security, no production or storage within a dwelling, air vent filtration more detailed record keeping and notification of the local government, police and fire authorities. Increased security measures will include physical security barriers, visual monitoring systems, intrusion detection systems and security clearance for all staff issued by the federal Minister of Health.

At this time, the ACRD Zoning Bylaw does not regulate the production, storage or processing of medical marihuana. Under the current system, license holders are not required to notify the Regional District of their operation and as a result there is no formal record of their location in our files. As more information about the MMPR becomes available and more residents enquire about setting up under the new regulations, many local governments are looking at their zoning bylaws to determine where production facilities should be located.

3/5/2014



SPROAT LAKE VOLUNTEER FIRE DEPT.

**7667 PACIFIC RIM HIGHWAY
PORT ALBERNI, B.C. V9Y 8Y5**

Phone: (250) 724-1777 Fax: (250) 724-1776

Email: sproatfire@telus.net

March 4, 2014

The Sproat Lake Volunteer Fire Department's (SLVFD) concerns are highlighted on the attached page.

Due to increased site security, which include physical security barriers, the amount of hydro and water that will be required, the SLVFD have concerns for Fire Fighter safety as well as property conservation to the affected property and adjacent property as well.

The SLVFD want a written plan from the operator on how the SLVFD is to access their physical security barriers

During the planing stages the SLVFD want to ensure compliance with the Fire Service Act regarding road/driveway access to the property, as well as adequate space for Fire Department apparatus.

(enforceable by the Office of the Fire Commissioner)

The SLVFD want to do a site tour when completed to perform a pre-incident safety plan to have on our files.

(enforecable by the Office of the Fire Commissioner)

Wade



Wade Hepp
Fire Chief
Sproat Lake Fire Dept.
7667 Pacific Rim Hwy
Port Alberni, B.C. V9Y 8Y5
250-735-0588 (cell)
firechief@sproatlakefire.ca

Charity Hallberg

From: Alex Dyer
Sent: April-02-14 3:59 PM
To: Charity Hallberg
Subject: FW: Bylaw 1321 Medical Marihuana Facilities - Referral Request

From: Aaron Rodgers [mailto:arodgers@tofino.ca]
Sent: March-12-14 12:17 PM
To: Alex Dyer
Subject: RE: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Hi Alex,
 The District of Tofino is concerned about the security of the facilities adjacent Tofino and in Area C generally. The west coast (Area C, Tofino, and Ucluelet) is a relatively remote area with limited policing resources and the District has concerns that these types of facilities could become targets for criminal activity. In addition to the lack of policing services the District has concerns with respect to the ability for the ACRD to provide adequate fire protection for facilities of this type. Based on this reasoning, the District of Tofino does not support the proposed changes to the A4 Zone.

Regards,

Aaron Rodgers | Manager of Community Sustainability | **District of Tofino**
 121 3rd Street | **Box 9** | Tofino BC V0R 2Z0
 T 250.725.3229 ext 22 | F 250.725.3775 | E arodgers@tofino.ca | Tw @tofinoplanning

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From: Alex Dyer [mailto:adyer@acrd.bc.ca]
Sent: March-07-14 8:54 AM
To: Aaron Rodgers
Subject: RE: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Hi Aaron,

Please find attached a map showing the Tofino/ACRD/Parks Canada boundaries. The red dotted line is Tofino and the green dotted line is the national park. The areas that our Zoning Bylaw would apply to are DL 1966, DL 1362, DL 253, DL 254 and DLs 263-270. Under the proposed zoning amendments, medical marihuana facilities would be permitted on the A4 zoned properties of DL 265, 266, 268, 269 and 270.

Thanks, let me know if you have any questions.

Alex Dyer
 Planner

Alberni-Clayoquot Regional District

3008 Fifth Avenue Port Alberni, BC V9Y 2E3
250-720-2708 (direct)
250-723-1327 (fax)
adyer@acrd.bc.ca

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From: Aaron Rodgers [<mailto:arodgers@tofino.ca>]
Sent: March-06-14 4:23 PM
To: Alex Dyer
Subject: RE: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Hi Alex,
Can you provide me with zoning map of the area where the ACRD is adjacent to Tofino's municipal boundaries?
Regards,

Aaron Rodgers | Manager of Community Sustainability | **District of Tofino**
121 3rd Street | **Box 9** | Tofino BC V0R 2Z0
T 250.725.3229 ext 22 | F 250.725.3775 | E arodgers@tofino.ca | Tw @tofinoplanning

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From: Alex Dyer [<mailto:adyer@acrd.bc.ca>]
Sent: February-28-14 1:17 PM
To: glenn.gibson@viha.ca; 'Wagner, Jordan TRAN:EX'; 'Henigman, Margaret FLNR:EX'; 'Mezynska, Urszula CSCD:EX'; 'jill.hatfield@gov.bc.ca'; 'Scott Smith'; Cherry Creek Water Works; Andy Daniel; Charlie Starratt; westside737@gmail.com; Wade Hepp (Work); 'Icheetham@sd70.bc.ca'; 'Darrell Ross'; Steve Tatoosh; Larry Johnson; Liz Sutton (elizabeth.sutton@gov.bc.ca); Patricia Abdulla; Aaron Rodgers; Les Butler (lesbutler64@gmail.com); Mike Sparrow; Mac Richards; ted.olynek@bchydro.com; courtney.smith@hc-sc.gc.ca; sarah.baxter@hc-sc.gc.ca; garyj@toquaht.ca; udc@ukeecable.net; Darren.Mead-Miller@ufn.ca; Monty Horton; pam.frank@ahousaht.ca; sedgar@ditidaht.ca; mosesm@telus.blackberry.net; administrator@tla-o-qui-aht.org; hesquiahtadmin@hughes.net; claudette.r.lucas@gmail.com
Cc: Mike Irg; Charity Hallberg; Heather Dunn
Subject: Bylaw 1321 Medical Marihuana Facilities - Referral Request

Please find attached the referral request for rezoning application RT14001, Bylaw P1321. Please provide your comments to us by March 14, 2014. If you have any questions or require additional information, I can be reached by email and/or by the phone number below.

Thanks in advance for your comments,

Alex Dyer
Planner

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

March 25, 2014

RECEIVED
MAR 25 2014

Mike Irg, Manager of Planning and Development
Regional District of Alberni-Clayoquot
3008 Fifth Ave.
Port Alberni, BC
V9Y 2E3

Dear Mr. Irg

We have some reservations about the proposed guidelines for marijuana cultivation sites in the Regional District of Alberni-Clayoquot.

We, ourselves, have experienced having one of these production sites established next door to us.

The proposed distance of 100 ft. from property lines will not allow for adequate dissipation of the emissions from these production sites. The emissions have an effect on the lives of those living on neighbouring property. There is a coating of the nose, throat, and lungs after one spends a couple of hours or more exposed to the fumes. The odour itself is offensive. It is an enduring smell in areas where there is little air movement such as inside a vehicle or in a storage area. The emissions reduce a person's day-to-day enjoyment of their property and undoubtedly have a negative effect on market value as well. Certainly any prospective buyer visiting on a day where the air movement is from the neighbour's grow op would not be likely to make much of an offer on the property.

If the ACRD is to permit grow ops as proposed, we strongly suggest that you legislate mandatory emissions abatement systems. Sites not in compliance should be given a cease and desist order, no matter the stage of the crop. Production should not be allowed to restart until a working, inspected emissions abatement system is in place.

Thank you for your consideration of the above.

Sincerely



Art and Jennifer Halsall
6132 Saunders Rd. N.
Port Alberni, BC
V9Y 8W7

Public Meeting (Newspaper)

Bill Thomson, 8081 McKay Rd P.A.

4th Generation Farmer @ McKay Lake

President of Farmers Institute,

Chairman of Agriculture Advisory Committee

Chairman of Agricultural Development Committee

Chairman of the Board of Directors of

Port Alberni Farmers Market

Madam Chair, Lady, Directors, Staff,

and landowners.

In order to simplify this presentation,
I have done it in point form to make it
go quicker.

Orange Buck - represents ALR in this
Valley, V.I. or B.C.

- ① The Federal Gov't + Health Canada do not own the land in A1, A2, A3, A4.
- ② The ALR is in ERROR to say growing marijuana is Farm Use.
- ③ Not one item grown on Ag Land for food is illegal.
- ④ Since when do we require land for a prop - Corn??
- ⑤ Not one farmer (that if talked to) has been asked if they wish to grow marijuana.
- ⑥ Not one farmer has asked to get a permit.
- ⑦ Not one farmer has agreed to having marijuana on Ag Land. All said no to growing.

⑧ Since 2008, - Start of Ag Journal
We, the Regional District, the
Farmers, the City of P.A., Fall Fair, and a
large number of groups, have developed
a farm plan for the Alberni Valley to
promote food production on farmland.

FARMLAND FARMERS FOOD.

60,000 was the price tag.

6 yrs of work out the window.

⑨ OAP is in place to control land use
Landowners developed + dictated land use

FEDERAL GOV'T or HEALTH CANADA-

DO NOT OWN THE LAND.

(10) Growing of Medicinal Marijuana is a Industrial Business. It does not need farm land.

(11) Should be on Industrial Land which is already zoned Industrial or should be zoned.

(12) A 26,000 sq ft warehouse with no windows, 10 ft fences, lights, cameras, security system
(Only have bull inside our fences.)
Using tomatoes to practice - Duke point.

(13) Why not use non Ag Crown Land
Needs space not soil!!

(14) Is this not about the Gov't
and a couple of "Big Corporations"

(15) Why not have a Buying Warehouse
There is more than enough grown already
to fill it!!

(16) Heiland's model is 5 plants per
acre/owner - Owner uses or sells. if
Gov't - takes income tax

(17) What's next - the courts have already
challenged the Gov't - Gov't lost.

(18) What's the resale value of the property
after a grow op. - only time will get significant
money from land.

(19) Look what happened to a g. land
when put an industrial crop on it - Somab
Flats

(20) This brings us to the Orange Brick.
(Change to a wedge)
Simplest tool known to man.

(21) Now we have Industrial Business
on Ag Land.

Whats next for Ag Land

Oil, Gas, Mining, Coal, Hydro

This wedge is wedging its way onto
the A.L.R. onto farmland.

(22) The Gov't has already tried to divide
the A.L.R. into different parts.

Is this just another try.

(23) Next ^{comes} taxation - Farm Assessment
is a lot different rate to Industrial
or Commercial.

(24) Look what happened with Farm Markets - Tried to assess all of them in B.C. as commercial - had to reverse I know - when to reverse twice with assessment uncertainty - I stopped them !!

(25) Some have said that we have to "rezone to control the growing of marijuana!!"

Can't control it now; won't control it later. Look at the Gun Control

(26) The only way to control it on Ag Land is to pay no to rezoning.

(27) Someone in Ottawa is smoking this stuff before they have grown it. They pan it & see thru the green smoke as what it will do to farmers.

(28) Say no to Rezoning on Farmland.

Remember "Your Health" is a Condition of Nutrition"

The public & politicians better beware as to what is going on in California with Farmland - no water - no food

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1321

OFFICIAL ZONING TEXT AMENDMENT

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

WHEREAS the *Local Government Act* authorizes the Regional Board to amend a zoning bylaw upon the affirmative vote of the directors in accordance with the *Local Government Act*;

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

1. TITLE

This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw No. P1321.

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

- a. Section 3 is hereby amended by adding the following definition between the definitions of “Marquee” and “Mines, Quarries and Oil Wells”:

“Medical Marihuana Facility means a building or structure, approved and licensed by Health Canada, for the production, growing and incidental processing of medical marihuana, but specifically excluding storefront or retail outlet distribution of medical marihuana.”

- b. Section 101 Small Holdings (A1) District is hereby amended by adding a new subsection 101.1(10) to read as follows:

“(10) Medical Marihuana Facilities provided that the facilities are located on a lot that is 1.619 hectares (4 acres) or greater in area and that the facilities are located a minimum of 30.48 metres (100 feet) from all lot lines.”

- c. Section 102 Rural (A2) District is hereby amended by adding a new subsection 102.1(14) to read as follows:

“(14) Medical Marihuana Facilities provided that the facilities are located on a lot that is 1.619 hectares (4 acres) or greater in area and that the facilities are located a minimum of 30.48 metres (100 feet) from all lot lines.”

d. Section 103 Forest Rural (A3) District is hereby amended by adding a new subsection 103.1(15) to read as follows:

“(15) Medical Marihuana Facilities provided that the facilities are located on a lot that is 1.619 hectares (4 acres) or greater in area and that the facilities are located a minimum of 30.48 metres (100 feet) from all lot lines.”

e. Section 104 Forest Reserve (A4) District is hereby amended by adding a new subsection 104.1(16) to read as follows:

“(16) Medical Marihuana Facilities provided that the facilities are located on a lot that is 1.619 hectares (4 acres) or greater in area and that the facilities are located a minimum of 30.48 metres (100 feet) from all lot lines.”

f. Section 131 Industrial Park (M1) District is hereby amended by adding a new subsection 131.1(12) to read as follows:

“(12) Medical Marihuana Facilities provided that the facilities are located on a lot that is 1.619 hectares (4 acres) or greater in area and that the facilities are located a minimum of 30.48 metres (100 feet) from all lot lines.”

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

Read a first time this 26th day of February, 2014
Public Hearing held this 27th day of March, 2014
Read a second time this day of , 2014
Read a third time this day of , 2014

I hereby certify this to be a true and correct copy of Bylaw P1321 as read a third time by the Board of the Regional District of Alberni-Clayoquot on this day of , 2014.

Chief Administrative Officer

Approved by the Minister of Community, Sport and Cultural Development this day of , 2014

Adopted this day of , 2014

Russell Dyson, CAO

Chair of the Regional Board



MEMORANDUM

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Date: April 4, 2014
Subject: Staff Report

The following is an update on projects that Regional District Administration Staff are currently working on in addition to daily duties:

- Continue working with the Coordinator on development of the Alberni-Clayoquot Health Network and Planning Committee. Several priorities including a regional transit study and food security initiatives;
- Regional Water Improvement Program – Beaver Creek Water Supply options and public meeting;
- Updating/renewing various agreements;
- Reviewing, amending and updating Beaver Creek Improvement District bylaws to be consistent with ACRD Bylaws;
- Strategic Planning follow-up and Project Management;
- Occupational Health and Safety initiatives and policy coordination;
- Response to new WorkSafe BC Policy;
- Updating various ACRD Bylaws;
- ACRD Website Re-Development;
- Reconciliation Gathering and follow up;
- Follow-up from the 2014 Budget Adoption;
- Implementation of Uchucklesaht Tribe Government joining the ACRD Board;
- 2014 Local Government Election and Referendum Preparations;
- C2C Planning Forum preparation and follow-up;
- Legal Issues and Negotiations
- Board Remuneration Review Process including formation of the Board Remuneration Review Committee.

Submitted by: _____
Russell Dyson, Chief Administrative Officer



MEMORANDUM

TO: Regional Board of Directors

FROM: Mike Irg, Manager of Planning and Development

DATE: April 2 , 2014

RE: **Monthly Activity Report – Planning and Development**

2013 Total	2014 Total	APPLICATION
20	3	Rezoning
11	2	Development Permit and Development Variance Permit
11	2	Subdivisions
1	1	Agricultural Land Reserve
1	0	Board of Variance
9	2	Crown Leases
26	5	Bylaw Enforcement
13	3	Miscellaneous
92	18	TOTAL APPLICATION RECEIVED

Other Planning Projects

Staff continues to work with West Coast Aquatic and the Province on a Float Cabin Strategy.

Staff working on the Faber Park foreshore acquisition.

Sproat Lake OCP Public Hearing held April 3. Minutes and Bylaw will be presented to the Board at the April 23 Meeting.

Work on the zoning bylaw rewrite has started.

Bylaw enforcement issues continue to take up a considerable amount of staff time.

Mike Irg, Manager of Planning and Development



MEMORANDUM

To: Board of Directors
From: Teri Fong, CGA, Manager of Finance
Date: April 3, 2014
Subject: Finance Department Staff Report

In addition to day-to-day activities, the finance department has been working on the following in January, February and March 2014:

- Completed the 2014 budgeting process including:
 - Drafting the plan with input from staff, volunteers and outside consultants.
 - Presenting the plan to the Board and making the necessary amendments.
 - Attending different community meetings to present the plan and provide an opportunity for input.
 - Distributing the plan to outside organizations that require the information.
- Completed all year end adjusting entries and procedures required to close 2013.
- Drafted the financial statements for both the Regional District and the Regional Hospital District. This was the first year that the statements have been developed in house and it was a great learning experience but was quite time consuming. This is necessary as it is no longer deemed appropriate for the auditor to prepare the statements that they audit due to changing Public Sector Accounting Board standards. The template that was developed this year will make the statements easier next year and the knowledge that was gained from the process was invaluable.
- Assisted the auditor in conducting the audit on the 2013 financials and Don Jones from Duncan Sabine Collyer Partners will be presenting the statements at the April 23rd Board of Directors meeting.
- Developed and implemented the Beaver Creek Water System Service Area Rates & Regulation Bylaw
- Conducted the parcel tax roll review process. This included adding 38 parcels to the Beaver Creek Water System tax roll.
- Created amending agreement with Cherry Creek Waterworks for increased Gas Tax funding that is to be provided for main line replacements.
- Participated in an Emergency Operations Centre training exercise on March 28th.

Submitted by: _____

Teri Fong, CGA, Manager of Finance



MEMORANDUM

To: Board of Directors

From: Andy Daniel, ASCT., Manager of Environmental Services

Date: April 4, 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 February 26th, 2014.

Long Beach Airport

- BC Parks Office lease renewed.
- Fire service agreement review
- Review new hydrant install on Airside with Sean Mc Connell
- Parks Canada OLS site contractor review
- Road maintenance
- Reference runway code for GPS approach using TP312 5th edition
- BCAS medivac March 04
- Research OLS contractors for CYAZ
- Davey Tree successful bidder for Grice Bay road OLS clearing Rwy 11-29
- Jet Pro preliminary survey for GPS/WAAS review CYAZ (Jetpro)
- Oversee and co-ordinate Davey Tree operations on Parks Canada and Airport property
- Davey Tree on site for vegetation management on Grice bay road / Golf Course corridor complete
- Davey Tree removes hazard trees at the following locations, weather station, water works pump house and airport access road right of way.
- Golf course meeting with R. Dyson regarding Tsunami concerns and emergency procedures
- Lease lot sewer system perk field vegetation cleared

AVRA

- Solar LED runway light trial
- Reference runway code for GPS approach
- Probono Jet Pro survey of AVRA Obstacle Limitation Surface (OLS) carried out Mar. 6
- Research attestation for current GPS approach to AVRA (does not exist)
- Runway OLS review / options for current GPS approach
- ACRD response to Canadian Aviation Issues Reporting System (CAIRS) submission to Transport Canada regarding the AVRA OLS
- AVRA Limited Weather Information system (LWIS) unserviceable and NOTAM'd

- Plan of action developed for proposed Coulson runway expansion
- Repair of LWIS in progress with Alberni communications
- Replaced filter and UV disinfection bulb and sensor
- Investigate cost of alarm system

West Coast Landfill

- CWFS illegal dumping clean up of Kennedy Flats
- Research opportunities for compost sales on West Coast.

Alberni Valley Landfill

- Working with Engineers on Operations Contract RFP
- Updating existing SWMP and preparing for MOE meeting to review initiatives

Bamfield

- Preparation for installation of continuous flushing devices in west Bamfield
- Started investigation of relocating water intake on Sugsaw Lake
- Water system generator had annual maintenance service

Salmon Beach

- Salmon Beach services contracts awarded.
- Responded to numerous enquiries regarding contracts, Wendy Creek Bridge and logging.

Sproat Lake

- Investigate water supply for Bike park at Cougar Smith Park
- Increased frequency of water system inspections at Cougar Smith Park and the AVRA
- Investigate cost of alarm system
- Bike Skills Park Upgrade - contract coordination

Beaver Creek

- Vehicle purchase for Beaver Creek Water service
- Trade in and decommissioning of old vehicles
- Leaking water service repaired on Poplar Road
- Quarterly meter reading completed
- 21 new meters installed
- Strick Road drainage issues addressed
- New Pump station operation review
- Old pump station mechanical review coordinating change over

City of Port Alberni

- Worked with City staff on Strick Road Pump Station Project

Millstream

- Engineering preparation for waterworks project

General

- Conference call with MOE re BC Waste Disposal Calculator and Municipal Solid Waste.
- Additional signage ordered for Alberni Inlet Trail.
- Investigated WorkSafeBC requirements for contractor checklist
- Annual Water Systems Report placed on website
- Illegal garbage dumping cleanup on Smith Road near McLean Mill
- Manager and coordinator participated in Emergency Operation Centre Tsunami Scenario

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of April 4, 2014

#	Date	Action Item	Assigned to	Target Date/Update
Administration Department				
1.	Jan. 23/13 WC Comm	Explore with the Yuułuʔiłʔatḥ Government possible participation in the South Long Beach Multi Purpose Bike Path in the future	Russell	Yuułuʔiłʔatḥ to respond
2.	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/ Tony/ Penny	Met with friendship Centre – Mar. 25 – Report to come
3.	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 sent to communities in budget
4.	Feb. 12 th Board	The Board of Directors adopted the Board Remuneration Review Policy as presented – Proceed with the process – Advertising for member at large etc.	Wendy	Advertising – Expression of Interest – Closes Apr. 30 th
5.	Feb. 26 th Board	The Board approved the BC Healthy Communities Forum for Friday, May 9 for the ACRD Directors, Senior Staff, and the ACHN Working Group – Arrange the session	Tanis/ Shelli	Session being arranged
6.	Jan. Spec. Board	Arrange a special meeting to discuss Board Governance and conduct evaluation	Wendy	April 23, 2014
7.	March 12 th Board	Consult the Fisheries Committee and arrange a meeting regarding the Omega Fish Hatchery Letter	Wendy/ Tracy	Arranging
8.	March 12 th Board	Draft a letter of appreciation to the International students from Japan that conducted a large cleaned up on west coast	Wendy	Drafting
9.	March 26 th Board	Provide the Board with a copy of the EMBC auditor's report	Russell	April 9 Board Agenda
10.	March 26 th Board	Check with PA Fire hall regarding Ministry of Environment air quality monitoring equipment	Russell	Investigating
Finance Department				
11.	March 26 th Board	The Board adopted the bylaw cited as Beaver Creek Water System Service Area Rates and Regulation Bylaw F1110, 2014 – Prepare for signatures	Teri	Done
12.	March 26 th Board	The Board adopted Bylaw cited as '2014-018' Financial Plan Bylaw No. F1109 – Forward to appropriate agencies	Teri	Done

#	Date	Action Item	Assigned to	Target Date/Update
Environmental Services Department				
13.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
14.	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
15.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress
16.	June 13/12 BD	Develop a plan for appropriate use of the funds on the Log Train Trail from the Arrowsmith Radical Runners	Rob G.	Design in progress
17.	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	March /April
18.	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	In progress – Update prepared - Done
19.	August 14 AV Comm	Prepare the information and background intended for an AV Landfill RFP process with a minimum of a 5 year operating agreement	Andy	In progress
20.	Sept. 25 th Board	The GPS/WASS system for the Alberni Valley Regional Airport be referred to 2014 budget discussions and staff be instructed to investigate partnerships and report back to the Alberni Valley Committee	Andy	In progress
21.	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	Onsite LED testing ongoing
22.	Board December 6	Solid Waste Management Plan Update	Andy	In progress – consultant to provide proposal in April – ACRD to meet with MOE, Comm. meeting in April
23.	Feb. 26 th Board	The Board passed a resolution to proceed with the Sproat Lake Marine Patrol Program for the 2014 boating season	Andy/ Janice	SLMP students hired April/May

#	Date	Action Item	Assigned to	Target Date/Update
24.	March 26 th Board	The Board awarded the following Salmon Beach services contracts: <ul style="list-style-type: none"> • Equipment & Material Supply to Deer Bay Contracting for three years ending Mar.31, 2017; • External & Internal Road Grading contract to Deer Bay Contracting for three years ending Mar.31, 2017; • Solid Waste Hauling contract to Ucluelet Rent-it Centre for three years ending Mar.31, 2017 	Andy	Done
25.	March 26 th Board	The Board endorsed the plan to address the disinfection byproducts in the Bamfield Water System for a total estimated cost of \$168,500 by proceeding with: <ul style="list-style-type: none"> • Relocating the water intake; • Reducing the age of the water; • Reducing the amount of chlorine; • Monitoring the Sugsaw Lake watershed; • Performing Pilot Testing. 	Andy	Done
26.	March 26 th Board	The Board approve the purchase of: <ul style="list-style-type: none"> • A 2009 Ford F250 4 x 4, long box pickup truck with 75,000 km from Nexcar Sales for \$17,000 plus tax for the Beaver Creek Water Service • A fiberglass tradesman canopy (including installation) for the above vehicle to provide a secure utility compartment at the cost of \$3,500 plus tax from Jaw Canopies in Chilliwack. • A two-wheel drive 2007 Ford Ranger pickup truck with 78,000 km, complete with tradesman canopy for \$9,300 plus tax from Tars Auto Sales 	Rob	Done
PLANNING DEPARTMENT				
27.	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
28.	June 1/09	Bamfield OCP Review	Mike	Referrals sent Public Hearing in May
29.	n/a	Sproat Lake OCP Review	Mike	Public Hearing – April 3 rd
30.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	2014 Budget ADC/Ag Comm. meeting in April

#	Date	Action Item	Assigned to	Target Date/Update
31.	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	Working with neighbor to move dock
32.	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	Contacted Hall Society – Society working on options
33.	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
34.	Board December 6	Proceed with acquiring a portion of the foreshore fronting Faber Park	Mike	Working with J. Couverdon
35.	March 12 th Board	The Board passed a resolution to write to the Minister of Forests, Lands and Natural Resource Operations and request the Ministry consolidate the numerous small lot crown owned parcels existing within the ACRD – forward the letter	Mike	Done

Issued: April 4, 2014



MEMORANDUM

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Date: April 3, 2014

Subject: Raincoast Education Society Partnership

ACRD staff has initiated discussions with the Raincoast Education Society to assist with promoting waste management education to residents on the West Coast.

The Raincoast Education Society has been delivery high quality education programs for residents on the West Coast of Vancouver Island for over 13 years. Last year the ACRD provided financial support to the Society for the development of an online educational resource website to service as the primary recycling and waste management information source on the West Coast (www.westcoastrecycling.ca). The site is nearing completion and will be live on May 1st, 2014. Once live we will provide a link on the ACRD website to their website.

This year, the ACRD will contribute \$4000.00 to the Raincoast Education Society for the following activities to occur during 2014:

1. Website completion and updates
2. School Program Prep and Delivery for children K-7 at Ucluelet and Tofino elementary schools (approx. 300 students)
3. Newspaper Articles
4. Public Outreach

Staff will work together with the Society to ensure that all activities are carried out successfully.

Andy Daniel, Manager of Environmental Services



MEMORANDUM

To: Board of Directors

From: Andy Daniel, Manager of Environmental Services

Date: April 4, 2014

Subject: Correction of information provided in the March 26, 2014 Request for Decision (RFD) – Salmon Beach Proposal Recommendations

This memo provides a correction of information that was provided in the March 26th, 2014 Board Agenda, within the Salmon Beach Proposals Recommendations RFD.

In the Summary under Section 2, External and Internal Road Grading it stated incorrectly that the "Previous contract (2012) was \$1722.57 plus tax for external road grading and \$1255.00 for internal road grading." **It should have read "Previous contract (2012) was \$1308.00 plus HST for external grading and \$1150 plus HST for internal grading."**

The current contract costs for 2014-2017 are \$1890.00 plus tax for external road grading and \$1350.00 plus tax for internal road grading. All costs are per occurrence.

My apologies for any misunderstanding this error might have caused.

Andy Daniel
Manager of Environmental Services

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

2013 ANNUAL REPORT

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List of Members

Group A Member

District of 100 Mile House
 Village of Alert Bay
 Village of Ashcroft
 District of Barriere
 Village of Belcarra
 Village of Cache Creek
 Village of Canal Flats
 Central Coast Regional District
 CivicInfo BC Society
 Village of Clinton
 District of Fort St. James
 Village of Fraser Lake
 Village of Gold River
 Village of Granisle
 City of Greenwood
 Village of Harrison Hot Springs
 Village of Hazelton
 District of Hudson's Hope
 Jumbo Glacier Mountain Resort
 Village of Kaslo
 Village of Keremeos
 Village of Lions Bay
 LGMA
 Village of Lumby
 Village of Lytton
 Village of Masset
 Village of McBride
 Village of Midway
 Village of Montrose
 Municipal Insurance Assn.
 Village of Nakusp
 Village of New Denver
 District of New Hazelton
 Village of Port Alice
 Village of Port Clements
 District of Port Edward
 Village of Pouce Coupe
 Village of Queen Charlotte
 Village of Radium Hot Springs
 Village of Salmo
 Village of Sayward
 Village of Silverton
 Skeena-Queen Charlotte R.D.
 Village of Slokan
 District of Stewart
 Village of Tahsis
 District of Taylor
 Village of Telkwa
 District of Tofino
 Union of BC Municipalities
 District of Ucluelet
 Village of Valemount
 Village of Warfield
 District of Wells
 Village of Zeballos

Group B Member

Village of Anmore
 City of Armstrong Bowen Island Municipality
 Village of Burns Lake
 Village of Chase
 District of Chetwynd
 District of Clearwater
 Village of Cumberland
 City of Duncan
 District of Elkford
 City of Enderby
 City of Fernie
 Village of Fruitvale
 Town of Gibsons
 Town of Golden
 City of Grand Forks
 District of Highlands
 District of Houston
 District of Invermere
 Town of Lake Cowichan
 District of Lantzville
 District of Lillooet
 District of Logan Lake
 District of Mackenzie
 R.D. of Mount Waddington
 Town of Oliver
 Village of Pemberton
 District of Port Hardy
 Town of Port McNeill
 Town of Princeton
 City of Rosslund
 District of Sicamous
 District of Sparwood
 Squamish-Lillooet Reg. Dist.
 District of Tumbler Ridge
 District of Vanderhoof

Group C Member

R.D. of Alberni-Clayoquot
 R.D. of Bulkley-Nechako
 City of Castlegar
 District of Central Saanich
 District of Coldstream
 Columbia Shuswap Reg. Dist.
 Comox Valley Regional District
 Town of Comox
 City of Courtenay
 City of Cranbrook
 Town of Creston
 City of Dawson Creek
 Regional Dist. of East Kootenay
 Township of Esquimalt
 City of Fort St. John
 Fraser Valley Regional District
 R.D. of Fraser-Fort George
 District of Hope
 District of Kent
 City of Kimberley
 District of Kitimat

R.D. of Kitimat-Stikine
 R.D. of Kootenay Boundary
 Town of Ladysmith
 District of Lake Country
 City of Merritt
 District of Metchosis
 City of Nelson
 Regional District N. Okanagan
 District of North Saanich
 Northern Rockies Reg. Mun.
 District of Oak Bay
 R.D. of Okanagan-Similkameen
 Town of Osoyoos
 City of Parksville
 Peace River Regional District
 District of Peachland
 City of Pitt Meadows
 Powell River Regional District
 Powell River, City of
 City of Prince Rupert
 Town of Qualicum Beach
 City of Quesnel
 City of Revelstoke
 City of Salmon Arm
 District of Sechelt
 Town of Sidney
 Town of Smithers
 District of Sooke
 Township of Spallumcheen
 District of Squamish
 Strathcona Regional District
 District of Summerland
 Sunshine Coast Regional Dist.
 City of Terrace
 Thompson-Nicola Reg. Dist.
 City of Trail
 Town of View Royal
 City of White Rock
 City of Williams Lake

Group D Member

City of Campbell River
 R.D. of Central Kootenay
 Cowichan Valley Regional Dist.
 City of Kamloops
 City of Kelowna
 City of Langley
 District of Maple Ridge
 District of Mission
 City of Nanaimo
 Regional District of Nanaimo
 District of North Vancouver
 City of Penticton
 City of Port Coquitlam
 City of Port Moody
 City of Richmond
 City of Vernon
 City of Victoria
 District of West Kelowna
 District of West Vancouver
 Resort Municipality of Whistler

Past Members

City of Abbotsford
 Cariboo Regional District
 Central Okanagan, RD
 City of Colwood
 City of Coquitlam
 City of New Westminster
 Port Alberni, City of

Population under 10,000

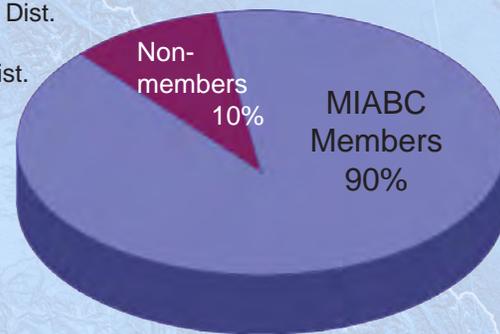
Sun Peaks, Municipality of

Population 10,000 - 100,000

Chilliwack, City of
 Langford, District of
 North Cowichan, District of
 North Vancouver, City of
 Prince George, City of

Population over 100,000

Burnaby, City of
 Capital Regional District
 Delta, District of
 Greater Vancouver RD
 Langley, Township of
 Saanich, District of
 Surrey, City of
 Vancouver, City of



90% of BC local governments are members

BOARD MEMBERS



BACK ROW, left to right

Councillor Tom Milne, Group A Representative, Village of Warfield
 Councillor Ryan Nitchie, SILGA Representative, City of Armstrong
 Sheryl Worthing, Director at Large, Village of Burns Lake
 Councillor Brian Frenkel, District of Vanderhoof
 Rob Mayne, Group D Representative, City of Kelowna
 Paul Gill, Director at Large, District of Maple Ridge
 Councillor Ken Wildeman, Group B Representative, District of Elkford

FRONT ROW, left to right

First Row, left to right
 Mayor Larry Cross, Town of Sidney
 Charles Hamilton, Director at Large, Columbia Shuswap RD
 Councillor Deb Kozak, AKBLG Representative, City of Nelson
 Mayor Teunis Westbroek, Group C Representative, Town of Qualicum Beach
 Sukh Gill, Regional District Representative, Thompson Nicola RD
 Glenn McLaughlin, Director at Large, City of Richmond
 Nancy Cooper, Director at Large, City of Salmon Arm

NOT PICTURED: Chair Susan Gimse, LMLGA Representative, Squamish-Lillooet RD

2014 Committees

Executive Committee

Teunis Westbroek (Chair)
 Glenn McLaughlin (Vice-Chair)
 Sukh Gill
 Deb Kozak
 Charles Hamilton

Claims Committee

Charles Hamilton (Chair)
 Brian Frenkel (Vice-Chair)
 Ken Wildeman
 Ryan Nitchie
 Tom Milne

Finance / Audit Committee

Sukh Gill (Chair)
 Ken Wildeman (Vice-Chair)
 Glenn McLaughlin
 Paul Gill
 Rob Mayne
 Tom Barnes (CEO)

Governance Committee

Glenn McLaughlin (Chair)
 Sheryl Worthing (Vice-Chair)
 Paul Gill
 Larry Cross
 Susie Gimse

Risk Management Committee

Deb Kozak (Chair)
 Sheryl Worthing (Vice-Chair)
 Paul Gill
 Larry Cross
 Susie Gimse

MIABC Staff Directory

Administration



Tom Barnes, L.L.B.
Chief Executive Officer
& General Counsel



Mitchell Kenyon,
M.A., ARM
Chief Operating Officer



Alex Ferguson
Office Manager



Lisa Storoshenko
Office Assistant



Heidi Kriz
Administrative
Assistant

Member Services



Megan Chorlton
M.ED., LL.B.
Director of Member
Services



Susan Ackerman
Risk Management
Advisor



Danica Zhou
Risk Management
Data Analyst

Insurance



Sherman Chow,
B.A., C.I.P., CRM
Director of Insurance



Marina Sen
Insurance Services
Coordinator

Claims & Legal Services



Lindsay E.W. Nilsson
Director of Claims & Legal Services

Claims Examiners



David Tupper, B.Sc.,
CRM
Assistant Claims
Manager



Nicole Purves
Claims Examiner



David Hooper
Claims Examiner



Michelle Bourque,
F.C.I.P.
Claims Examiner

Staff Lawyers



Lamour L. Afonso
Staff Lawyer



Jennifer Frahm
Staff Lawyer



Maryam Z. Sherkat
Staff Lawyer



Scott Morishita
Staff Lawyer

Legal Assistants



Rumelda Trudeau
Legal Assistant



Wendy Alexander
Legal Assistant



Chairperson's Letter

MIABC – Trusted Provider of Civic Solutions

The nature of the MIABC enables our smallest members to have access to resources that would not otherwise be available to them. In providing these resources we have established our organization as a trusted advisor of solutions to many challenges faced by B.C.'s civic governments. A great example of this is our Casual Legal Advice Program that was rolled out in 2013. This provided a cost effective way for members to manage their legal services. It provides an opportunity to obtain legal advice on any local government matter. The advice is given promptly by experienced lawyers, and there is no cost beyond the annual MIABC subscription fee. There is no limit to the number of times a subscribing member can access the service. Almost 100 members have subscribed to the service and legal advice has been provided in response to hundreds of inquiries.

The MIABC is owned by its members, all of whom are subscribing B.C. local governments. This ownership structure delivers critical advantages. The most important is that any profits belong to the members, and are either returned to the members in the form of lower premiums, dividends or in their capital accounts. In 2013 \$1.5 million in

dividends and Risk Management Grants was distributed. Our rates have been reduced six times in the last seven years. All told MIABC members have received \$19.4 million back from their liability insurer. This represents a return of 13% of the total costs paid by members over the last ten years. During that period the MIABC has grown by 10%, yet its per capita costs have dropped by 9.5%.

The second MIABC advantage is that since the members are owners, they set the terms of their insurance coverage. Coverage was expanded in 2013 to include volunteer firefighters who contract with an independent society or association, and to boards, commissions and committees established by bylaw – the seventh straight year that coverage has been expanded. Further significant coverage expansions are on the horizon, as our members have instructed us to become their source for all of the insurance protection they need. Our new program of complete civic insurance solutions will be introduced in 2014.

Together with our capable staff and strong financial position we will be the best provider of insurance and risk management available to local governments in British Columbia.

Our Association

The Municipal Insurance Association of BC a member owned and operated risk pool. Our mission is to provide broad liability insurance coverage needed for members` financial security, to stabilize liability insurance costs, and to offer risk management education and resources to assist members in preventing claims.

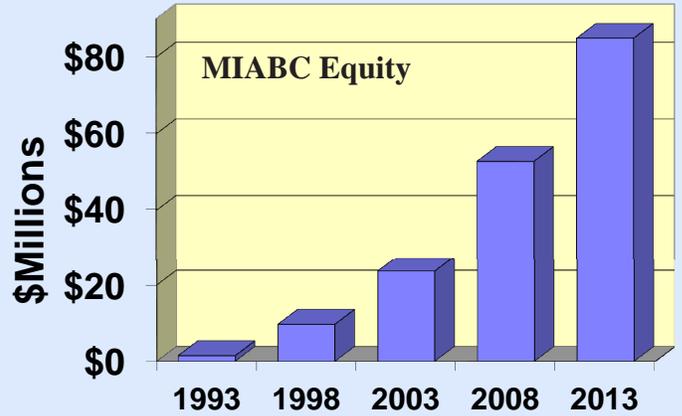
The MIABC Strives To:

- Manage insurance claims in the most effective way possible.
- Manage resources to maximize benefits to members.
- Work with members to avoid and control accidental loss, and to make appropriate preventative actions in their communities.
- Support director and staff professionalism by pursuing sound governance and providing the tools and resources needed to fulfil the mandate of the Association.
- Ensure effective working relationships with member communities by keeping members informed about and involved in the business of the Association.
- Maintain sound working relationships with the Province of British Columbia, the Union of British Columbia Municipalities and other relevant external agencies.

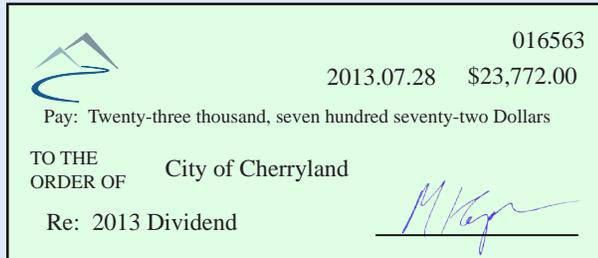
2013 Highlights



City of Williams Lake Joins February 1, 2013



Member's Capital hits \$85 million, a record high



Over \$1 Million in Dividends returned in 2013, equivalent to 8.7% of the 2012 annual assessments.



Many winners at the MIABC Reception and Booth at UBCM

Risk Management Grants Paid in 2013

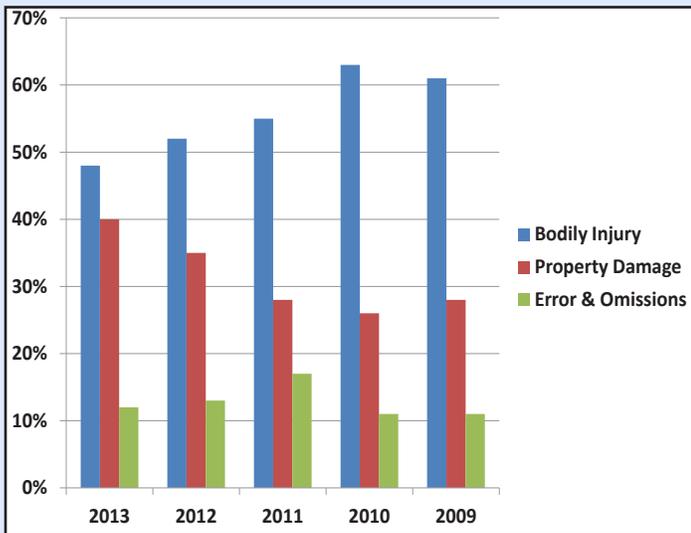
100 Mile House	\$1,517	Esquimalt	\$3,100	Metchosin	\$1,124	Princeton	\$1,584
Anmore	\$4,200	Fort St. John	\$1,501	Midway	\$1,500	Queen Charlotte	\$1,000
Armstrong	\$3,505	Fraser-Fort George	\$200	Mission	\$3,875	Revelstoke	\$4,360
Barriere	\$1,220	Fruitvale	\$1,324	Montrose	\$1,274	Rossland	\$1,761
Bowen Island	\$400	Gibsons	\$2,312	Mount Waddington	\$1,480	Salmon Arm	\$1,235
Bulkley-Nechako	\$11,281	Golden	\$8,855	Nakusp	\$1,486	Sechelt	\$12,128
Castlegar	\$200	Grand Forks	\$10,470	Nanaimo, City	\$31,525	Sidney	\$683
Central Kootenay	\$12,052	Greenwood	\$400	Nanaimo, Regional	\$19,475	Silverton	\$4,300
Central Saanich	\$8,900	Kamloops	\$16,233	New Denver	\$943	Smithers	\$800
Clearwater	\$200	Kelowna	\$1,064	North Okanagan	\$1,483	Sooke	\$400
Clinton	\$2,537	Kent	\$2,876	North Saanich	\$937	Squamish-Lillooet	\$6,040
Columbia Shuswap	\$7,612	Keremeos	\$930	North Vancouver	\$96,000	Strathcona	\$4,373
Colwood	\$1,000	Kitimat	\$8,500	Okanagan-Similkameen	\$788	Terrace	\$6,843
Comox Valley	\$8,767	Ladysmith	\$2,500	Oliver	\$200	Tofino	\$2,957
Comox, Town	\$2,200	Lake Country	\$4,098	Parksville	\$718	Trail	\$3,750
Courtenay	\$20,354	Lake Cowichan	\$1,147	Peace River	\$1,502	Valemount	\$2,674
Cowichan Valley	\$23,174	Langley, City	\$200	Pemberton	\$2,028	Victoria	\$1,272
Cranbrook	\$200	Lillooet	\$1,919	Port Clements	\$1,760	Warfield	\$1,433
Creston	\$1,317	Lions Bay	\$200	Port Hardy	\$700	Wells	\$1,000
Cumberland	\$1,762	Logan Lake	\$5,833	Port McNeill	\$3,500	West Vancouver	\$27,050
Dawson Creek	\$1,727	Mackenzie	\$6,049	Port Moody	\$1,417	Whistler	\$2,015
Elkford	\$1,469	Maple Ridge	\$560	Powell River, City	\$20,403	White Rock	\$37,072
Enderby	\$3,417	Merritt	\$200	Prince Rupert	\$5,161	TOTAL	\$523,491

Claims Overview

In 2013 did you know.....?

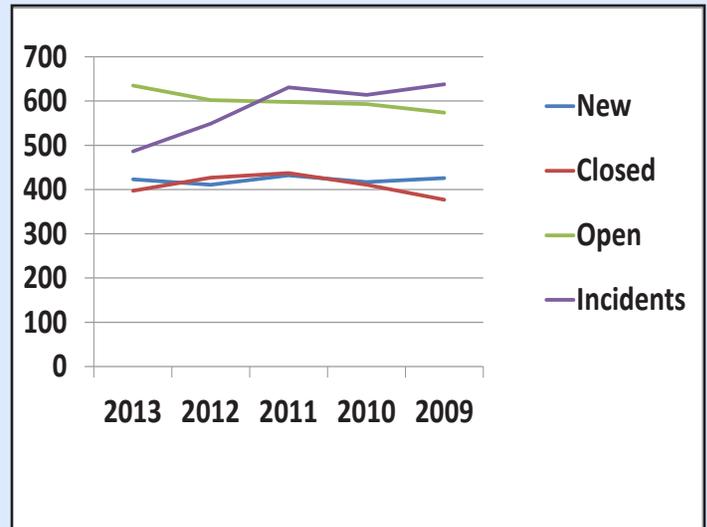
- We received over 900 new claims and incidents and closed about the same number

TYPES OF CLAIMS



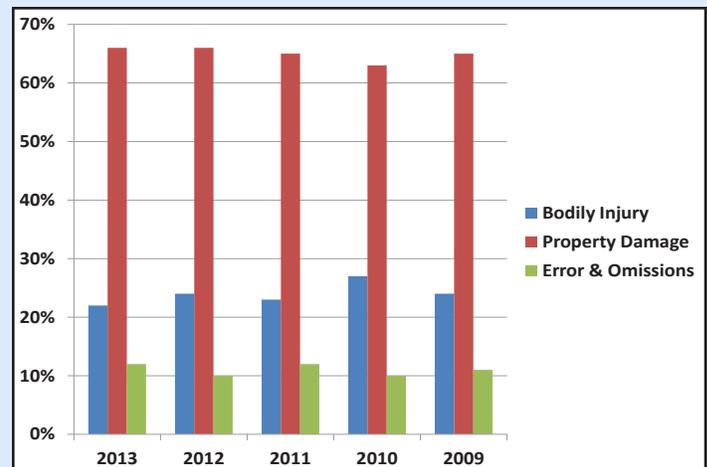
- We celebrated our 25th Anniversary and have closed approximately 9100 claims, with indemnity payments totaling \$88.3 million and defense costs totaling \$58.5 million
- Total indemnity payments in 2013 were \$3.247 million - almost the same as 2012
- We settled our largest claim ever - \$3 million plus \$600,000 in defense costs
- We mediated 11 actions and resolved eight and went to trial on 10 claims and were successful in nine
- We had another glowing Claims Audit

CLAIMS & INCIDENTS



- That 48% of our new claims were bodily injury and 66% of our new incidents were property damage claims
- Indemnity payments were made on 38% of closed claims, up 10% from 2012, slightly higher than our historical average of 35%

TYPES OF INCIDENTS



Member Services



Our main objective is to assist our members to make decisions that both mitigate risk and optimize the benefits of the valuable services provide to their communities. The MIABC is committed to supporting our members as they strive to incorporate risk management techniques into their daily business. We do that by providing the following services:



- Telephone and email support;
- Reviewing closed claims and providing risk management feedback;
- Financial assistance for risk management initiatives through the MIABC Risk Management Grant Program;
- A scholarship for our members' staff to obtain their Canadian Risk Management designation;
- Regular loss control inspections and reports;
- Data analysis of claims frequency as well as peer comparisons;
- Annual Risk Management Conference in Vancouver;
- Contractual coverage advice;
- Brochure services;
- Casual Legal Advice Program;
- A quarterly newsletter that provides current risk management advice;
- Regional risk management seminars throughout the Province; and
- Special projects targeted at reducing high frequency claims.



Financial Statements of

**MUNICIPAL INSURANCE ASSOCIATION
OF BRITISH COLUMBIA**

Year ended December 31, 2013



KPMG LLP
Chartered Accountants
PO Box 10426 777 Dunsmuir Street
Vancouver BC V7Y 1K3
Canada

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Fax (604) 691-3031
Internet www.kpmg.ca

INDEPENDENT AUDITORS' REPORT

To the Subscribers of Municipal Insurance Association of British Columbia

We have audited the accompanying financial statements of Municipal Insurance Association of British Columbia, which comprise the statement of financial position as at December 31, 2013, and the statements of earnings, comprehensive income, changes in subscribers' equity and cash flows for the year then ended, and notes, comprising a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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



Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Municipal Insurance Association of British Columbia as at December 31, 2013, and its financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards.

KPMG LLP

Chartered Accountants

March 6, 2014
Vancouver, Canada

REPORT OF THE ACTUARY

Role of Actuary

The actuary is appointed by the Board of Directors of the Municipal Insurance Association of British Columbia (“MIABC”) pursuant to the Insurance Act. The actuary is responsible for ensuring that the assumptions and methods used in the valuation of policy liabilities are in accordance with accepted actuarial practice, applicable legislation and associated regulations or directives. The actuary is also required to provide an opinion regarding the appropriateness of the policy liabilities at the balance sheet date to meet all policyholder obligations of MIABC. Examination of supporting data for accuracy and completeness and consideration of MIABC’s assets are important elements of the work required to form this opinion.

Policy liabilities include unearned premiums, unpaid claims and adjustment expenses, the reinsurers’ share of unearned premiums and unpaid claims and adjustment expenses, deferred premium acquisition costs, premium deficiency and retrospective adjustments. The actuary uses the work of the external and internal auditors in verifying data used for valuation purposes.

Appointed Actuary’s Report

To the Subscribers of the
Municipal Insurance Association of British Columbia

I have valued the policy liabilities and reinsurance recoverables of the Municipal Insurance Association of British Columbia for its statement of financial position at December 31, 2013 and their changes in the statement of earnings for the year then ended in accordance with accepted actuarial practice in Canada, including selection of appropriate assumptions and methods.

In my opinion, the amount of policy liabilities net of reinsurance recoverables makes appropriate provision for all policy obligations and the financial statements fairly presents the results of the valuation.

Longueuil, Québec
March 6, 2014



Julie-Linda Laforce
Fellow, Canadian Institute of Actuaries

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Financial Position

December 31, 2013, with comparative information for 2012

	Note	2013	2012
Assets			
Cash		\$ 2,369,840	\$ 442,643
Accounts receivable		1,234,505	227,595
Investments	5	112,142,886	109,602,855
Reinsurers' share of unpaid claims and adjustment expenses	6	1,698,530	1,073,040
Recoverable from subscribers	6	12,504,631	10,822,249
Prepaid expenses		52,074	9,541
Equipment and leasehold improvements	7	75,629	106,506
		<u>\$ 130,078,095</u>	<u>\$ 122,284,429</u>

Liabilities and Subscribers' Equity

Accounts payable and accrued liabilities		\$ 264,649	\$ 224,288
Premium tax payable		76,113	77,545
Provision for unpaid claims and adjustment expenses	6	43,305,700	43,287,495
Assessments received in advance		1,465,415	-
Deferred lease inducements	10(a)	30,985	30,985
		<u>45,142,862</u>	<u>43,620,313</u>
Subscribers' equity:			
Equity contributed by subscribers		7,866,515	7,866,515
Retained earnings		69,938,873	66,741,137
Accumulated other comprehensive income		7,129,845	4,056,464
		<u>84,935,233</u>	<u>78,664,116</u>
		<u>\$ 130,078,095</u>	<u>\$ 122,284,429</u>

Commitments 10

The accompanying notes form an integral part of these financial statements.

Approved on behalf of the Board:

Director

Director

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Earnings

Year ended December 31, 2013, with comparative information for 2012

	Note	2013	2012
Revenue:			
Earned assessments		\$ 12,520,013	\$ 12,545,364
Reinsurance ceded		(2,409,996)	(2,410,000)
		10,110,017	10,135,364
Expenses:			
Claims incurred	6	5,394,967	6,021,260
Administrative and claims management		2,875,730	2,869,280
Premium tax		436,113	435,922
Risk management grants	10(c)	523,491	401,451
Other		160,529	-
		9,390,830	9,727,913
Underwriting income		719,187	407,451
Other income:			
Investment income	5(b)	3,522,163	3,236,354
Investment management fees		(213,735)	(210,139)
Other		263,810	-
		3,572,238	3,026,215
Net earnings		\$ 4,291,425	\$ 3,433,666

The accompanying notes form an integral part of these financial statements.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Comprehensive Income

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Net earnings	\$ 4,291,425	\$ 3,433,666
Other comprehensive income:		
Net unrealized change in fair value of AFS securities	3,073,382	2,368,612
Comprehensive income for the year	\$ 7,364,807	\$ 5,802,278

The accompanying notes form an integral part of these financial statements.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Changes in Subscribers' Equity

Year ended December 31, 2013, with comparative information for 2012

	Equity contributed by subscribers	Retained earnings	Accumulated other comprehensive income *	Total subscribers' equity
Balance, December 31, 2011	\$ 7,866,515	\$ 64,553,327	\$ 1,687,852	\$ 74,107,694
Net earnings	-	3,433,666	-	3,433,666
Other comprehensive income	-	-	2,368,612	2,368,612
Dividends paid	-	(1,245,856)	-	(1,245,856)
Balance, December 31, 2012	7,866,515	66,741,137	4,056,464	78,664,116
Net earnings	-	4,291,425	-	4,291,425
Other comprehensive income	-	-	3,073,382	3,073,382
Dividends paid	-	(1,093,690)	-	(1,093,690)
Balance, December 31, 2013	\$ 7,866,515	\$ 69,938,873	\$ 7,129,845	\$ 84,935,233

* Represents unrealized gains on AFS financial assets.

The accompanying notes form an integral part of these financial statements.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Statement of Cash Flows

Year ended December 31, 2013, with comparative information for 2012

	2013	2012
Cash provided by (used in):		
Operations:		
Net earnings	\$ 4,291,425	\$ 3,433,666
Adjustments:		
Amortization, item not involving cash	48,686	61,436
Net unrealized gain on investments	3,073,382	2,368,612
Investment income	(3,522,163)	(3,236,354)
Net gain on disposal of AFS financial assets	243,357	51,421
	4,134,687	2,678,781
Changes in operating working capital:		
Accounts receivable	(1,006,910)	930,672
Reinsurers' share of unpaid claims and adjustment expenses	(625,490)	211,098
Recoverable from subscribers	(1,682,382)	218,687
Prepaid expenses	(42,533)	-
Accounts payable and accrued liabilities	40,361	(58,334)
Premium tax payable	(1,432)	9,709
Provision for unpaid claims and adjustment expenses	18,205	780,710
Assessments received in advance	1,465,415	-
	2,299,921	4,771,323
Financing:		
Dividends paid	(1,093,690)	(1,245,856)
Investing:		
Interest received	2,284,246	2,292,418
Dividends received	994,560	892,515
Net purchase of investments	(2,540,031)	(6,358,325)
Purchase of equipment and leasehold improvements	(17,809)	(15,072)
	720,966	(3,188,464)
Increase in cash	1,927,197	337,003
Cash, beginning of year	442,643	105,640
Cash, end of year	\$ 2,369,840	\$ 442,643

The accompanying notes form an integral part of these financial statements.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

1. Reporting entity:

The Municipal Insurance Association of British Columbia (the "Association") is a reciprocal insurance exchange within the meaning of Section 186 of the Financial Institutions Act of British Columbia (the "Act"), and underwrites liability insurance for its subscribers. The address of the Association's registered office is 390 - 1050 Homer Street, Vancouver, BC V6B 2W9 and the Association is domiciled in Canada. The Association is exempt from income taxes under Section 149(1(d.5)) of the Income Tax Act (Canada).

2. Basis of preparation:

Statement of compliance:

These financial statements have been prepared in accordance with International Financial Reporting Standards ("IFRS") as issued by the International Accounting Standards Board ("IASB"). The financial statements were authorized for issue by the Board of Directors on March 6, 2014.

(a) Basis of measurement:

These financial statements have been prepared on the historical cost basis except for available-for-sale ("AFS") financial assets which are measured at fair value.

(b) Functional and presentation currency:

These financial statements are presented in Canadian dollars, which is the Association's functional currency.

(c) Use of estimates and judgments:

The preparation of financial statements in conformity with IFRS requires management to make estimates and assumptions that affect the application of accounting policies and the reported amounts of assets, liabilities, income, and expenses. Actual results may differ from these estimates.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the period in which the estimates are revised and in any future periods affected.

Information about significant areas of estimation uncertainty in applying accounting policies that have the most significant effect on the amounts recognized in these financial statements are described in the following notes:

- Note 6 - Provision for unpaid claims and adjustment expense; and
- Note 9 - Financial instruments and financial risk.

(d) Liquidity format:

The Association presents its statement of financial position broadly in order of liquidity.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies:

The accounting policies set out below have been applied consistently to all periods presented in these financial statements.

(a) Financial instruments:

(i) Non-derivative financial assets:

The Association initially recognizes loans and receivables on the date that they are originated. All other financial assets are recognized initially on the trade date at which the Association becomes a party to the contractual provisions of the instrument.

Financial assets and liabilities are offset and the net amount presented in the statement of financial position when, and only when, the Association has a legal right to offset the amounts and intends either to settle on a net basis or to realize the asset and settle the liability simultaneously.

The Association has the following non-derivative financial assets: loans and receivables and AFS financial assets.

Loans and receivables:

Loans and receivables are financial assets with fixed or determinable payments that are not quoted in an active market. Such assets are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, loans and receivables are measured at amortized cost using the effective interest method, less any impairment losses. Loans and receivables comprise cash and accounts receivable.

AFS financial assets:

AFS financial assets are non-derivative financial assets that are designated as AFS or that are not classified as loans and receivables, held-to-maturity investments or financial assets at fair value through profit or loss. The Association's investments are classified as AFS financial assets. Such assets are recognized initially at fair value, and subsequent to initial recognition, they continue to be measured at fair value and changes therein, other than impairment losses and foreign currency differences on AFS equity instruments, are recognized in other comprehensive income and presented separately within subscribers' equity. When an investment is derecognized, the cumulative gain or loss in other comprehensive income is transferred to net earnings.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(a) Financial instruments (continued):

(ii) Non-derivative financial liabilities:

The Association's financial liabilities are recognized initially on the trade date at which the Association becomes a party to the contractual provisions of the instrument.

The Association's non-derivative financial liabilities consist of accounts payable and accrued liabilities. Accounts payable and accrued liabilities are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, these financial liabilities are measured at amortized cost using the effective interest method.

(b) Impairment:

(i) Financial assets (including receivables):

A financial asset not carried at fair value through profit and loss is assessed at each reporting date to determine whether there is objective evidence that it is impaired. A financial asset is impaired if objective evidence indicates a loss event has occurred after the initial recognition of the asset, and the loss event had a negative effect on the estimated future cash flows of that asset, which can be estimated reliably.

Objective evidence that financial assets are impaired include default or delinquency by the debtor, indications that the issuer of a security will enter bankruptcy, economic conditions that correlate with defaults or the disappearance of an active market for a security, or a significant or prolonged decline in fair value of an equity security below its cost.

Impairment losses on AFS investment securities are recognized by transferring the cumulative loss that has been recognized in other comprehensive income, and presented in accumulated other comprehensive income in subscribers' equity, to net earnings. The cumulative loss that is removed from other comprehensive income and recognized in net earnings is the difference between the acquisition costs, net of any principal repayments and amortization, and the current fair value, less any impairment loss previously recognized in net earnings. Changes in impairment provisions attributable to time value of money are reflected as a component of interest income.

If, in a subsequent period, the fair value of an impaired AFS debt security increases and the increase can be related objectively to an event occurring after the impairment loss was recognized in net earnings, then the impairment loss is reversed, with the amount of the reversal recognized in net earnings. However, any subsequent recovery in the fair value of an impaired AFS equity security is otherwise recognized in other comprehensive income.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(b) Impairment (continued):

(i) Financial assets (including receivables) (continued):

An impairment loss in respect of a financial asset measured at amortized cost is calculated as the difference between its carrying amount and the present value of the estimated future cash flows discounted at the asset's original effective interest rate. Losses are recognized in net earnings and reflected in an allowance account against receivables. Interest on the impaired asset continues to be recognized through the unwinding of the discount. When a subsequent event causes the amount of impairment loss to decrease, the decrease in impairment loss is reversed through net earnings.

(c) Investment income and expenses:

(i) Interest and dividend income:

Investment income comprises interest and dividend income on funds invested and gains and losses on disposal of AFS financial assets.

(ii) General investment expenses:

General investment expenses are recognized as incurred.

(d) Provisions:

A provision is recognized if, as a result of a past event, the Association has a present legal or constructive obligation that can be estimated reliably, and it is probable that an outflow of economic benefits will be required to settle the obligation. Provisions are determined by discounting the expected future cash flows at a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability. The unwinding of the discount is recognized in finance costs.

(e) Recognition and measurement of insurance contracts:

(i) Classification of insurance contracts:

Insurance contracts are contracts under which the Association accepts or cedes significant insurance risk from another party (the "policyholder") by agreeing to compensate the policyholder or other beneficiary if a specified uncertain future event (the "insured event") adversely affects the policyholder or other beneficiaries. Insurance risk is significant, if and only if, an insured event could cause the Association to pay a significant claim.

Once a contract is classified as an insurance contract it remains classified as an insurance contract until all rights and obligations are extinguished or expire.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(e) Recognition and measurement of insurance contracts (continued):

(ii) Premiums:

Earned assessments comprise the premiums on insurance contracts entered into during the year. Premiums are shown gross of any taxes levied on premiums.

The Association recognizes premium income evenly over the term of the insurance policy using the pro rata method.

(iii) Provision for unpaid claims and adjustment expenses:

Claims outstanding comprise provisions for the Association's estimate of the ultimate cost of settling all claims incurred but unpaid at the reporting date whether reported or not. It also includes estimates relating to claims administration costs recoverable from subscribers. Claims outstanding are assessed by reviewing individual claims and making allowance for claims incurred but not yet reported, the effect of both internal and external foreseeable events, such as changes in claims handling procedures, inflation, judicial trends, legislative changes and past experience and trends. Claims related balances are carried on a discounted basis in accordance with accepted actuarial practice in Canada.

Adjustments to claim provisions established in prior years are reflected in the financial statements of the period in which the adjustments are made and disclosed separately if material. The methods used, and the estimates made, are reviewed regularly.

(iv) Reinsurance:

The Association cedes reinsurance in the normal course of business for the purpose of limiting its net loss potential through the transfer of insurance risk. Assets, liabilities, income and expenses arising from ceded reinsurance contracts are presented separately from the related assets, liabilities, income and expenses from the related insurance contracts because the reinsurance arrangements do not relieve the Association from its direct obligations to its policyholders.

Only reinsurance agreements that give rise to a significant transfer of insurance risk are accounted for as reinsurance contracts. Amounts recoverable under such contracts are recognized in the same year as the related claim.

Reinsurance premiums for ceded reinsurance are recognized as an expense over the period that the reinsurance covers is provided using the pro rata method.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(e) Recognition and measurement of insurance contracts (continued):

(iv) Reinsurance (continued):

The amounts recognized as reinsurance assets are measured on a basis that is consistent with the measurement of the provision for unpaid claims and adjustment expenses held in respect of the related insurance contracts. Reinsurance assets include recoveries due from reinsurance companies in respect of claims paid.

Reinsurance assets are assessed for impairment at each reporting date or more frequently when an indication of impairment arises during the reporting year. Such assets are deemed impaired if there is objective evidence, as a result of an event that occurred after its initial recognition, that the Association may not recover all amounts due under the terms of the contract and that the event has a reliably measurable impact on the amounts that the Association will receive from the reinsurer. Reinsurance assets and liabilities are derecognized when the contract rights are extinguished or expire.

(v) Liability adequacy test:

At the end of each reporting period, liability adequacy tests are performed to ensure the adequacy of the insurance contract liabilities. In performing these tests, current best estimates of future contractual cash flows and claims handling and administration expenses, as well as investment income from the assets backing such liabilities, are used. Any deficiency is immediately charged to net earnings by establishing a provision for losses arising from liability adequacy tests.

(f) Equipment and leasehold improvements:

Equipment and leasehold improvements are measured at cost less accumulated amortization and accumulated impairment losses. Amortization is calculated on a straight-line basis over the estimated useful lives of the respective assets.

Assets	Estimated useful life
Furniture and fixtures	5 years
Computer equipment	3 years
Leasehold improvements	Lease term

Amortization methods, useful lives, and residual values are reviewed at each financial year-end and adjusted, if appropriate.

The carrying amounts of equipment and leasehold improvements are reviewed at each reporting date to determine whether there is any indication of impairment. If any such indication exists, then the asset's recoverable amount is estimated.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

3. Significant accounting policies (continued):

(f) Equipment and leasehold improvements (continued):

The recoverable amount of an asset is the greater of its value in use and its fair value less costs to sell. In assessing value in use, the estimated future cash flows are discounted to their present value using a pre-tax discount rate that reflects current market assessments of the time value of money and the risks specific to the asset. During the year covered by these financial statements, there were no impairment losses.

(g) New standard adopted:

IFRS 13 *Fair Value Measurement*, replaces the guidance on fair value measurement in existing IFRS literature with a single standard. IFRS 13 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. IFRS 13 did not have a material impact on the Association's financial statements.

(h) New standards and interpretations not yet adopted:

A number of new standards, and amendments to standards and interpretations, are not yet effective for the year ended December 31, 2013, and have not been applied in preparing these financial statements. None of the new standards are expected to have a significant effect on the financial statements of the Association except for: IFRS 9, *Financial Instruments* ("IFRS 9"), which may impact the classification and measurement of financial assets; however, the effective date has yet to be determined; and a new insurance contracts standard which is expected to replace IFRS 4, *Insurance Contracts* ("IFRS 4"), which an effective date also yet to be determined. The extent of the impact of these new standards has not yet been determined.

4. Roles of the actuary and external auditors:

The actuary is appointed by the Board of Directors of the Association. With respect to preparation of these financial statements, the actuary is required to carry out a valuation of the policy liabilities and to provide an opinion to the Association's subscribers regarding their appropriateness at the reporting date. The factors and techniques used in the valuation are in accordance with accepted actuarial practice, applicable legislation and associated regulations. The scope of the valuation encompasses the policy liabilities as well as any other matter specified by the Superintendent of Financial Institutions (British Columbia). The policy liabilities consist of a provision for unpaid claims and adjustment expenses on the expired portion of policies and of future obligations on the unexpired portion of policies. In performing the valuation of the liabilities, which are by their very nature inherently variable, the actuary makes assumptions as to future loss ratios, trends, reinsurance recoveries, expenses and other contingencies, taking into consideration the circumstances of the Association and the nature of the insurance policies.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

4. Roles of the actuary and external auditors (continued):

The valuation is based on projections of future claims and claims adjustment expenses. It is certain that actual future claims and adjustment expenses will not develop exactly as projected and may, in fact, vary significantly from the projections. Further, the projections make no provision for new classes of claims or claims categories not sufficiently recognized in the claims database.

The actuary relies on data and related information prepared by the Association and makes use of the work of the external auditor with respect to the verification of the underlying data used in the valuation for accuracy and completeness. The actuary also analyses Association assets for their ability to support the amount of policy liabilities.

The external auditors have been appointed by the subscribers, pursuant to the Act. Their responsibility is to conduct an independent audit of the financial statements in accordance with Canadian generally accepted auditing standards and report thereon to the subscribers. In carrying out their audit, the auditors also make use of the work of the actuary and report on the policy liabilities of the Association. The independent auditors' report outlines the scope of their audit and their opinion.

5. Investments:

(a) The cost and fair value of investments as at December 31 were as follows:

	2013		2012	
	Cost	Fair value	Cost	Fair value
Municipal Finance Authority ("MFA") Funds:				
MFA Bond Fund	\$ 1,107,220	\$ 1,107,220	\$ 6,040,827	\$ 6,040,827
MFA Intermediate Fund	2,260,529	2,260,529	5,204,759	5,204,759
MFA Money Market Fund	1,182,079	1,182,079	2,160,490	2,160,490
	<u>4,549,828</u>	<u>4,549,828</u>	<u>13,406,076</u>	<u>13,406,076</u>
Phillips, Hager & North ("PH&N") Mutual Funds:				
Equities	13,884,291	17,157,534	15,883,971	15,958,251
Fixed Income	45,154,324	45,469,393	38,480,197	39,354,008
Money Market	28,570,630	28,570,630	25,723,671	25,723,671
	<u>87,609,245</u>	<u>91,197,557</u>	<u>80,087,839</u>	<u>81,035,930</u>
iShares Index Funds:				
Canadian Funds	9,683,409	13,269,897	10,427,775	13,437,485
US Funds	3,138,168	3,125,604	1,623,385	1,723,364
	<u>12,821,577</u>	<u>16,395,501</u>	<u>12,051,160</u>	<u>15,160,849</u>
	<u>\$ 104,980,650</u>	<u>\$ 112,142,886</u>	<u>\$ 105,545,075</u>	<u>\$ 109,602,855</u>

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

5. Investments (continued):

(b) Investment income:

	2013	2012
Interest on AFS financial assets	\$ 2,284,246	\$ 2,292,418
Dividends on AFS financial assets	994,560	892,515
Net gains on disposal of AFS financial assets	243,357	51,421
	<u>\$ 3,522,163</u>	<u>\$ 3,236,354</u>

(c) Fair value disclosures:

The fair value of a financial instrument on initial recognition is based on the consideration given in exchange for the asset. After initial recognition, financial instruments are measured at fair value based on quoted bid rates in active markets. For financial investments where an active market does not exist, fair values are determined using valuation techniques based on observable market data and other valuation techniques commonly used by market participants.

The fair value of the iShares Investments were determined using market prices in active markets ("Level 1"). The fair value of the remaining financial investments was estimated using a valuation technique based on observable market data ("Level 2"). There were no financial instruments that were measured using observable market data ("Level 3").

Financial investment	Fair value	Level 1	Valuation technique	
			Level 2	Level 3
MFA Investments	\$ 4,549,828	\$ -	\$ 4,549,828	\$ -
PH&N Investments	91,197,557	-	91,197,557	-
iShares Investments	16,395,501	16,395,501	-	-
December 31, 2013	<u>\$ 112,142,866</u>	<u>\$ 16,395,501</u>	<u>\$ 95,747,385</u>	<u>\$ -</u>

Financial investment	Fair value	Level 1	Valuation technique	
			Level 2	Level 3
MFA Investments	\$ 13,406,076	\$ -	\$ 13,406,076	\$ -
PH&N Investments	81,035,930	-	81,035,930	-
iShares Investments	15,160,849	15,160,849	-	-
December 31, 2012	<u>\$ 109,602,855</u>	<u>\$ 15,160,849</u>	<u>\$ 94,442,006</u>	<u>\$ -</u>

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

6. Provision for unpaid claims and adjustment expense:

The liability recorded as a provision for unpaid claims and adjustment expenses is determined by the independent actuary based on an actuarial valuation prepared as of December 31 each year. It represents estimates of the ultimate net cost, including legal and adjusters' fees, of all reported and unreported losses incurred to December 31.

Upon settlement of a claim, the Association remits the entire claim payment to the claimant, and subsequently recovers the deductible portion from the subscriber. Accordingly, the provision for unpaid claims and adjustment expenses is shown inclusive of the subscribers' share of \$10,781,992 (2012 - \$9,185,653). The provision for unpaid claims and adjustment expenses also includes \$1,632,638 (2012 - \$1,636,596) in respect of unallocated claims administrative expenses that are recoverable from the subscribers. While the Association is exposed to credit risk, should the subscribers default in fulfilling their obligations, subscribers also have equity balances with the Association.

	2013	2012
Provision for unpaid claims and adjustment expenses, net, beginning of year	\$ 31,392,206	\$ 30,181,711
Claims incurred during the year	5,394,967	6,021,260
Direct paid claims during the year	(11,688,953)	(8,310,923)
Deductibles recovered	3,404,053	3,500,158
Reinsurance recovered	600,266	-
Provision for unpaid claims and adjustment expenses, net, end of year	29,102,539	31,392,206
Reinsurers' share of unpaid claims and adjustment expenses, end of year	1,698,530	1,073,040
Recoverable from subscribers, end of year	12,504,631	10,822,249
Provision for unpaid claims and adjustment expenses, end of year	\$ 43,305,700	\$ 43,287,495

Profile of claims liabilities and amounts recoverable from reinsurers:

	2013		2012	
	Gross	Ceded	Gross	Ceded
Unpaid claims and adjustment expenses:				
Undiscounted	\$ 41,669,000	\$ 1,648,000	\$ 41,025,000	\$ 1,012,000
Amount of discount	(3,077,300)	(120,472)	(2,449,505)	(40,960)
Provision for adverse deviations	4,714,000	171,000	4,712,000	102,000
	\$ 43,306,000	\$ 1,699,000	\$ 43,287,495	\$ 1,073,040

The provision for unpaid claims and adjustment expenses and related reinsurance recoveries are discounted using rates based on the risk-free rate of return for the various estimated terms of the claim liabilities. The discount rate applied was 3.40% (2012 - 2.75%).

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

6. Provision for unpaid claims and adjustment expense (continued):

Development claims table:

The following table shows the estimates of cumulative incurred claims, including both claims notified and IBNR for each successive accident year at each reporting date, together with cumulative payments to date.

Gross of Reinsurance / Gross of Deductibles

Accident year	2007	2008	2009	2010	2011	2012	2013	Total
At end of accident year	\$ 9,496,346	9,244,704	12,086,362	12,042,874	12,395,241	11,569,007	11,004,721	\$
One year later	10,435,204	8,561,300	9,803,033	9,875,942	11,182,993	13,034,968	-	
Two years later	12,000,159	9,659,492	10,143,543	8,700,642	10,458,772	-	-	
Three years later	12,938,354	8,636,140	9,808,904	8,399,242	-	-	-	
Four years later	11,248,352	9,546,206	9,420,131	-	-	-	-	
Five years later	10,519,236	11,766,660	-	-	-	-	-	
Six years later	10,465,649	-	-	-	-	-	-	
Current estimate of ultimates	10,465,649	11,766,660	9,420,131	8,399,242	10,458,772	13,034,968	11,004,721	74,550,143
Cumulative payments	(8,035,520)	(9,303,610)	(5,907,284)	(3,648,846)	(3,123,694)	(3,442,734)	(436,343)	(33,898,031)
Gross liability	\$ 2,430,129	\$ 2,463,050	\$ 3,512,847	\$ 4,750,396	\$ 7,335,078	\$ 9,592,234	\$ 10,568,378	40,652,112

Net of Reinsurance / Net of Deductibles

Accident year	2007	2008	2009	2010	2011	2012	2013	Total
At end of accident year	\$ 7,062,944	\$ 7,198,712	\$ 9,178,095	\$ 7,584,283	\$ 9,422,617	\$ 8,218,213	\$ 6,707,915	\$
One year later	7,737,704	6,483,561	5,645,673	6,164,147	7,617,456	8,814,065	-	
Two years later	9,113,431	6,250,480	5,700,332	4,924,946	6,703,054	-	-	
Three years later	9,610,037	5,196,506	5,771,738	4,204,978	-	-	-	
Four years later	8,039,845	5,949,385	5,430,320	-	-	-	-	
Five years later	7,392,097	7,547,855	-	-	-	-	-	
Six years later	7,315,161	-	-	-	-	-	-	
Current estimate of ultimates	7,315,161	7,547,855	5,430,320	4,204,978	6,703,054	8,814,065	6,707,915	46,723,348
Cumulative payments	(5,222,839)	(5,711,124)	(3,251,139)	(1,348,102)	(1,385,360)	(2,233,933)	(158,361)	(19,310,858)
Net liability	\$ 2,092,322	\$ 1,836,731	\$ 2,179,181	\$ 2,856,876	\$ 5,317,694	\$ 6,580,132	\$ 6,549,554	\$ 27,412,490
Total all years								
Seven year net liability								\$ 27,412,490
Liability in respect of prior years'								556,082
Effect of discounting and PFAD								1,133,969
Liability recoverable from Subscribers								12,504,631
Liability recoverable from Reinsurers								1,698,528
Gross liability in statement of financial position								\$ 43,305,700

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

7. Equipment and leasehold improvements:

	Furniture and fixtures	Computer equipment	Leasehold improvement	Total
Cost:				
Balance at December 31, 2011	\$ 172,235	\$ 185,128	\$ 273,535	\$ 630,898
Additions	5,146	8,794	1,132	15,072
Balance at December 31, 2012	177,381	193,922	274,667	645,970
Additions	-	17,809	-	17,809
Balance at December 31, 2013	\$ 177,381	\$ 211,731	\$ 274,667	\$ 663,779

	Furniture and fixtures	Computer equipment	Leasehold improvement	Total
Accumulated amortization:				
Balance at December 31, 2011	\$ 148,267	\$ 156,140	\$ 173,621	\$ 478,028
Amortization for the year	11,814	22,155	27,467	61,436
Balance at December 31, 2012	160,081	178,295	201,088	539,464
Amortization for the year	9,632	11,587	27,467	48,686
Balance at December 31, 2013	\$ 169,713	\$ 189,882	\$ 228,555	\$ 588,150

	Furniture and fixtures	Computer equipment	Leasehold improvement	Total
Carrying amounts:				
At December 31, 2012	\$ 17,300	\$ 15,627	\$ 73,579	\$ 106,506
At December 31, 2013	7,668	21,849	46,112	75,629

8. Ceded reinsurance:

To reduce the potential risk that may arise from large losses, the Association cedes premiums to reinsurers, which limits the loss on any one loss or occurrence in each line of business to \$5,000,000 (2012 - \$5,000,000) per claim, with an upper limit of \$35,000,000 (2012 - \$35,000,000) in respect of catastrophic losses.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk:

(a) Overview:

The Association has exposure to the following risks from its use of financial instruments:

- insurance risk;
- credit risk;
- liquidity risk;
- foreign exchange risk;
- interest rate risk; and
- market risk.

This note presents information about the Association's exposure to each of the above risks, the Association's objectives, policies, and processes for measuring and managing risk, and the Association's management of capital. Further quantitative disclosures are included throughout these financial statements.

The Association's primary long-term risk is that the Association's assets will fall short of its future liabilities (including claims of insured). The main objective of financial risk management is to maintain assets, primarily through a diversified portfolio of investments to ensure sufficient liquidity and value to meet obligations when they fall due.

(b) Risk management framework:

The Board of Directors has overall responsibility for the establishment and oversight of the Association's risk management framework. The Board of Directors has designated the Governance Committee to be responsible for Enterprise Risk Management and it is responsible for developing and monitoring the Association's risk management policies. The Governance Committee reports regularly to the Board of Directors on its activities.

The Association's risk management policies are established to identify and analyze the risks faced by the Association, to set appropriate risk limits and controls, and to monitor risks and adherence to limits. Risk management policies and systems are reviewed regularly to reflect changes in market conditions and the Association's activities. The Association, through its training and management standards and procedures, aims to develop a disciplined and constructive control environment in which all employees understand their roles and obligations.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk (continued):

(b) Risk management framework (continued):

The Association's Board of Directors oversees how management monitors compliance with the Association's risk management policies and procedures, and reviews the adequacy of the risk management framework in relation to the risks faced by the Association.

(i) Insurance risk:

Underwriting risk:

Underwriting risk is the risk that the total cost of claims and claims adjustment expenses will exceed premiums received and can arise as a result of numerous factors, including pricing risk, reserving risk and catastrophe risk. Pricing risk arises because actual claims experience can differ adversely from the assumptions included in pricing calculations.

The Association accepts insurance risk through its insurance contracts and is exposed to the uncertainty surrounding the timing, frequency, and severity of claims under these contracts. The Association manages its insurance risk via its underwriting and reinsurance strategy within an overall insurance risk management framework.

Underwriting risk is the exposure to financial loss resulting from the selection and approval of risks to be insured as well as the reduction, retention and transfer of risks. Insurance policies are written in accordance with the management practices and regulations within the provincial jurisdiction taking into account the Association's risk tolerance and underwriting standards.

Reserving risk arises because actual claims experience can differ adversely from the assumptions included in setting reserves, which is due to the length of time between the occurrence of a loss, the reporting of the loss to the insurer and the ultimate resolution of the claim. The Association's provision for unpaid claims and adjustment expenses is reviewed annually by an independent actuary.

Reinsurance risk:

The Association is exposed to contract disputes and coverage gaps in its agreement with its reinsurers and the possibility of default by its reinsurers. The Association's strategy in respect of the selection, approval and monitoring of reinsurance agreements is addressed by the following protocols:

- regular review of reinsurance agreements to determine their effectiveness based on current exposures, historical losses and potential future losses; and
- exposures to reinsurance counterparties and active monitoring of the credit quality of those counterparties.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk (continued):

(b) Risk management framework (continued):

(i) Insurance risk (continued):

Regulatory risk:

Regulation covers a number of areas including solvency, change in control and capital movement limitations. The Association works closely with regulators and monitors regulatory developments to assess their potential impact on its ability to meet solvency and other requirements.

(ii) Credit risk:

The use of financial instruments involves a credit risk of financial loss resulting from a counterparty's inability or refusal to completely fulfill their contractual obligations. The Association's credit risk lies in its cash, accounts receivable, investments, reinsurers' share of unpaid claims and adjustment expenses and recoverable from subscribers.

The Association's investment policy establishes limits for the investment portfolio. Factors used to set these limits include issuer limits, minimum rating requirements, and concentration limits. The Association primarily invests in money market and fixed income funds and diversification techniques are employed to minimize risk. The Association's maximum credit exposure at December 31 was as follows:

	2013	2012
Cash	\$ 2,369,840	\$ 442,643
Accounts receivable	1,234,505	227,595
Investments (excluding equities)	78,589,851	78,483,755
Reinsurers' share of unpaid claim and adjustment expenses	1,698,530	1,073,040
Recoverable from subscribers	12,504,631	10,822,249
	<u>\$ 96,397,357</u>	<u>\$ 91,049,282</u>

The Association does not have a significant exposure to any individual subscriber or counterparty. Concentrations of credit risk on the reinsurers' portion of unpaid claims and adjustment expenses are with reinsurers located in Canada, Great Britain, and the United States, which are regularly reviewed to ensure they are of good credit standing. The credit risk associated with subscribers is mitigated to the extent of the subscribers' equity balances held by the Association.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk (continued):

(b) Risk management framework (continued):

(iii) Liquidity risk:

Liquidity risk relates to financial liabilities that are settled by delivering cash or another financial asset.

The Association's exposure to liquidity risk is minimal as it maintains most of its assets in readily redeemable funds that provide liquidity to meet obligations as they come due.

(iv) Foreign exchange risk:

Foreign exchange risk arises with changes and fluctuations in exchange rates. As at December 31, 2013, the Association held \$3,125,604 (2012 - \$1,723,364) of its investments in US dollar denominated investments, representing less than 3% (2012 - less than 2%) of the Association's total investment portfolio. All other investments are held in Canadian dollars; therefore, the Association is not exposed to significant foreign exchange risk.

(v) Interest rate risk:

Interest rate risk arises from the possibility that changes in interest rates will affect the value of financial instruments or investment income on reinvestment at maturity. The Association does not hedge its exposure to interest rate risk as such risk is considered minimal, primarily relating to relatively short-term investments in funds as described in note 5.

(vi) Market risk:

Market risk refers to the risk that a change in the level of one or more of market prices, indices, volatilities, correlations or other market factors, such as liquidity, will result in losses. As investments are recognized at fair value, these changes affect reported other comprehensive income as they occur. The maximum risk resulting from financial instruments is determined by the fair value of the financial instruments. The Association manages market risk by closely monitoring its investments, and by investing in funds managed by professional investment advisors.

(c) Fair value:

The Association's financial instruments consist primarily of cash, accounts receivable, investments and accounts payable and accrued liabilities.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

9. Financial instruments and financial risk (continued):

(c) Fair value (continued):

Investments are carried at fair value. The carrying values of cash, accounts receivable, and accounts payable and accrued liabilities are considered by management to approximate their fair values due to their immediate or short-term maturity.

Caution is necessary in making conclusions relative to the potential gain or loss the Association is expected to realize due to differences between fair value and carrying value of the investments because these assets are subject to the above-noted risks.

10. Commitments:

(a) Lease:

The Association is committed as of December 31, 2013 to future rental payments for premises of \$104,080 in 2014, and as follows into the future:

2015	\$	90,318
2016		-
2017		-
2018		-
2019		-

Under the terms of the lease, the Association received a rent free period from November 2005 through April 2006. In addition, the Association was granted an improvement allowance of \$64,228. The free rent allowance and the improvement allowance have been recorded as deferred lease inducements, which are being amortized over the term of the lease.

(b) Pension costs:

The Association and its employees contribute to the Municipal Pension Plan (the "Plan") in accordance with the Pension (Municipal) Act of British Columbia. The Superannuation Commission of the Province of British Columbia administers the Plan, including the payment of pension benefits, on behalf of employers and employees to whom the Act applies. The Plan has approximately 152,000 active members from approximately 700 employers.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

10. Commitments (continued):

(b) Pension costs (continued):

The long-term funding policy for the Plan is based on the level contribution method. Using this method, employer contribution rates are set so that, in combination with members' contributions, employers will fully pay for benefits earned by typical new entrants to the Plan. As insufficient information is available to apply defined benefit accounting, the Plan is accounted for on a defined contribution basis. The Plan's most recent actuarial valuation report as at December 31, 2009 reported a deficit of \$1,024,000,000. Contributions to the Plan by the Association, which are expensed in the year they are incurred, totalled \$125,916 in 2013 (2012 - \$130,064) and represent less than 0.02% of total annual contributions to the Plan.

(c) Risk management grants:

In 2009, the Association started the Risk Management Grant program to assist members in financing risk management initiatives. Members are eligible for a maximum grant of the greater of \$500 and 1% of their opening subscribers' equity of that year. Unused eligible funds may be carried over into subsequent years. During 2013, the Association recorded grants of \$523,491 (2012 - \$401,451). At December 31, 2013, the maximum outstanding liability associated with the grants is \$1,314,692 (2012 - \$1,118,869).

11. Subscribers' equity:

(a) Equity contributed by subscribers:

	2013	2012
Balance as at December 31	\$ 7,866,515	\$ 7,866,515

(b) Capital management:

The Association's objectives when managing capital are:

- to safeguard the Association's ability to continue as a going concern so that it can continue to provide coverage for current and future claims payments; and
- to ensure compliance, through monitoring regulatory capital on an ongoing basis.

Subscribers' equity is comprised of equity contributed by subscribers, retained earnings and accumulated other comprehensive income.

MUNICIPAL INSURANCE ASSOCIATION OF BRITISH COLUMBIA

Notes to Financial Statements

Year ended December 31, 2013

11. Subscribers' equity (continued):

(b) Capital management (continued):

FICOM measures the financial strength of property and casualty insurers using the minimum capital test ("MCT"). This test evaluates a company's capital against its overall risk profile. This risk-based framework assesses assets, liabilities, reinsurance structure, and other such exposures by applying various factors to assess the adequacy of the Association's capital.

The supervisory benchmark set by FICOM is a minimum MCT of 150%. As at December 31, 2013, the Association's MCT level is above the 150% MCT level.

In the normal course of business, the Association generates adequate operating cash flow and has limited capital requirements.

12. Related parties:

Key management personnel of the Association, includes all directors, executives, non-executives, and senior management.

Key management personnel compensation comprised:

	2013	2012
Salaries and short-term employee benefits	\$ 650,237	\$ 521,718
Post-employment benefits	56,837	41,355

Total salaries and benefits included in administrative and claims management expenses during the year was \$2,054,803 (2012 - \$1,934,392).