



Alberni-Clayoquot Regional District

BOARD OF DIRECTORS MEETING

WEDNESDAY, JUNE 25, 2014, 1:30 pm

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>DECLARATIONS</u>	
<i>(conflict of interest or gifts)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Board of Directors Meeting – June 11, 2014	8-16
<i>THAT the minutes of the Board of Directors meeting held on June 11, 2014 be adopted.</i>	
5. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
a. Inspector Mac Richards, Officer In Charge, Port Alberni Detachment, RCMP regarding the Port Alberni RCMP Report for the month of May, 2014.	17-19
b. Ms. Catherine Gislason, Sandra Gentleman, Vancouver Island Health Authority regarding the Integrated Health Network.	
c. Ms. Sharon Anderson, Vancouver Island Health Authority regarding Early Years Program.	
d. Ms. Shannon Bence regarding Thesis Project – Attracting and Retaining Young Adults to Rural Communities.	
6. <u>CORRESPONDENCE FOR ACTION</u>	
a. MEETING WITH MINISTERS AT UBCM	20-21
Christy Clark Premier, June 6, 2014, regarding Requests for Meetings with Premier and Ministers at UBCM	

(Board Direction Requested)

- b. **MEETING WITH MINISTER OAKES AT UBCM** **22-23**
Coralee Oakes, Minister, Community Sport and Cultural Development
regarding Requests to meet the Minister at UBCM.

(Board Direction Requested)

- c. **MEETING WITH BC HYDRO AT UBCM** **24**
Mr. Ted Olynyk, Community Relations Manager, Vancouver Island-
Sunshine Coast, BC Hydro regarding meeting with BC Hydro at UBCM
Convention.

(Board Direction Requested)

- d. **Secret Beach Campground and Kayak launch** **25**
Request for Donations to Celebrate Grand Opening.

(Board Direction Requested)

7. CORRESPONDENCE FOR INFORMATION

- a. **UNION OF BRITISH COLUMBIA MUNICIPALITIES** **26-36**
Call for Nominations for UBCM Executive
- b. **ISLAND COASTAL ECONOMIC TRUST** **37-38**
Mount Cain Alpine Park Increases Guest Accommodations
39-40
Local Mayors Elected to ICET Board
- c. **CLAYOQUOT BIOSPHERE TRUST** **41**
2013 Annual Report (reports in Directors boxes)
- d. **VANCOUVER ISLAND ECONOMIC ALLIANCE** **42-44**
2014 State of the Island Economic Summit
- e. **DISTRICTS OF TOFINO AND UCLUELET** **45-46**
Need for Community-Specific Health Information
- f. **MINISTRY OF COMMUNITY, SPORT, AND CULTURAL DEVELOPMENT** **47**
Oath of Office and Local Government Elections

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

8. REQUEST FOR DECISIONS & BYLAWS

- a. **ADMINISTRATIVE MEMO** **48**
Local Government Amendment

THAT this Administrative Memorandum be received.

- b. **REQUEST FOR DECISION**

Fire Underwriters Classification for Rural Fire Departments

49-51

THAT the Board of Directors of the ACRD support the resolution sponsored by the Fraser Fort George Regional District at the 2014 UBCM Convention regarding the fire underwriters classification for rural fire departments.

c. **REQUEST FOR DECISION**

Bamfield Fire Chief Replacement

52-53

THAT the Alberni-Clayoquot Regional District Board of Directors approve the proposal from the Bamfield Volunteer Fire Department to conduct a one year trial period where chief officers will receive honorariums, and firefighters will be paid for attending training.

d. **REQUEST FOR DECISION**

Island Corridor Foundation Funding Agreement

54-61

THAT the Alberni-Clayoquot Regional District Board of Directors enter into the attached agreement with Island Corridor Foundation to approve a onetime grant-in-aid in the amount of \$89,853.00 over a two year period between 2014-2015.

e. **REQUEST FOR DECISION**

Bylaw A1072-1, Elections Bylaw Amendment, 2014

62-64

THAT the Alberni-Clayoquot Regional District Board of Directors give first reading to Bylaw A1072-1, Elections Bylaw Amendment, 2014.

THAT the Alberni-Clayoquot Regional District Board of Directors give second reading to Bylaw A1072-1, Elections Bylaw Amendment, 2014.

THAT the Alberni-Clayoquot Regional District Board of Directors give third reading to Bylaw A1072-1, Elections Bylaw Amendment, 2014.

THAT the Alberni-Clayoquot Regional District Board of Directors adopt Bylaw A1072-1, Elections Bylaw Amendment, 2014.

f. **REQUEST FOR DECISION**

Contract Extension – IT Contractor

65-68

THAT the Alberni-Clayoquot Regional District Board of Directors renew the contract with George Rose, CertiTech IT Services to provide IT support services for another one year term commencing July 1, 2014 for a total cost of \$65,000.00 including expenses.

g. **REQUEST FOR DECISION**

2016 U-18 Female National Hockey Championship Event Bond

69-72

THAT the Alberni-Clayoquot Regional District Board of Directors commit to post a \$2,500.00 bond in 2016 on behalf of the Alberni Valley Bid Committee to bring the 2016 U-18 Female National Hockey Championship to Port Alberni in November 2016, subject to review of the Committees budget through the 2016 ACRD grant-in-aid process.

h. REQUEST FOR DECISION

Bamfield Waste Recycling Contractor Monthly Duties and Remuneration

73-74

THAT the Board of Directors increases the contract with Suzanne Rompre, Bamfield Waste Recycling Contractor from \$700 to \$800 per month.

i. REQUEST FOR DECISION

AV Bulldogs Sponsorship Program Proposal –Recommendation of AV Committee

75-80

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Alberni Valley Bulldogs Sponsorship Program for the value of \$24,925.00.

j. REQUEST FOR DECISION

2014-2024 Community Works Fund Agreement

81-104

THAT the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2014-2024 Community Works Fund Agreement between the Union of British Columbia Municipalities (UBCM) and the ACRD and authorize the Chairperson and the Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.

k. REQUEST FOR DECISION

Terms of Reference – Solid Waste Management Plan Monitoring Advisory Committee

105-108

THAT the Alberni-Clayoquot Regional District Board of Directors approve the Terms of Reference for the Alberni Valley and West Coast Solid Waste Plan Monitoring Advisory Committee (SWPMAC) as presented.

l. REQUEST FOR DECISION

Requests from the Alberni Valley Drag Racing Association – Recommendation of the AV Committee

109-110

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the AV Drag Racing Association to use the AV Airport for a test and tune practice on Wednesday, July 23, 2014 from 4:00 – 9:00 pm.

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the AV Drag Racing Association to use the Alberni Valley Airport for the 2014 Alberni Valley Drag Race Event from 12:00 pm (noon) Thursday, August 7, 2014 until 8:00 am on Monday, August 11, 2014.

THAT the License of Use Fee for the AV Drag Racing Association be reduced to \$2,100.00 for 2013 only in consideration of the value of works provided at the Alberni Valley Airport.

THAT the Alberni-Clayoquot Regional District Board of Directors authorize the AV Drag Racing Association to install a concrete pad for assembly connected to the return road at the AV Airport as long as it does not interfere with Airport operations.

9. PLANNING MATTERS

9.1 ELECTORAL AREA DIRECTORS ONLY

- a. **DPE14002, ROSS, 5957 & 5901 GEORGIA ROAD**
Development Permit Application – Report and Permit **111-126**

THAT the Board of Directors receive the staff report.

THAT the Board of Directors pass a resolution to issue development permit DPE14002.

- b. **RE14002, MCARTHUR, 5427 GORDON AVENUE**
Rezoning Application – Bylaw P1323 **127-128**

THAT Bylaw P1323, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be adopted.

9.2 ELECTORAL AREA DIRECTORS AND TOFINO

- a. **RT14001, ACRD, MEDICAL MARIHUANA FACILITIES**
Zoning Text Amendment – Public Hearing Report, Public Hearing Minutes and Bylaw P1321 **129-140**

THAT the Board of Directors receive the public hearing report.

THAT the Board of Directors receive the public hearing minutes.

THAT Bylaw P1321, Regional District of Alberni-Clayoquot Zoning Text Amendment Bylaw, be read a third time.

10. REPORTS

10.1 STAFF REPORTS

- | | | |
|----|---|----------------|
| a. | Staff Action Items Report – June 20, 2014 | 141-145 |
| b. | Meeting Schedule – July 2014 | 146 |
| c. | Building Inspector’s Report – May 2014 | 147 |
| d. | Strategic Community Investment Funds Report – June 16, 2014 | 148-149 |
| e. | Update on VIHA Homelessness Grant – June 18, 2014 | 150 |
| f. | Answers regarding MMBC Recycling Program | 151-155 |
| g. | May 31, 2014 Financial Statement | 156-157 |

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

10.2 COMMITTEE REPORTS

- a. **Alberni Valley Committee – June 17, 2014 – C. Solda (verbal)**

10.3 MEMBER REPORTS

- a. 9-1-1 Corporation – C. Solda
- b. Vancouver Island Regional Library - P. Cote
- From the Board Table **158-164**
 - 2013 Annual Report **165-184**
 - Consolidated Financial Statements **185-205**
- c. Central West Coast Forest Society – T. Bennett
- Update and Draft Minutes – May 5, 2014 **206-209**
- d. Emergency Planning – J. McNabb/P. Cote/M. Kokura/C. Solda
- e. Alberni Valley Chamber of Commerce – C. Solda
- f. Coastal Community Network – T. Bennett/B. Irving/C. Solda
- g. West Island Woodlands Advisory Group –L. Banton
- h. Island Coastal Economic Trust – C. Solda
- i. Air Quality Council, Port Alberni – J. McNabb
- j. West Coast Aquatic Board – T. Bennett
- k. Association of Vancouver Island & Coastal Communities – C. Solda
- l. Beaver Creek Water Advisory Committee – J. McNabb

m. Other Reports

THAT the Board of Directors receives the Member Reports.

11. UNFINISHED BUSINESS

12. LATE BUSINESS

13. QUESTION PERIOD

14. IN CAMERA

Motion to close the meeting to discuss matters relating to

i. Labour or other employee relations;

ii. Purchase or sale of land or improvements, disclosure of which the Board considers could be harmful to the Regional District's interests.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

**Next Board of Directors Meeting: Wednesday, July 9, 2014, 1:30 pm
ACRD Board Room**



Alberni-Clayoquot Regional District

MINUTES OF THE BOARD OF DIRECTORS MEETING HELD ON WEDNESDAY, JUNE 11, 2014

Beaver Creek Community Hall, 8505 Beaver Creek Road, Port Alberni, BC

DIRECTORS PRESENT: Cindy Solda, Chairperson, City of Port Alberni
Penny Cote, Vice-Chair, Electoral Area "D" (Sproat Lake)
Eric Geall, Electoral Area "A" (Bamfield)
Mike Kokura, Electoral Area "B" (Beaufort)
Tony Bennett, Electoral Area "C" (Long Beach)
John McNabb, Electoral Area "E" (Beaver Creek)
Lucas Banton, Electoral Area "F" (Cherry Creek)
Rob Cole Alternate Director, City of Port Alberni
Josie Osborne, Mayor, District of Tofino
Geoff Lyons, Councillor, (Alternate), District of Ucluelet
Alan McCarthy, Member of Legislature, Yuułu?it?ath Government
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

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

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

The Chairperson recognized the meeting this afternoon is being held in the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the agenda be approved as circulated with the addition of the following late items: McLean Mill & Alberni Pacific Railway by the numbers 2014 and appointments to the Beaver Creek Water Advisory Committee.

CARRIED

3. DECLARATIONS

4. ADOPTION OF MINUTES

a. Board of Directors Meeting – May 28, 2014

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the minutes of the Board of Directors meeting held on May 28, 2014 be adopted.

CARRIED

Alternate Director Rob Cole entered the meeting at 1:34 pm.

5. PETITIONS, DELEGATIONS & PRESENTATIONS

a. David Tabemen, Virginia Stephen, regarding Recycling in the Region.

Mr. Tabemen advised they were here this afternoon to ensure the Regional District provides the best possible services to the community of Beaver Creek. Ms. Stephen reported on concerns with the recycling program in the region. Information on recycling received at a Beaver Creek community meeting is inconsistent with the recycling services they receive. The delegation expressed concerns with the new MMBC program and provided the ACRD Board with a list of questions they have with regards to recycling and the MMBC program.

MOVED: Director Bennett

SECONDED: Director McNabb

THAT the ACRD Board of Directors instructs staff to provide a response to questions raised by Mr. Tabeman and Ms. Stephen's regarding the recycling program for the next regular meeting.

CARRIED

b. Joe Van Bergen & Pat Nass, Alberni Valley Regatta Association regarding update on the 2014 Alberni Valley Regatta Event.

Mrs. Nass, Secretary of AV Regatta Association provided an update on the July 19th & 20th Sproat Lake Regatta Revival event. There will be all types of races from dragon boats to unlimited horse power boats. Mr. Van Bergen provided Directors with a copy of the event program and discussed the economic benefits of the event. The delegation thanked the Regional District Board for supporting the revival of the Sproat Lake Regatta.

Director Banton entered the meeting at 1:55 pm

6. CORRESPONDENCE FOR ACTION

- a. **Correspondence May 29, 2014 from City of Port Alberni regarding request for the appointment of two Regional District representatives to sit on the Community Forest Legacy Committee.**

MOVED: Director Cote
SECONDED: Director Banton

THAT the Regional District Board of Directors receive the correspondence and appoint two Directors.

CARRIED

MOVED: Director Geall
SECONDED: Director McCarthy

THAT the ACRD Board of Directors appoint Director Banton and Director Cote to sit on the City of Port Alberni's Community Forest Legacy Committee.

CARRIED

- b. **Correspondence May 7, 2014 from Port Alberni Friendship Center regarding Invitation to Attend National Aboriginal Day Celebrations on June 23rd at the Port Alberni Friendship Centre 11:30 am to 2:30 pm.**

MOVED: Director Bennett
SECONDED: Director McNabb

THAT the Regional District Board of Directors receive this correspondence and delegate the Chairperson or her Alternate to attend.

CARRIED

- c. **Correspondence May 27, 2014 from the Alberni Valley Bid Committee, 2016 U-18 Female National Hockey Championship regarding request for support in bid to co-host this event including financial support for securing a bond for each game.**

Alternate Director Cole left at 2:09 to a potential conflict of interest.

MOVED: Director McNabb
SECONDED: Director Banton

THAT the Regional District Board of Directors support the Alberni Valley Bid Committee - 2016 U-18 Female National Hockey Championship by committing \$500.00 and in-kind services in the amount of \$500.00 with funds coming from the ACRD Special Events fund.

CARRIED

Alternate Director Cole re-entered at 2:09 pm.

8. CORRESPONDENCE FOR INFORMATION

- a. **THE BAMFIELD MUSHROOM FESTIVAL**
Bamfield Mushroom Festival Dissolved and Bamfield Community Emergency Program Chosen as Sole Recipient of the Total Remaining Funds from the Mushroom Festival to be Utilized to Further Aid Emergency Preparedness Efforts for the Community of Bamfield.
- b. **CITY OF PITT MEADOWS**
BCEHS Resource Allocation Plan
- c. **BC TRANSIT**
Three Year Expansion Initiatives
- d. **ISLAND TIMBERLANDS**
Island Timberlands Donation to Cougar Smith Bike Park Project Slope Stability in the China Creek Watershed Area
- e. **AUDITOR GENERAL FOR LOCAL GOVERNMENT**
Update on Performance Audit Topics
- f. **PRIVATE MANAGED FOREST LAND COUNCIL**
Changes to Private Forest Land Regulation
- g. **PEACE RIVER REGIONAL DISTRICT**
Site C Lean Energy Project Joint Review Panel Report Recommendations

MOVED: Director Bennett

SECONDED: Director Kokura

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

CARRIED

MOVED: Director Cote

SECONDED: Director Cole

THAT the ACRD Board of Directors forward a letter to BC Transit advising the ACRD is undergoing a transportation study and there may be recommendations coming out of the report to increase transportation services in the region.

CARRIED

MOVED: Director McNabb

SECONDED: Director Bennett

THAT the ACRD Board forward a letter of appreciation to Island Timberlands for donating \$1,00.00 toward the completion of Cougar Smith Bike Park Project.

CARRIED

9. REQUEST FOR DECISIONS & BYLAWS

a. Request for Decision regarding Statement of Financial Information.

MOVED: Director Geall

SECONDED: Director Kokura

THAT the Board of Directors approve the Alberni-Clayoquot Regional District 2013 Statement of Financial Information (SOFI) including all of the statements and schedules.

CARRIED

b. Request for Decision regarding Finance Warrant No. 541.

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Board of Directors approves Finance Warrant Number 541 in the amount of \$1,046,363.99 dated May 31, 2014.

CARRIED

c. Request for Decision regarding Bulk Water Agreement with the City of Port Alberni.

MOVED: Director McNabb

SECONDED: Director Geall

THAT the Alberni-Clayoquot Regional District Board of Directors enter into the Bulk Water Agreement with the City of Port Alberni as presented and authorize the Chief Administrative Officer and Chairperson to enter into the Agreement on behalf of the Regional District Board.

CARRIED

d. Request for Decision regarding ACRD Office Heating & Cooling System Replacement.

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Alberni-Clayoquot Regional District Board of Directors award the tender for replacement of the heating and cooling system of the ACRD office building to Dolan's Gas Fitting & Heating in the amount of \$78,397.00 plus GST.

CARRIED

e. Request for Decision regarding Siding Installation of 3rd Avenue Recycle Depot.

MOVED: Director Cote
SECONDED: Director Geall

THAT this correspondence be received.

CARRIED

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the Alberni-Clayoquot Regional District Board of Directors award the tender for siding installation at the 3rd Avenue Recycle Depot to Island Roofing in the amount of \$77,634.45 plus GST.

CARRIED

9. PLANNING MATTERS

a. SPROAT LAKE OFFICIAL COMMUNITY PLAN Memorandum and Bylaw P1310

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Board of Directors receive the staff memorandum.

CARRIED

MOVED: Director Cote
SECONDED: Director Bennett

THAT Bylaw P1310, Regional District of Alberni-Clayoquot Sproat Lake (Electoral Area D) Official Community Bylaw P1310, 2013, be adopted.

CARRIED

b. RE14002, MCARTHUR, 5427 GORDON AVENUE Rezoning Application – Public Hearing Report, Public Hearing Minutes and Bylaw P1323

MOVED: Director McNabb
SECONDED: Director Geall

THAT the Board of Directors receive the public hearing report.

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Board of Directors receive the public hearing minutes.

CARRIED

MOVED: Director McNabb
SECONDED: Director Kokura

THAT Bylaw P1323, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a second time.

CARRIED

MOVED: Director McNabb
SECONDED: Director Bennett

THAT Bylaw P1323, Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw, be read a third time.

CARRIED

10.1 STAFF REPORTS

- a. CAO Report – June 5, 2014**
- b. Planning & Development Manager Report – June 4, 2014**
- c. Financial Manager Report – June 5, 2014**
- d. Staff Action Items Report – June 6, 2014**

MOVED: Director Osborne
SECONDED: Director Kokura

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

CARRIED

10.2 COMMITTEE REPORTS

- a. 2014 Advisory Planning Commission Appointments**
 - i. Beaufort

MOVED: Director Kokura
SECONDED: Director Geall

THAT the following individuals be appointed to the Beaufort Advisory Planning Commission for a two year term Gerard Budding, Ursula Budding, Ron Emblem, and George Haack.

CARRIED

MOVED: Director Cote
SECONDED: Director Cootes

- ii. Sproat Lake

THAT the following individuals be appointed to the Sproat Lake Advisory Planning Commission for a two year term Dean Sept, Roberta Jensen, and Walter Konkin.

CARRIED

b. Solid Waste Management Meeting of June 3, 2014
(M. Kokura)

Director Kokura reported on the joint Alberni Valley/West Coast Solid Waste Management Plan Committee meeting. Two sub-committees are being developed. A terms of reference for the sub-committees will be presented for approval by the ACRD Board on June 25th.

MOVED: Director McNabb

SECONDED: Director Cote

THAT this verbal report be received.

CARRIED

10.3 OTHER REPORTS

a. McLean Mill & Alberni Pacific Railway by the numbers 2014.

MOVED: Director McNabb

SECONDED: Director Cote

THAT this report be received.

CARRIED

11. UNFINISHED BUSINESS

MOVED: Director Bennett

SECONDED: Director Cootes

THAT the ACRD Board of Directors forward a letter to the Union of British Columbia Municipalities requesting they provide an update on reconciliation activities at the 2014 UBCM Convention.

CARRIED

12. LATE BUSINESS

a. Beaver Creek Water Advisory Committee

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the ACRD Board of Directors appoint Ginny Stephen and Pam Craig to the Beaver Creek Water Advisory Committee.

CARRIED

13. QUESTION PERIOD

14. IN-CAMERA

*MOVED: Director Kokura
SECONDED: Director Bennett*

*THAT the meeting be closed to the public to discuss matters relating to:
i. Labour or other employee relations.*

CARRIED

The meeting was closed to the public at 2:56 pm.

The meeting was re-opened to the public at 3:34 pm.

15. RECOMMENDATIONS TO THE BOARD FROM IN-CAMERA

16. ADJOURN

*MOVED: Director Bennett
SECONDED: Director Kokura*

THAT this meeting be adjourned at 3:34 pm.

CARRIED

Certified Correct:

Cindy N. Solda,
Chairperson

Russell Dyson,
Chief Administrative Officer



PORT ALBERNI RCMP DETACHMENT MONTHLY REPORT



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

During the month, the Port Alberni Detachment received and responded to 975 calls for service. The following represents some of the calls for services received, investigations undertaken and activities of the RCMP during the month.

- The General Investigation Section executed a search warrant which resulted in the seizure of a number of marihuana plants and packaged marihuana.
- Traffic is an area of focus for the Detachment. May saw an increase in complaints with respect to traffic as well as traffic enforcement. This was true for both Provincial and Criminal Code driving offences. The Detachment is augmented in traffic enforcement as community groups are assisting the Detachment with both Speed Watch and Cell Watch.
- Constables Cargill, Gill and Royer were recognized for their work with respect to the detection of impaired drivers. Each was recognized for this feat by being named as part of Alexa's Team.
- Youth is a Detachment focus for 2014/15.
 - The youth officer has been working with a number of different agencies to develop a coordinated approach to address missing youth.
 - The 2014 Central Island Youth Camp will be held July 2-6. This will bring two other Detachments and youth from School Districts 68, 69 and 70 to Port Alberni. Eleven local youth will participate in this unique learning experience.

RCMP ROYAL CANADIAN MOUNTED POLICE

**Central Island
RCMP
YOUTH
CAMP**

**School Districts 68, 69 & 70:
In Grade 11 or 12 and thinking
about becoming a police officer?
This camp is for you!
July 2 - 6, 2014 in Port Alberni**

Applications available from your
school career centre or from the
RCMP School Liaison Officers in your area

- RCMP visibility initiatives have began on the long weekend with a boat patrol on Sproat Lake and patrols to a number of camping places in the area.
- Victim Services had a busy month assisting 39 new clients and accompanying witnesses to court.
- The local Crime Stoppers program was recognized Provincially by having our local Crime Stoppers President, Quintin Winks, recognized as the Crime Stoppers President of the Year.

One of the mandates of the Port Alberni RCMP is to increase our engagement with First Nation communities. For the most part, this is the responsibility of the Port Alberni Aboriginal Policing Section. During the past month a number of initiatives were undertaken:

- Cst MacLeod has produces a second an infomercial encouraging Tsesahat Band members to contact the RCMP when incidents are occurring
- “Survival Kids” which focusses on outdoor education and survival techniques has been instituted
- A continued presence at the Port Alberni Friendship Centre Friday night events is continuing
- Cst Engel has been attending the HaaHuuPayak Schol to read to kindergarten children

2014/15 Policing Priorities:

- Crime Reduction:** Reduce the incidents of criminal activity by focussing on offenders. Conduct 1200 curfew checks and reduce thefts by 5% to 1000
- Substance abuse** (alcohol and drugs): Reduce the impact of substance abuse in the community. Complete 300 bar walks, reduce alcohol/drug involvement in files by 5% to 2500
- Youth:** Reduce youth involvement as offenders and victims. Increase diversion files by 10% to 140
- Visibility/engagement:** The RCMP will be active within the community. Complete 30 patrols and attend 20 community events

Insp Mac Richards
OIC Port Alberni Detachment

Detailed Crime - 2014 Year Review

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
Assault	43	50	61	53	43								250
Relationship Violence	9	9	12	17	16								63
Thefts	90	65	75	75	68								373
Break and enter	27	26	24	21	17								115
Mischief	32	35	42	90	54								253
Drugs	31	21	29	28	19								128
Provincial Traffic	62	82	84	81	101								410
Criminal Code Traffic	16	20	16	16	21								89
Motor Vehicle Inciden	26	40	22	22	35								145
Calls for Service	900	852	934	936	975								4597

6 Year Comparison

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

2008 – 2013 Average

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

From: CivicInfo BC [<mailto:info@civicinfo.bc.ca>]
Sent: Friday, June 06, 2014 11:34 AM
To: CivicInfo BC
Subject: 2014 UBCM Convention - Meeting Requests with Premier Christy Clark and Provincial Cabinet Ministers

This message is being sent by CivicInfo BC to all UBCM Member Municipalities and Regional Districts on behalf of the Honourable Christy Clark, Premier.

Subject: 2014 UBCM Convention – Meeting Requests with Premier Christy Clark and Provincial Cabinet Ministers
Intended Recipient(s): Mayors/Regional District Chairs/Islands Trust Chair/CAOs and cc: Administrative Assistants and General Email
Attachments: One (1) plus message below

If you have received this message in error, we ask that you forward it along to the appropriate person in your office.

Please see the attached letter from Premier Christy Clark with regards to this year’s UBCM Convention. The letter outlines the process for requesting a meeting with the Premier and Cabinet Ministers.

This year’s online form will be available on Monday, June 16, 2014 at <http://www.fin.gov.bc.ca/UBCM/>, and the invitation code is **MeetingRequest2014** and it is case sensitive.

Please note as in previous years, meetings with the Minister of Community, Sport and Cultural Development are scheduled directly with that Ministry. You will be receiving a letter in the near future as to their meeting request process.

If you have any questions, please contact the Premier’s UBCM Meeting Request Coordinator, Tara Zwaan at 1-604-775-1600.

The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.



June 6, 2014

Dear Mayors and Regional District Chairs:

As we prepare for the upcoming 2014 UBCM Convention in Whistler this September, I wanted to let you know that my caucus colleagues and I are once again looking forward to listening to the discussions around the issues and initiatives that affect your communities. Our work depends on your input and insight, and my colleagues and I will be there to learn about your priorities.

The theme of the 2014 Convention, *Leading Edge Local Governance*, is definitely fitting for our province as we take advantage of the once-in-a-lifetime liquefied natural gas opportunity. The Convention will certainly bring forward inspiring discussions, debate and decisions on how best to move to a brighter future for all British Columbians. I look forward to participating.

If you would like to request a meeting with me or a Cabinet Minister on a specific topic during this year's convention, please fill out the online form at www.fin.gov.bc.ca/UBCM/. The invitation code is MeetingRequest2014 and it is case sensitive.

It'll be great to see you at the UBCM Convention – a wonderful opportunity to connect and share ideas to make BC meet its goal for a secure tomorrow for all British Columbians in all regions of the province. If you have any questions, please contact my UBCM Meeting Request Coordinator, Tara Zwaan, at 604-775-1600.

Sincerely,

A handwritten signature in blue ink that reads "Christy Clark".

Christy Clark
Premier

From: CivicInfo BC [<mailto:info@civicinfo.bc.ca>]
Sent: Thursday, June 12, 2014 11:23 AM
To: CivicInfo BC
Subject: 2014 UBCM Convention - Meeting Requests with Minister of Community, Sport and Cultural Development

This message is being sent by CivicInfo BC to all UBCM Member Municipalities and Regional Districts on behalf of the Minister of Community, Sport and Cultural Development.

Subject: 2014 UBCM Convention – Meeting Requests with Minister of Community, Sport and Cultural Development
Intended Recipient(s): Mayors/Regional District Chairs/ Islands Trust Chair/CAOs
cc: Administrative Assistants and General Email
Attachments: One (1) plus message below.

If you have received this message in error, we ask that you forward it to the appropriate person in your office.

Please see the attached letter from the Minister of Community, Sport and Cultural Development with regards to the 2014 UBCM Convention. The letter outlines the process for requesting a meeting with Minister Oakes, as well as with provincial government, agency, commission and corporation staff.

This year’s online meeting request form will be available starting Monday, June 16, 2014 at: [CSCD Minister's Meeting](#).

If you have any questions, please contact Danielle Woodcock at 1-250-387-9108 or Cristina Scott at 1-250-387-4013, 2014 CSCD-UBCM Meeting Coordinators, or via email at CSCD.UBCM.MeetingRequests@gov.bc.ca.

The information transmitted herein is confidential and may contain privileged information. It is intended solely for the person or entity to which it is addressed. Any review, retransmission, dissemination, taking of any action in reliance upon, or other use of this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please notify the sender and delete or destroy all digital and printed copies.

CivicInfo BC makes no representations or warranties whatsoever, either expressed or implied, with respect to the accuracy, reliability or suitability for any purpose, of the information contained or referenced in this message.



June 11, 2014

Dear Mayors and Chairs:

I am pleased to inform you of opportunities to schedule appointments with me at the upcoming annual UBCM Convention taking place in Whistler, September 22 to 26, 2014.

You will have recently received a letter from Honourable Christy Clark, Premier, containing information about the online process for requesting a meeting with Premier Clark and other Cabinet Ministers. I am pleased to provide you with information regarding the process for requesting a meeting with me, as well as with provincial government, agency, commission and corporation staff.

If you would like to meet with me at the Convention, please complete the online form available from **June 16** at: [CSCD Minister's Meeting](#) and submit it to the Ministry of Community, Sport and Cultural Development before **August 15, 2014**. Meeting arrangements will be confirmed by early September. I will do my best to accommodate as many meeting requests as possible. In the event I am unable to meet with you, arrangements may be made for a meeting post-Convention.

Ministry staff will email the provincial appointment book. This lists all government, agency, commission and corporation staff available to meet with delegates at the Convention, as well as details on how to request a meeting online.

I look forward to another productive Convention and working with you in the year ahead.

Sincerely,

Coralee Oakes
Minister

pc: Honourable Christy Clark, Premier
Ms. Rhona Martin, President, Union of British Columbia Municipalities

From: Dayle Hopp [<mailto:dayle.hopp@bchydro.com>]
Sent: Monday, June 16, 2014 3:41 PM
To: Wendy Thomson
Subject: 2014 UBCM Conference

Dear Chair and CAO:

BC Hydro is pleased to be participating in the 2014 UBCM Convention in Whistler the week of September 22nd.

If you would like to arrange a meeting on a local issue with one of our senior managers while you are at the convention, please send an email request, with a brief description of the issue, to Lisa Waddell (lisa.waddell@bchydro.com) by **Friday, August 1st**.

The meetings will be scheduled for September 24 or 25 and will be held in Gallery B at the Pan Pacific Whistler Village Centre. We will provide full details when we confirm your meeting date and time.

If you have any questions do not hesitate to contact me. During the convention, I can be reached at 250 618-6267.

We look forward to seeing you at the convention.

Sincerely,

Ted Olynyk
Community Relations Manager,
Vancouver Island-Sunshine Coast



Secret Beach Campground and Kayak Launch



June 12, 2014

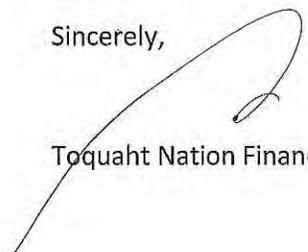
Dear Valued Supplier:

The Toquaht Nation is hosting the Grand Opening of Secret Beach Campground and Kayak Launch on July 12, 2014. The event will be held in conjunction with the Toquaht Nation's annual summer Peoples' Assembly at Secret Beach Campground Area 2. In order to ensure the success of this very important day, we are seeking contributions to help defray the costs associated with the event, as well as items for giveaway as door prizes (with a Camping theme), gift certificates, etc.

Generous donors like you are the key to our success. We hope that we can count on your support to help us celebrate the Grand Opening of Secret Beach Campground and Kayak Launch. Your donation will be listed in our event program, as well as on the event website page. Official Donation Receipts will be issued.

Please mail your donation to P.O. Box 759, Ucluelet, BC V0R 3A0 or call (250)726-4230 to pledge your support. We thank you for your time and consideration. Kleco! Kleco!

Sincerely,



Toquaht Nation Finance Department



June 10, 2014

TO: UBCM Members
ATTN: ELECTED OFFICIALS

FROM: Mayor Mary Sjostrom
Chair, Nominating Committee

RE: Call for Nominations for UBCM Executive

UBCM is the collective voice for local government in BC. The membership signals the directions it wants to pursue during the Annual Convention. The members elect an Executive during the Convention to ensure the directions set by the general membership are carried forward. The Executive also provides direction to the UBCM between Conventions.

This circular is notice of the UBCM Executive nomination process, including information about the positions open for nomination and the procedures for nomination. The deadline for advance nominations is **Thursday July 31, 2014**.

1. Positions Open to Nominations

The following Executive positions are open for nomination:

- President
- First Vice-President
- Second Vice-President
- Third Vice-President
- Director at Large (5 positions)
- Small Community Representative
- Electoral Area Representative
- Vancouver Metro Area Representative (2 positions)

Information on the responsibilities and commitments of UBCM Executive members is attached as Appendix B. Information on nominations and elections procedures is attached as Appendix C. The relevant extract from the UBCM Bylaws is attached as Appendix D.

2. Qualifications for Office

Each candidate must be an elected official from a UBCM member local government.

A candidate for Small Community Representative must be from the council of a village, or a municipality with a population not greater than 2,500.

A candidate for Electoral Area Representative must be an Electoral Area Director on a regional district board.

A candidate for Vancouver Metro Area Representative must be an elected official from either or both a member municipality of the GVRD, or the GVRD Board.

3. Nomination Process

A candidate must be nominated by two elected officials from a UBCM member local government, using the attached nomination and consent form (Appendix A).

The Nominating Committee reviews the qualifications of each candidate. The members of the 2014 Nominating Committee are:

- Mayor Mary Sjostrom, Immediate Past President, UBCM, Chair
- Councillor Bruce Christensen, North Central Local Government Association
- Councillor Marg Spina, Southern Interior Local Government Association
- Mayor Christina Benty, Association of Kootenay & Boundary Local Governments
- Councillor Chuck Puchmayr, Lower Mainland Local Government Association
- Mayor Larry Cross, Association of Vancouver Island & Coastal Communities

4. Advance Nominations & Nominating Committee Report

The Nominating Committee will prepare a Report on Nominations including, at the candidate's option, a photo and 300-word biography. The Report on Nominations will be distributed to all UBCM members for their consideration, in mid-August.

To be included in this report, nominations must be received by **Thursday July 31, 2014**.

Nominations submitted for inclusion in the Report on Nominations are deemed advance nominations. It is to a candidate's advantage to submit an advance nomination, since the candidate's name, photo and biography will appear in the Report on Nominations distributed to every UBCM member elected official prior to Convention.

5. Nominations Off the Floor

Any qualified candidate may be nominated "off the floor" at the Convention.

Nominations from the floor will be solicited at specific times during the Convention. Please refer to the Report on Nominations or the Convention Program for these times.

As with advance nominations, the candidate must be nominated by two elected officials from a UBCM member local government.

6. Further Information

The Call for Nominations, Nomination & Consent Form, and related background information are available on the UBCM website under Convention > Nominations & Elections.

All other inquiries should be directed to:

Mayor Mary Sjostrom	Chair email: msjostrom@quesnel.ca
Chair, Nominating Committee	Chair tel: 250.991.7477 (city hall)
UBCM	250.991.9192 (cell)
60-10551 Shellbridge Way	
Richmond BC V6X 2W9	

UBCM Contact:

Marie Crawford	Email: mcrawford@ubcm.ca
Associate Executive Director	Tel: 604-270-8226 ext. 104

1415/60/Call for Nominations-Items/Call for Nominations

NOMINATIONS FOR THE 2014/2015 UBCM EXECUTIVE

We are qualified under the UBCM Bylaws to nominate¹ a candidate and we nominate:

Name: _____

Position (Mayor/Chair/Councillor/Director): _____

Local government: _____

Nominated for: _____

NOMINATED BY:

Name: _____ Name: _____

Position: _____ Position: _____

Muni/RD: _____ Muni/RD: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

CONSENT FORM

I consent to this nomination and attest that I am qualified to be a candidate for the office I have been nominated to pursuant to the UBCM Bylaws². I will also forward by **July 31, 2014** to the Chair of the Nominating Committee, the following documentation:

- Nomination & Consent Form, completed and signed;
- Portrait photograph* (resolution: 300 ppi; size: 600x400 px; format: TIFF or JPEG); and
- Biographical information*. The maximum length of such information shall be 300 words. If the information provided is in excess, the Nominating Committee Chair shall return it once for editing; if it still exceeds 300 words the Nominating Committee Chair shall edit as required.

* Photo and bio will be published in the Report on Nominations.

CANDIDATE:

Name: _____ Position: _____

Local government: _____

Nominated for: _____

Signature: _____ Date: _____

Photograph, biographical information, and completed Nomination & Consent Form should be submitted to the attention of the Chair, Nominating Committee, via email: mcrawford@ubcm.ca.

Submission Deadline: July 31, 2014

¹ Nominations require two elected officials of members of the Union [Bylaw 4(b)].

² All nominees to the Executive shall be elected representatives of a member of the Union [Bylaw 3(c)].

Nominees for Electoral Area Representative, Small Community Representative and Vancouver Metro Area Representative must hold the appropriate office.

BACKGROUND INFORMATION FOR CANDIDATES TO THE UBCM EXECUTIVE

1. RESPONSIBILITY OF UBCM EXECUTIVE

Under the UBCM Bylaws:

The Executive shall have the power and it shall be their duty to put into effect the will of the Union as expressed by resolutions at any of its meetings. Between meetings they shall manage the affairs of the Union and shall report all the transactions of the year to the Annual Convention.

2. UBCM EXECUTIVE STRUCTURE

Executive

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Immediate Past President
 Area Association Rep. (5 positions)
 Vancouver Metro Area Rep. (2 positions)

Committees

The President appoints Executive members to Committees – of which the following are currently active:

- Presidents
- Resolutions
- Convention
- Community Safety
- Environment
- Healthy Communities
- First Nations Relations
- Community Economic Development

Each Executive member generally serves on two committees.

3. EXECUTIVE MEETINGS

The full Executive meets six times a year, following this general pattern:

- Friday, the last day of the Annual Convention (1 hour)
- Second or third week November
- Second or third week of January
- Second or third week of April (avoid conflict with an Area Association meeting)
- Third full week of July
- Sunday preceding the Annual Convention (half day)

Executive meetings, other than those in conjunction with the Convention, usually take place over a Thursday and Friday. Committee meetings are held Thursday and the full Executive meets on Friday.

Some Committees' activities require attendance at meetings or conferences throughout the year. This is usually a two or three day added commitment except for Committee Chairs or Table Officers who may be called on for more regular representation.

Travel expenses and a per diem for meals and incidentals are provided for all activities on behalf of UBCM.

However, for Executive members attending the Annual Convention, UBCM provides reimbursement only for the added expenses that would not normally be incurred by attending as a delegate from a local government.

UBCM EXECUTIVE NOMINATION & ELECTION PROCEDURES

UBCM EXECUTIVE STRUCTURE

The ongoing administration and policy work of the UBCM is governed by an Executive Board that is elected and appointed at the Annual Convention. The Board is comprised of 21 members, with the following structure:

13 Elected Positions

President
 First Vice-President
 Second Vice-President
 Third Vice-President
 Director at Large (5 positions)
 Small Community Representative
 Electoral Area Representative
 Vancouver Metro Area Representative (2 positions)

8 Appointed Positions

Immediate Past President
 Vancouver Representative
 GVRD (Metro Vancouver) Representative
 Area Association Representatives: AKBLG, AVICC, LMLGA, NCLGA & SILGA

NOMINATING COMMITTEE

In accordance with the UBCM Bylaws, a **Nominating Committee** is appointed to oversee the nomination and election process. The Committee is comprised of the Immediate Past President and representatives of the five Area Associations.

NOMINATION PROCESS

May/June

Nominating Committee will circulate a Call for Nominations notice that will contain the following information:

- positions open for nomination
- process for nomination
- qualifications for office
- role of Nominating Committee
- closing date for nominations to be included in the Report on Nominations
- general duties of an Executive member

The Call for Nominations will include instructions on how to access additional information on UBCM Executive responsibilities and how to submit a nomination.

July 31, 2014

Advance nominations close – all candidates must have their documentation submitted.

Following the July 31 advance nomination deadline, the Nominating Committee will review nominees' qualifications and prepare the Report on Nominations. It is not the role of the

Nominating Committee to recommend any one candidate. The Committee's mandate is to ensure nominations are complete and in accordance with policies and procedures.

Mid-August

The Report on Nominations will be distributed to all UBCM members and will include the following information for each candidate:

- name and the position for which he or she has been nominated
- portrait photograph
- biographical information

On-Site at Convention

Any qualified candidate may be nominated off the floor of the Convention. The specific times when nominations will be accepted from the floor are given below.

ELECTION PROCESS

Step 1 – Election of Table Officers

WEDNESDAY, SEPTEMBER 24

- 9:20 a.m. Nominating Committee presents the list of advance nominees for positions of President, First Vice-President, Second Vice-President, and Third Vice-President.
- 11:55 a.m. Nominations from the floor for Table Officer positions.
- 2:15 p.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for Table Officer positions (as necessary).

THURSDAY, SEPTEMBER 25

- 8:00-9:00 a.m. Elections continue for Table Officer positions (as necessary).

Step 2 – Election of Remaining Executive Positions

THURSDAY, SEPTEMBER 25

- 8:30 a.m. Nominating Committee presents the list of advance nominees for Director at Large, Small Community Representative, Electoral Area Representative and Vancouver Metro Area Representative.
- 11:25 a.m. Nominations from the floor for the above positions.
- 11:30 a.m. Candidate speeches if necessary.
- 2:30-5:00 p.m. Elections for remaining Executive positions (as necessary).

FRIDAY, SEPTEMBER 26

- 7:30-8:30 a.m. Elections continue for remaining Executive positions (as necessary).

For further information on the nomination and election process, please contact the Chair of the UBCM Nominating Committee.

**EXTRACT FROM THE UBCM BYLAWS:
EXECUTIVE COMPOSITION, NOMINATIONS & ELECTIONS**

UBCM BYLAWS SECTIONS 2 TO 5

2. OFFICERS:

The Officers of the Union shall be: President, First Vice-President, Second Vice-President, and Third Vice-President.

3. EXECUTIVE:

(a) There shall be an Executive which shall be composed of:

- the Officers of the Union;
- the Immediate Past President, who shall be the last president to have completed the term of office as President;
- a Vancouver Representative, who shall be a member of the Vancouver City Council;
- a Small Community Representative, who shall be a member of a Council of a Village or a municipality with a population not greater than 2,500;
- an Electoral Area Representative, who shall be an Electoral Area Director of a Regional Board;
- a GVRD Representative who must be a member of the GVRD Board;
- five Directors representing the five Area Associations as defined in Section 21;
- five Directors at Large; and
- two representatives (“Vancouver Metro Area Representatives”) who must be elected members of either or both a council of a member municipality of the GVRD or of the GVRD Board.

The members of the Executive shall be the Directors of the Union.

(b) The Officers, the Directors at Large, the Small Community Representative, the Electoral Area Representative and the Vancouver Metro Area Representatives, shall be elected annually at the Annual Convention, and except as herein otherwise provided, shall hold office until their successors are elected at the next Annual Convention. The Vancouver Representative shall be appointed annually by the Vancouver City Council, the GVRD Representative shall be elected annually by the Board of the GVRD, and the five Area Association Directors shall each be appointed by their respective Area Associations as identified in Section 21. All such appointments shall be communicated to the Nominating Committee by the appointing body pursuant to Section 4(b).

(c) Except for the Immediate Past President, all members of the Executive, including Officers of the Union, shall hold office only so long as they remain elected representatives of a member of the Union. If a person holding the office of Immediate Past President ceases to be an elected representative of a member of the Union while holding the office such person shall only hold the office for the remainder of the then current term.

- (d) No person shall hold a position as Officer of the Union unless elected as an Officer by the membership of the Union and no person shall be elected more than twice, whether consecutively or otherwise, as President of the Union.

In the event of a vacancy occurring amongst the Officers, the next ranking Officer willing to serve shall fill the vacancy, provided that if the office of President cannot for any reason be filled as aforesaid, the Executive shall call a special election for the office of President and such election may be held by a mail ballot pursuant to the rules and procedures established and determined by the Executive.

In the event of a vacancy:

- amongst the Officers, other than President, the Executive may appoint, from amongst persons qualified to be elected to the Executive, Acting Directors at Large equal to the number of vacancies;
 - amongst the Directors at Large, the Small Community Representative, the Electoral Area Representative, or the Vancouver Metro Area Representatives, the Executive may appoint a person qualified to hold the office to fill the position for the term remaining;
 - in the position of Vancouver Representative, GVRD Representative or amongst the five Directors appointed by the Area Associations such vacancies shall be filled in the manner of the original appointment.
- (e) The Union shall pay the expenses of the Executive incurred on authorized business of the Union, except for attendance at the annual Convention. For attendance at the Executive meeting immediately preceding the annual Convention such expenses shall be limited to the per diem rates and extra hotel accommodation costs incurred for the period of that Executive meeting only. No travelling expenses nor any part of other expenses ordinarily incurred by Executive members in attending the annual Convention will be borne by the Union. In the event that the Immediate Past President no longer holds municipal office, while still remaining a member of the Executive, his or her expenses incurred in attending the annual Convention and the Executive meeting immediately prior to it shall be paid by the Union.

4. NOMINATIONS FOR ELECTION OF OFFICERS AND EXECUTIVE:

- (a) There is constituted a committee of the Executive to be known as the Nominating Committee consisting of the Immediate Past President (if any) and the five appointed Area Association Directors provided that where any of the five appointed Area Association Directors declares an interest in seeking election to the Executive of the Union, the Area Association that appointed such Area Association Director may name another elected official of a member of the Union to serve on the Nominating Committee.
- (b) The Nominating Committee shall elect a Chair from amongst the members of the Committee and shall prior to the Annual Convention:
- issue a call for nominations for each of the positions of Officer of the Union and for the positions of Small Community Representative, Electoral Area Representative, the five Directors at Large, and the Vancouver Metro Area Representatives;
 - encourage potential nominees to come forward as candidates for office and as requested provide information to such person relating to duties, responsibilities and roles pertaining to the various offices;

- review the credentials of nominees to ensure that each nominee is qualified to hold office pursuant to Section 4(j);
 - accept qualified nominees nominated by two elected officials of members of the Union;
 - obtain the name of a qualified person who has been appointed by the City of Vancouver to assume office as the Vancouver Representative, the name of the GRVD Representative and the names of the five Area Association Directors who have each been appointed to assume the office of Area Association Director by the respective Area Association;
 - at least 30 days prior to the Annual Convention, prepare and provide to all members of the Union a report on nominations accepted for each office that have been received by the close of business on the last business day of July and on the persons appointed by the City of Vancouver, by the GVRD and the five Area Associations. Such report shall be neutral and the Nominating Committee shall not recommend any nominee or group of nominees.
- (c) In making its report the Nominating Committee, taking into consideration the names of appointees submitted by the City of Vancouver, the GVRD and the five Area Associations, shall ensure they are balanced and representative nominations including:
- that sufficient nominations are received;
 - that each general area of the Province is represented on the Executive nominated or appointed.

The Nominating Committee shall not recommend any nominee or group of nominees.

- (d) The Chair of the Nominating Committee, during the morning session of the first day of the Annual Convention, shall present the nominations for the positions of Officers on the UBCM Executive, i.e. President, First Vice-President, Second Vice-President, and Third Vice-President. After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Officers, in addition to the names presented by the Nominating Committee.
- (e) If, at the close of nominations, only one candidate for each position of Officer stands validly nominated, the Chair of the Nominating Committee shall forthwith proclaim the candidate elected.
- (f) If, at the close of nominations, more than one candidate stands validly nominated for any of the positions of Officers, the Chair of the Nominating Committee shall cause an election to be held.
- (g) On the second day of the Annual Convention at the time after the results of the election of Officers has been announced, the Chair of the Nominating Committee shall present the nominations for the positions of:
- Small Community Representative;
 - Electoral Area Representative;
 - for the five positions of Director at Large; and
 - the two Vancouver Metro Area Representatives.

After the Chair's report on these positions has been read, the Chair shall call for nominations from the floor for each of the positions of Small Community Representative, Electoral Area

Representative, for the five positions of Director at Large, and the two Vancouver Metro Area Representatives.

- (h) If, at the close of nominations: only one person stands validly nominated for the position of Small Community Representative, or only one person stands validly nominated for the position of Electoral Area Representative, or in the case of the five positions of Directors at Large, only five persons stand validly nominated; or in the case of the two Vancouver Metro Area Representatives, only two persons stand validly nominated, the Chair of the Nominating Committee shall forthwith declare the only candidates in each of the categories to be elected.
- (i) If, at the close of nominations, more than one person stands validly nominated for the positions of Small Communities Representative, Electoral Area Representative, or in the case of the five positions of Director at Large, more than five persons stand validly nominated, or in the case of the two Vancouver Metro Area Representatives more than two persons stand validly nominated, the Chair shall cause an election to be held.
- (j) Where a nomination is made from the floor, the nominators must advise the Chair that the nominee is qualified pursuant to Section 3 to hold the office and that he or she has consented to be nominated. The Chair shall forthwith ask the nominee to confirm such consent from the floor and if the nominee is not present on the floor at the time of nomination, the nominators may either withdraw the nomination or immediately provide the Chair with the written and signed consent of the nominee.
- (k) Nominations shall require two nominators. The nomination shall state only the candidate's name, elected office, municipality, regional district or other membership affiliation, and Area Association, and that the consent of the person nominated has been received.

5. ELECTION OF OFFICERS AND EXECUTIVE:

- (a) If, at the close of nominations, more than one candidate stands validly nominated for each position of the Officers, and for the position of Small Community Representative, and for the position of Electoral Area Representative, or in the case of the five positions of Director at Large, more than five such candidates stand, or in the case of the two Vancouver Metro Area Representatives, more than two candidates stand, the Chair of the Nominating Committee shall cause elections to be held as may be required.
- (b) The election of Officers shall be held on the afternoon of the first day and the morning of the second day of the Annual Convention.
- (c) The election of Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two positions of Vancouver Metro Area Representative shall be held on the afternoon of the second day and the morning of the third day of the Annual Convention.
- (d) If any election is to be held, ballot papers shall be prepared and distributed. In the case of an election for Officer positions, one ballot shall be used. In the case of elections for Small Community Representative, Electoral Area Representative, the five positions of Director at Large, and the two Vancouver Metro Area Representatives, individual ballots shall be used for each category. The names of the candidates shall be printed alphabetically in order of surnames on the ballots, and shall show only the candidates' names, official positions, municipality, regional district or other member affiliation and Area Association. Before any

ballot is taken, any person nominated may decline or withdraw his or her name by giving two hours' notice thereof following the time of the candidates' speeches.

- (e) Scrutineers shall be appointed by the President and it shall be among the duties of such Scrutineers to count the votes on such ballots and declare the result of such elections to the Chair of the Nominating Committee who shall report the results of the elections to the Convention. In the case of a ballot vote being held for the five positions of Director at Large, and the two Vancouver Metro Area Representatives, all ballots marked for more than the number to be elected shall be counted as spoiled ballots.
- (f) All elected representatives from members who are present at the Convention shall be entitled to vote for Directors at Large. Only representatives from Small Communities members who are present at the Convention shall vote for the Small Community Representative, only representatives from Electoral Areas who are present at the Convention shall vote for the Electoral Area Representative, and only representatives of the GVRD and the delegates from its member Municipalities may vote for Vancouver Metro Area Representatives. No vote by proxy shall be recognized or allowed.
- (g) In the event that the result of election for the position of any Officer of the Union, Small Community Representative or Electoral Area Representative cannot be declared because of an equality of votes between two or more persons receiving the greatest number of votes, then the Chair shall hold a run-off election amongst those persons who received equal votes.

In the case of an election for the position of Vancouver Metro Area Representative, the Chair shall declare elected the two candidates who receive the highest number of votes. If a candidate cannot be elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.

In the case of an election for office as Director at Large, the Chair shall declare elected the five candidates who received the highest number of votes, provided that if a candidate cannot be declared elected because of an equality of votes between two or more candidates, the Chair shall hold a run-off election for the positions remaining undeclared in which the only candidates shall be the unsuccessful candidates in the original election who do not withdraw.



FOR IMMEDIATE RELEASE

June 16, 2014

Mount Cain Alpine Park Increases Guest Accommodations

COURTENAY – Alpine recreation enthusiasts will soon be able to gather in greater numbers at Mount Cain’s Kapitany Hostel and Old Lodge with new guest beds being added to the resort.

The popular community owned ski hill and alpine recreation destination will be moving its staff housing to a modular building being brought to the site this summer. The Island Coastal Economic Trust (ICET) is contributing \$48,500 through their Economic Infrastructure Program to support the cost of moving and renovating the building.

“Mount Cain’s Kapitany Lodge is a multi-use facility currently operating beyond its capacity,” said ICET Chair Phil Kent. “Mount Cain has very limited accommodation available and visits have been steadily increasing in the past 5 years. Now, thanks to this new opportunity to create cost-effective staff housing, the lodge will be renovated to accommodate more guests, allowing it to boost its economic sustainability and attract even more visitors to the region.”

Mt. Cain is a key economic resource for the North Island, bringing in visitors for winter tourism opportunities. For communities from Port Hardy to Sayward, Mt. Cain also serves as the largest employer of youth in the region.

A portable office building consisting of six industrial modular units was donated to the Mount Cain Alpine Park Society by Kiewit, the construction contractor for the Kokish River hydroelectric project, to save the cost of moving it to a new location.

“This is an unexpected and welcome opportunity for Mount Cain,” said Mount Cain Alpine Park Society Director Donald Mancell. “Having separate accommodations gives both employees and guests greater privacy, improving the overall experience for everyone.”

The increased overnight guest capacity means that the Lodge can host larger groups and events on a year round basis, helping to generate more visitor interest and economic benefit to northern Vancouver Island.

After relocation and renovation, the modular building will include administration offices and staff housing. Meeting and training rooms are also included in the design to provide first-aid, avalanche and winter camping education to the community.

About the Island Coastal Economic Trust

The Island Coastal Economic Trust is a \$50 million endowment established in 2006 by the Government of British Columbia to help diversify the economies of central and northern Vancouver Island and the Sunshine Coast.

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

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

A full overview of ICET can be found at www.islandcoastaltrust.ca

-30-

For further information:

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

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

Neil Borecky, President
Mount Cain Alpine Park Society
Tel. 250-882-8856
info@mountcain.com



FOR IMMEDIATE RELEASE

June 19, 2014

LOCAL MAYORS ELECTED TO ICET BOARD

COURTENAY – Mayors from three Vancouver Island communities are joining the Island Coastal Economic Trust’s Board of Directors, and the organization is thanking three others for their service.

Tofino Mayor Josie Osborne, Comox Mayor Paul Ives, and Campbell River Mayor Walter Jakeway are the newly-elected members of the ICET Board of Directors. All are from the North Island Sunshine Coast Regional Advisory Committee (NISCRAC), a group that includes Mayors, Regional District Chairs and MLAs from the region.

Port McNeill Mayor Gerry Furney was re-elected to ICET’s Board and Qualicum Beach Mayor Teunis Westbroek will continue to serve as Chair of the NISCRAC and ex-officio Board member.

ICET Board Chair, Mayor Phil Kent of Duncan, congratulated all on their elections.

“As Committee and Board members on the Trust, we represent our communities, but we also have a duty to invest in projects and programs that benefit the entire region. I’d like to thank all of the newly elected Board Members for stepping forward to help guide this unique regional investment organization,” he said.

Kent thanked outgoing members Mayor Ted Lewis of Zeballos and Mayor John Henderson of Sechelt for their service and commitment to the ICET Board. He also recognized the late Bev Parnham, Mayor of Port Hardy.

“We’re still shocked and saddened by Bev’s sudden death, and on behalf of ICET, I’d like to acknowledge her passion and efforts to improve conditions for the entire region.”

In addition to the three newly-elected NISCRAC members, the Central South Island Regional Advisory Committee (CSIRAC) re-elected Mayor John Ruttan of Nanaimo, Mayor Phil Kent of Duncan, Mayor Rob Hutchins of Ladysmith, and Joe Stanhope of the Regional District of Nanaimo to the ICET Board. Gerry Giles of the Cowichan Valley Regional District will continue to serve as CSIRAC Chair and ex-officio Board member.

Both Regional Advisory Committees elect four Board members for two year terms. The two Regional Advisory Committee Chairs sit on the Board as ex-officio members. The remaining five Board members are appointed by the Province for three-year terms.

The NISCRAC held elections on May 9th and the CSIRAC on June 13th. The new Board terms are effective July 15, 2014 to July 14, 2016.

About the Island Coastal Economic Trust

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line.robert@islandcoastaltrust.ca



Box 67 TOFINO, BC
CANADA V0R 2Z0

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

June 3, 2014

Dear Ms. Solda and members of the ACRD,

We are pleased to include copies of the Clayoquot Biosphere Trust Society's 2013 Annual Report. Highlights from the year included working with all communities in the Biosphere Reserve region to develop a west coast chapter of the Leadership Vancouver Island program, as well as the inaugural delivery of Sustainability Studies 11/12 at Ucluelet Secondary School. As the region's community foundation, the CBT continues to deliver granting programs and scholarships, while diversifying the ways in which we support organizations to include professional development opportunities for volunteers and staff of local organizations.

We would like to acknowledge involvement of past director Don McMillan and current director Gary Johnsen in the CBT. We appreciate their support and dedication to the organization.

In 2013, we saw many changes to our board of directors and thanked several founding members who completed their terms including Larry Baird, Don McMillan, Gary Johnsen and, most recently, Stephanie Hughes. The CBT recently held its AGM and I would like to introduce our Executive Committee: Tammy Dorward (co-chair), Cathy Thicke (co-chair), Gary Johnsen (treasurer), and Alan McCarthy (secretary). Other members of the Board include: Guy Louie, Geoff Lyons, Anne Mack, Hannah Nichols and Rebecca Henn.

Please feel free to get in touch at any time if you have questions about the CBT and our work.

Best regards,

Tammy Dorward
Co-chair

Cathy Thicke
Co-chair

2014 STATE OF THE ISLAND ECONOMIC
SUMMIT

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2014

VANCOUVER ISLAND
ECONOMIC ALLIANCE

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THE BUSINESS OF FIRST NATIONS

CHIEF COMMISSIONER to Open Summit's Second Day

Sophie Pierre, Chief Commissioner of the [BC Treaty Commission](#), will give one of four key addresses at the October 29/30 'State of the Island' [Economic Summit](#) in Nanaimo.

"As Premier Sponsor of the 8th annual Economic Summit, we are excited to have Ms

Pierre as a key presenter. With the province of British Columbia committed to negotiate with First Nations to enable key infrastructure projects to go forward, especially in the energy sector, the Commissioner's office will be playing a pinnacle role. The Chief Commissioner's passion and leadership in finding solutions to difficult problems will be invaluable as we go forward. I am looking forward to hearing Sophie's presentation--an opportunity not to be missed. Come join me at this year's Vancouver Island Economic Summit." --Bernie Dumas, president & CEO, [Nanaimo Port Authority](#)

Ms. Pierre was appointed Chief Commissioner in April 2009 by agreement of the governments of Canada and British Columbia and the [First Nations Summit](#). Pierre served the St. Mary's Indian Band for 30 years, 26 as elected Chief, and was the administrator of the Ktunaxa/Kinbasket Tribal Council for 25 years. She also served as tribal chair of the Ktunaxa National Council, chairperson of the First Nations Finance Authority, President of St. Eugene Mission Holdings Ltd. and co-chair of the International Advisory Committee to the Indigenous Nations Institute for Leadership, Management, and Policy for the University of Arizona. Pierre was involved in the work of the British Columbia Claims Task-force and served as a co-chair of the First Nations Summit. She has also served on several boards and committees including, the Environmental and Aboriginal Relations Committee of the BC Hydro and Power Authority and the First Nations Congress. Pierre was recognized with the Order of British Columbia in 2002 and the National Aboriginal Achievement Award in the business category in 2003. During her tenure as Chief Commissioner, Sophie Pierre has been awarded two honorary Doctorates of law--in 2010 from the University of Canada West and in 2012 from the University of British Columbia.

"When a First Nation benefits from economic development, the whole region benefits. This is not necessarily true the other way around. So, it is in our collective interest to ensure economic benefits flow to our whole region, and First Nations with a fairly negotiated and fairly implemented treaty are in the best position to generate this growth." --Chief Commissioner Sophie Pierre

"Sophie brings a wealth of experience from years of front line work with First

Nations business and economic development. With increasing numbers of treaty settlements for [First Nations on Vancouver Island](#) meaning more First Nation capacity for business activity, we are all looking forward to learning from the Chief Commissioners seasoned perspective." --Dan Smith, [VIEA](#) Chair

Take advantage of 'Early Bird' registration discount.

[Register](#) for the 2014 Summit [NOW](#).

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Our mailing address

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District of Tofino
PO Box 9
Tofino, BC V0R 2Z0



District of Ucluelet
PO Box 999
Ucluelet BC V0R 3A0

June 19, 2014

Honourable Terry Lake
Minister of Health
PO BOX 9050
STN PROV GOVT
Victoria BC, V8W 9K4

Honourable Andrew Wilkinson
Minister of Technology, Innovation
and Citizen Services
PO BOX 9680
STN PROV GOVT
Victoria BC, V8W 9E2

Dear Minister Lake and Minister Wilkinson;

Re: Need for community-specific health information

As the Ministers responsible for Vital Statistics and BC Statistics (respectively) we write to request your attention to a challenge we face in using provincial health information to make good decisions for our communities, and to suggest a solution to this problem.

As you know, health authorities such as Island Health collect information on a geographic basis to gauge, monitor, and communicate the health of communities in the form of 'health profiles.' The health profile for Local Health Area 70 (LHA 70: Alberni Valley, Tofino and Clayoquot Sound, Ucluelet and area) provides us with information about our area's population, health status and how often health services are used. Health profiles should help local governments and First Nations set priorities and make decisions that improve economic status, child development, education, housing, justice, social support and health services for our community members.

Due to the way data are reported as an aggregate for LHA 70, important trends that that demonstrate significant differences between the Alberni Valley and West Coast communities (Tofino, Ucluelet, Area C of the Alberni-Clayoquot Regional District, First Nations) are not being reported. For example, populations are increasing in West Coast communities yet remaining static or even decreasing slightly in the Alberni Valley. Because these data are reported as aggregate for the entire LHA, the growth trend on the West Coast is effectively masked, making it difficult to identify or justify key decisions.

We do not suggest the creation of a new LHA, but we do request that West Coast data be made available to Island Health staff and local communities independent of Alberni Valley data, and we are confident that this could be accomplished through small changes in reporting and data sharing within your ministries.

.../2

We think this would lead to better decision-making for healthier communities, not only for our Tofino and Ucluelet, but also for the Alberni Valley.

We appreciate your attention to this matter and look forward to your response.

Sincerely

ORIGINAL SIGNED BY

Josie Osborne
Mayor of Tofino

Bill Irving
Mayor of Ucluelet

Copy: Scott Fraser, MLA for Alberni-Pacific Rim
Chair Cindy Solda, Alberni-Clayoquot Regional District
Mayor John Douglas, City of Port Alberni
Georgina MacDonald, Executive Office, Island Health
Melanie Rusch, Planning and Community Engagement, Island Health

From: Minister, CSCD CSCD:EX [<mailto:CSCD.minister@gov.bc.ca>]
Sent: Thursday, June 19, 2014 1:32 PM
Subject: Oath of Office and Local Government Elections

Regional District Chairs

Dear Chair:

I am writing to highlight a recent legislative change that may be of interest to your regional district board. The Legislative Assembly of British Columbia recently passed legislation making changes to local elections campaign finance, and some other targeted changes, including the oath of office for directors of regional district boards.

Bill 21, the *Local Elections Statutes Amendment Act*, amends the oath of office provisions under the *Local Government Act* to give regional district boards the power to adopt their own, customized oath of office by bylaw. This change makes the approach for regional district oaths of office consistent with the approach for municipalities. If a regional district or a municipality does not adopt its own oath of office, the standard oath of office contained in the Local Government Elections Regulation applies.

Regional districts will now have the ability to emphasize the powers and responsibilities of the office that reflect the values and priorities of their communities. This will strengthen the accountability of regional district directors to their electors. It is not mandatory for any local government to adopt its own oath of office; however, I encourage all local governments to consider whether adopting their own oath of office would be beneficial in promoting accountability. Consideration of a new oath of office is timely given that successful candidates (and those who are acclaimed) in the November 2014 elections will need to make their oath of office in order to take their places at council and board tables.

The Province of British Columbia appears to be unique in Canada in providing local governments the authority to set their own oaths of office. As a result, there are not a large number of best practice examples to consider if you are interested in adopting your own oath of office. However, you may wish to refer to the customized oaths of office developed by your local government colleagues, Kelowna and Richmond, which are enclosed.

Sincerely,

Coralee Oakes
Minister



MEMORANDUM

To: Board of Directors
From: Russell Dyson, CAO
Date: June 16, 2014
Subject: Local Government Amendment

The electoral area committee adopted a recommendation to prepare a resolution for UBCM to ask that Section 941 of the LGA be amended to enable monies collected as cash in lieu of parkland at the time of subdivision be utilized for park development. These monies are to be used solely for parkland purchase as prescribed by the act. The concern is that there are not sufficient funds within our smaller communities to develop parks. The LGA does however provide for the use of Development Cost Charges to enable a reserve of money to be collected from developments for park development as well as other infrastructure.

Perhaps the board would like to explore the adoption of DCC's in the applicable communities rather than lobbying for a change in legislation. This could be considered for the 2015 work plan through the budget process. It is unlikely that UBCM would support the proposed legislative change, let alone convince the province to amend the legislation given the options that already exist for local government through the use of DCC's.

Options

- Explore DCC's project through the 2015 budget process
- Proceed with the resolution to UBCM

Submitted by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
Meeting Date: Wednesday, June 25th, 2014
Subject: Fire underwriters classification for rural fire departments

Recommendation:

That the Board of Directors of the ACRD support the resolution sponsored by the Fraser Fort George Regional District at the 2014 UBCM Convention regarding the fire underwriters classification for rural fire departments.

Background

The Board of Directors were considering the presentation of a resolution to encourage the Fire Underwriters to develop policy to extend the life of frontline fire trucks. UBCM was asked to provide information regarding past resolutions of this topic.

UBCM has received a related resolution for consideration at the 2014 Convention. The resolution, which was endorsed by the NCLGA membership, will be in the 2014 Resolutions Book and is pasted below for your reference.

VOLUNTEER FIRE DEPARTMENTS/FIRE UNDERWRITERS SURVEY CLASSES

Sponsor: Fraser-Fort George RD

WHEREAS the Fire Underwriters Survey has a system for classifying local government fire protection services for the insurance industry to determine fire protection coverage risks and the premiums;

AND WHEREAS small community volunteer fire departments are coming under pressure to meet ever-increasing regulatory standards and criteria with respect to the delivery of structural fire protection services including the Fire Underwriters Survey classification system:

THEREFORE BE IT RESOLVED that UBCM encourage the Fire Underwriters Survey to review its classification system with a goal to introduce new classes that recognize those small community volunteer fire departments that may not meet current minimum Fire Underwriters Survey classification criteria but still provide a meaningful benefit to the communities they serve and the insurance industry.

Request for Decision – Vice-Chair Position & Signing Authority

The three past resolutions similar to the topic with an update of their status are as follows:

2007 B11

WHEREAS the Fire Safety Advisory Council requires that all first line fire engines should be replaced after 25 years of service, regardless of mileage and condition;

AND WHEREAS some form of appeal should be available to small municipalities with tight budget constraints to extend the useful life of fire engines beyond 25 years of age, where a minimum number of fire calls are involved and the actual mileage/kilometres recorded is very low:

THEREFORE BE IT RESOLVED that the Union of British Columbia Municipalities petition the Province to amend the Fire Underwriter's policy to have fire trucks and equipment retired from duty on the basis on the number of miles/kilometres they have been driven and on their certified fitness, rather than on the 25 year basis.

Response

MINISTRY OF PUBLIC SAFETY AND SOLICITOR GENERAL The provincial government had previously indicated that private insurance industry standards were not within the control of the Province of British Columbia. This position has not changed. In 1995, the Minister at that time, referred the matter to the Fire Safety Advisory Council for its support for a stronger message to the insurance industry to amend municipal rating policies. The council which existed at that time considered the matter and endorsed the current insurance industry guidelines on the retirement age of fire trucks. This position has not changed. Fire suppression continues to be a local government responsibility including the selection of fire fighting apparatus.

2009-B5

WHEREAS the Fire Underwriters have a great deal of influence over the operation and cost of fire services in British Columbia through their determination of operational guidelines required to achieve beneficial insurance ratings;

AND WHEREAS getting timely advice from the Fire Underwriters is impossible to receive:

THEREFORE BE IT RESOLVED that the Union of BC Municipalities lobby the provincial government to provide authority and resources to the Office of the Fire Commissioner so that they can through research, advice and recommendations, assist fire services with meeting the requirements and guidelines of the Fire Underwriters.

Provincial response: Ministry of Public Safety & Solicitor General

The Fire Underwriters Survey is a national organization administered by SCM Adjusters Canada Ltd., an independent private company.

Request for Decision – Vice-Chair Position & Signing Authority

Local government, primarily through their fire department personnel, are in the final stages of completing a review of fire service in British Columbia which is anticipated to be delivered to the Office of the Fire Commissioner by December 31, 2009. The Office of the Fire Commissioner understands this review contains a number of recommendations including one which refers to a broadening of the office's mandate.

At this time, the Office of the Fire Commissioner in British Columbia continues to have no responsibility or influence on the content of the Fire Underwriters Survey.

2011 B2

WHEREAS the Fire Underwriters Survey requires that all first line fire apparatus (fire trucks) for small communities and rural centres be replaced after 20 years in order to retain fire insurance grading recognition for that apparatus;

AND WHEREAS fire apparatus in small communities and rural centres is still in excellent condition after 20 years due to very low hours of operational use; the cost to apply for a limited extension past 20 years is not economical; and the cost of replacement of first line fire apparatus every 20 years is onerous on taxpayers:

THEREFORE BE IT RESOLVED that UBCM lobby for change to the Fire Underwriters Survey requirements for replacement for first line fire apparatus such as fire trucks and other fire fighting vehicles to ease the financial burden to taxpayers in small and rural centres.

Response:

UBCM conveyed the resolution to the Fire Underwriters Survey with a request for their comments, but did not receive a response from Fire Underwriters Survey. There is no further information about this resolution

Summary

The Board was contemplating a resolution to UBCM similar to the one submitted to the FFGRD. This report provides an outline of three other resolutions previously considered by UBCM.



Submitted by: _____

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: ACRD Board of Directors
From: Russell Dyson, CAO
Meeting Date: June 25, 2014
Subject: Bamfield Fire Chief Replacement

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the proposal from the Bamfield Volunteer Fire Department to conduct a one year trial period where chief officers will receive honorariums, and firefighters will be paid for attending training.

Summary:

Several meetings have been held with Chief Mark Kelly, Director Eric Geall, and Fire Service Coordinator Dan Holder to discuss finding a replacement Chief for the Bamfield Volunteer Fire Department.

In April the position of Volunteer Fire Chief was posted internally within the fire department. After thirty days there had been no interest expressed by current members.

In May 2014, Fire Service Coordinator Dan Holder and I attended a monthly meeting of the Bamfield Fire Department and discussed with the membership an option to move the fire department from a strictly volunteer model toward an honorarium and pay-for-practice type of department. This is a common approach used throughout the province to deal with the challenges of recruiting and retaining volunteer firefighters. This model is not meant to “compensate” volunteers for their actual time and responsibilities, but rather to show appreciation for their dedication and commitment to the community

Background:

Bamfield Volunteer Fire Department is a branch of the ACRD, providing fire protection services to the community of Bamfield, and funded by local taxation.

After fourteen years of service Bamfield Fire Chief Mark Kelly announced that he would be retiring as Fire Chief. He expressed a willingness to remain in the fire chief position until the fall of 2014. Bamfield, like other communities with small year-round populations and high percentage of seasonal residents, faces considerable challenges recruiting and retaining volunteer firefighters, especially volunteer fire chiefs.

A further complication to the staffing challenges facing Bamfield Volunteer Fire Department is the fact that the department’s maintenance person has served notice that he will be stepping down. His duties and responsibilities will now be divided among the department’s chief officers and members. At their June monthly meeting members of the fire department discussed the option of moving toward an

honorarium for the Chief and Deputy Chief positions, and paying members when they attend weekly practices. Job descriptions were developed that outlined the responsibilities and duties of the various positions, along with a training matrix that outlined the necessary competency qualifications.

The consensus among the members is that for a trial period of one year chief officers will receive honorariums, and firefighters will be paid for attending training. The current budget allocation of \$10,000 for maintenance is proposed to be redirected towards the honoraria. All other funds required for the honoraria will be found within the fire department's current budget. There are no anticipated increases in taxation resulting from this change. The members recommended that the position for Fire Chief be posted within the current membership of the department until July 15, with interested candidates being directed to apply in writing to Larry Myres.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

Anticipated Yearly Costs for Bamfield: (Based on 16 members participating in 50 practices per year)

ITEM		COST
Funds freed up from maintenance budget		(\$10,000)
2 Recruits FF	\$10 X 50	\$1,000
6 Exterior FF	\$15 X 50	\$4,500
4 Senior FF	\$20 X 50	\$4,000
2 Captains	\$25 X 50	\$2,500
Deputy Chief	\$600 per month	\$7,200
Fire Chief	\$700 per month	\$8,400
Net Annual Cost	From existing budget	\$17,600

Recruit FFs are New Members to the Department

Exterior FFs are Members that have Completed the Basic FF Program

Senior FFs are Members that have been Active Members with more 10 years' Experience



Submitted by: _____

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors
From: Russell Dyson, Chief Administrative Officer
CC: Island Corridor Foundation
Meeting Date: June 25, 2014
Subject: Island Corridor Foundation Funding Agreement

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors enter into the attached agreement with Island Corridor Foundation to approve a onetime grant-in-aid in the amount of \$89,853.00 over a two year period between 2014-2015.

Background

At the February 13, 2013 Committee of the Whole meeting a motion was passed to approve a one-time grant in aid to the ICF subject to the following conditions that have now been met.

- a. *Exploring alternative funding sources in lieu of property taxes and in the event alternate funds become available, the ACRD be reimbursed by the Island Corridor Foundation;*
- b. *The commitment of the Island Corridor Foundation partners to their share of the current contribution; and*
- c. *Commitment by the Island Corridor Foundation and other regional partners to submit a budget and plan for the Alberni Sub within 30 months with a letter from the Island Corridor Foundation Board confirming the next upgrade is the Alberni sub.*

Alternative funding has been explored but not exhausted. Three of the four other regional districts' have signed the agreement and the ARCD's contribution remains subject to 100% commitment. The Island Corridor Foundation continues to work toward the realization of the Alberni sub. Proceeding with the proposed works is the first step.

Attached please find the agreement and letter dated June 17, 2014 from ICF outlining the Rail Infrastructure Improvement Project.

Financial

A grant in aid was approved by the Board in 2013 for \$89,853.00 with contributions from City of Port Alberni, District of Ucluelet, Electoral Area A – Bamfield, Electoral Area D – Sproat Lake, Electoral Area E – Beaver Creek, and Electoral Area F – Cherry Creek. Half of the contribution was requisitioned in 2013 and the other half (\$44,924.00) will need to be requisitioned in 2015.



Submitted by: _____

Russell Dyson, Chief Administrative Officer

REGIONAL DISTRICT GRANT AGREEMENT

THIS AGREEMENT dated for reference the _____ day of _____, 2014.

BETWEEN:

ALBERNI-CLAYOQUOT REGIONAL DISTRICT

(the “ACRD”)

OF THE FIRST PART

AND:

ISLAND CORRIDOR FOUNDATION

Box 375 Stn A
Nanaimo, BC
V9R 5L3
(the “Foundation”)

OF THE SECOND PART

WHEREAS:

- A. The ACRD wishes to provide the Foundation a maximum contribution of \$89,853.00 for Rail Infrastructure Improvements Project (“the Project”);
- B. For the purposes of this agreement “the Project” is defined as the Rail Infrastructure Improvements identified as rail, rail ties, ballast and upgrades to a number of rail bridges, culverts and trestles all included in the \$20.9 million budget to be expensed from the \$20.9 million total budget on the Island Corridor Foundation lands lying between Victoria (mile 0) and Courtenay (mile 149.7).
- C. The parties hereto wish to enter into this Agreement that specifies the terms and conditions of the contribution.

NOW THEREFORE in consideration of the premises and mutual promises and other good and valuable consideration contained herein, the parties agree as follows:

1.0 Principles of Agreement

- 1.1 The ACRD recognizes the Foundation’s mandate to preserve the use of the rail corridor in perpetuity for the connection and benefit of all Island communities and First Nations along the corridor.
- 1.2 The Foundation recognizes the ACRD’s responsibility and accountability to the taxpayers within the ACRD to ensure that funds provided as part of this contribution are being used for the purpose for which they were intended.

2.0 ACRD's Statutory Discretion

2.1 Nothing in this Agreement shall be interpreted as prejudicing or impairing the ACRD in the exercise of any statutory powers under the *Local Government Act* or the *Community Charter* or any other enactment, all of which may be exercised as if this Agreement had not been entered into.

3.0 Term

3.1 The term of this Agreement shall be for a period of two years commencing on the day of release of funds by the ACRD, unless otherwise terminated as herein provided or for such additional term as agreed to by the parties.

4.0 Project

4.1 The Foundation shall use the contribution for the Project in accordance with the terms herein and subject to any applicable ACRD Board approval conditions.

4.2 Without limiting the foregoing, the Foundation shall remain in good standing and following its annual general meeting in each year of the Term, provide a copy of its Annual Report to the ACRD's Chief Administrative Officer (the "CAO").

5.0 Budget

5.1 The Foundation shall provide the ACRD with a detailed financial plan to include a construction schedule with attached cash flow chart setting out all anticipated revenue and costs of the Foundation in relation to the Project undertaken (the "Budget").

6.0 Payments by the ACRD

6.1 The amount to be paid by the ACRD to the Foundation has been approved by the ACRD Board subject to following conditions and guidelines:

- (a) Successful negotiation and confirmation of a new train service agreement with VIA Rail;
- (b) All five participating Regional Districts providing their respective share of the overall project funding;
- (c) Funding to be provided to the Foundation subject to Clause 6.1 (a) and (b) in two payments: the first in 2014 when the tendered project has been awarded and the second in 2015 in accordance to the construction schedule/cash flow chart referred to in Clause 5.1
- (d) The Foundation will deliver to the ACRD such written reports, information and content satisfactorily and prepared by a person acceptable to the ACRD, as the ACRD may from time to time request concerning either the progress of the project, including financial breakdowns of various components of the project or the financial condition of the Foundation.

6.2 The Foundation shall administer the funds received from ACRD in accordance with the ACRD-approved Budget guidelines for this project and shall not expend such funds

except as provided for in this Budget.

7.0 Other Funding

- 7.1 If the Foundation receives or has received other funding, for or in respect to the Project, from any other government or governmental body, person, firm or corporation, then the Foundation will forthwith provide the ACRD with full and complete particulars thereof.

8.0 Financial Statements and Right to Audit

- 8.1 The Foundation shall prepare and maintain all books of account, budgets, records and financial statements, including all receipts and invoices supporting any expenditure on the Project, in accordance with generally accepted accounting principles applied on a consistent basis from year to year.
- 8.2 The funds provided by the ACRD shall be separated from any other funds in the Foundation's books of account. The Foundation shall prepare at each year-end, financial statements setting out the Foundation's assets and liabilities as well as a statement of revenue and expenditures for the year. The Foundation shall deliver a copy of the financial statements to the CAO within 60 days of the Foundation's annual general meeting in April.
- 8.3 At any time, the ACRD may give to the Foundation written notice that it wishes to examine all books of accounts of the Foundation, and the Foundation shall, within 10 days of receipt of such notice, provide to the ACRD representative access to all records, documents, books, accounts and voucher of the Foundation and shall promptly provide to the ACRD all information and explanations as may be, in the representative's opinion, necessary to ascertain the use of funds received from the ACRD and the financial position of the Foundation.

9.0 Indemnity

- 9.1 The Foundation will at all times indemnify and save harmless the ACRD its directors, officers and employees from and against all claims, actions, causes of action, demands, losses, damages, costs, liabilities, expenses, fines, fees, penalties, assessments and levies, made against or incurred, suffered or sustained by any of them, at any time or times (whether such interest, fines or costs are court ordered or otherwise and whether before or after the expiration or termination of this Agreement) where the same or any of them are sustained in any way as a result of this Agreement, which indemnity will survive the expiration or sooner termination of this Agreement.

10.0 Funds may be Withheld in the Event of Breach

- 10.1 In the event that the Foundation is in breach of any of the terms of this Agreement and fails to cure such breach within 10 days of receipt of written notice from the ACRD advising of the breach, the ACRD may withhold all or part of the payment that otherwise would be made by the ACRD under section 6.0 hereof.

11.0 Termination

- 11.1 The ACRD may terminate this Agreement upon giving the Foundation 60 days notice of

its intention to terminate if:

- (a) the Foundation fails to file its annual report or is otherwise no longer in good standing under *Part II of the Canada Corporations Act*;
- (b) the Foundation defaults or fails to perform any term or condition of this Agreement that is required to be performed by the Foundation; or
- (c) the Project is terminated or amended such that the Foundation is not the recipient of the contribution provided for thereunder.

12.0 Notices

- 12.1 Any notice to be given by one party to another will be in writing and may be delivered by hand or mailed by first class prepaid registered mail to the address set forth below, or such other address of which notice is given by a party pursuant to the provisions of this section. Such notice will be deemed to have been given and received when delivered if delivered by hand, or if by mail, then the notice shall be deemed to have been given and received on the expiration of four business days after it was posted.

If to the ACRD:

Alberni - Clayoquot Regional District
3008 5th Ave
Port Alberni, BC
V9Y 8M5
Attention: Chief Administrative Officer

If to the Foundation:

Island Corridor Foundation
Box 375 Stn A
Nanaimo, BC
V9R 5L3
Attention: Chief Executive Officer

13.0 Relationship of Parties

- 13.1 The parties agree that nothing in this Agreement shall be interpreted as creating nor shall create an agency relationship, joint venture, partnership or employment relationship between the ACRD and the Foundation, its employees, agents or contractors.

14.0 Other Acts

- 14.1 The parties agree that they will do all such further acts, deeds or things and execute and deliver all such further documents as may be necessary or advisable for the purpose of assuring and confirming to the parties the rights hereby created or intended and of giving effect to and carrying out the intention of facilitating the performance of the terms of this Agreement.

ISLAND CORRIDOR FOUNDATION

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

June 17th 2014

Alberni Clayoquot Regional District
3008 5th Ave,
Port Alberni, BC
V9Y 2E3

Dear ACRD Board,

The Island Corridor Foundation greatly appreciates your support for Phase I Rail Infrastructure Funding. It is encouraging that all five regional districts have agreed to fund their respective share of this initial rail upgrade investment.

Phase I provides us the ability to aggressively develop rail services for both the Alberni and Victoria subs. At the recent presentation to your Board, the President of Southern Rail explained his company's long term commitment to providing rail service for Vancouver Island and the industrial opportunities for the Alberni Subdivision. He shared with you the upgrade assessment that Southern had already undertaken for the Alberni Subdivision.

The Foundation is committed to further rail upgrades for both subs. An amount is budgeted annually to assist the Alberni Pacific Railway maintain and improve the trackage on the Alberni sub. The steam train and McLean Mill are one of the best examples of rail tourism in the province.

A second initiative for Alberni that is actively being pursued is the development of a Trackman Training & Apprenticeship facility in cooperation with a training institute and the ICF. Many miles of track could be rebuilt on the Alberni sub while providing valuable apprenticeship training for students. The milder winter climate allows for a year round training program.

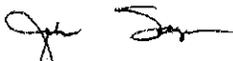
Ken McRae, your ICF Director, has been engaged with ICF staff and others in pursuing this opportunity. This is a priority initiative of the ICF. The track work completed through such a program could greatly assist in expanded tourism and passenger rail opportunities.

In trail development the Regional District of Nanaimo is planning the first phase of trail building along the Alberni sub from Parksville to Coombs. The trail to Alberni has been identified as an important link for the overall Vancouver Island trail plan that the ICF is part of.

This ties in nicely with the rails and trails opportunities as our new train will have bike carrying capacity and both SVI and the ICF anticipate significant ridership.

The point of all this is to ensure directors the Alberni sub is an integral part of the ICF rails and trails plan while underscoring our rail operator's interest in the industrial potential of the Alberni sub.

Yours truly,



Judith Sayers
Board Chair
Island Corridor Foundation



REQUEST FOR DECISION

To: Board of Directors
From: Wendy Thomson, Manager of Administrative Services
Meeting Date: June 25, 2014
Subject: Bylaw A1072-1, Elections Bylaw Amendment, 2014

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors give four readings to Bylaw A1072-1, Elections Bylaw Amendment, 2014.

Desired Outcome:

To amend the ACRD Elections Bylaw to address advance voting opportunities that land on a statutory holiday.

Background:

In July 2011, the ACRD Board of Directors adopted Bylaw A1072 which determines the procedures for conducting local government elections and other voting within the Alberni-Clayoquot Regional District.

This year, the general local election will be held on Saturday, November 15th. As per the ACRD Elections Bylaw, the second advanced voting opportunity falls on a statutory holiday (November 11th). An amendment to the Elections Bylaw is required in order to address this issue. Staff recommends amending the Bylaw to hold the second advance voting on the **3rd day** before general voting in the event the second advance voting falls on a statutory holiday. If the amending bylaw is adopted, the second advance voting opportunity will be held on November 12, 2104. The City of Port Alberni is recommending the same amendment to their Elections bylaw.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to amend the bylaw.

Financial:

n/a

Policy or Legislation:

Local Government Act and Community Charter apply.

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

Approved by: R
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 25, 2014

Subject: Contract Extension – IT Contractor

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors renew the contract with George Rose, CertiTech IT Services to provide IT support services for another one year term commencing July 1, 2014 for a total cost of \$65,000.00 including expenses.

Desired Outcome:

To extend the contract for IT support services with Mr. George Rose, CertiTech IT Services for an additional one year term.

Background:

In July 2012, the ACRD retained the contract services of Mr. Rose, CertiTech to provide IT services to the Regional District. The Contractor is responsible for the coordination of the Regional District's computer apparatus and systems. The ACRD Board renewed the contract in 2013 for an additional 1 year term.

Mr. Rose has been instrumental in upgrading and organizing the ACRD's information systems. He recently implemented the ACRD's new phone system and negotiated contracts and services with Telus and Telus Mobility which are realizing the substantial monthly savings. Staff recommend renewing the contract with CertiTech IT Services for another one year term. Attached is a report on projects completed over the past year and projects for the next 12 month term.

Time Requirements – Staff & Elected Officials:

Minimal staff time required to extend the contract.

Financial:

\$50,000.00 of IT Support services were budgeted through General Government Services in 2014 as well as \$15,000.00 in Beaver Creek Water System budget for SCADA system work. Minimal amounts of additional time have also been budgeted in other services such as the volunteer fire departments and the Bamfield Water System.

Policy or Legislation:

Request for Decision - IT Support Services - Contract Renewal

n/a

Submitted by: 
Wendy Thomson, Manager of Administrative Services

Approved by: 
Russell Dyson, Chief Administrative Officer

The following are some of the larger projects that have been completed over the last 12 months:

1. Changes to system and data backups

- Added redundant on-site backups to NAS drive to existing offsite backup using RDX drives. This helps to ensure daily data backups even in the event of an offsite backup system failure

2. New plotter

- Replaced old Planning plotter

3. New Planning colour printer

- Replaced old HP colour printer in planning department. Printing in planning department now supports double sided printing

-

4. Upgraded server hardware

- Upgraded server and server11 hardware (added second cpu and added ram)

5. Virtualization of exchange server (vmhos1)

- Installed Server 2012 R2 as Hyper V host and migrated exchange server as guest operating system. This required building an interim Hyper V server (vm1) to run exchange while old exchange server (serverx) was being virtualized. VM1 is also currently running a guest Server 2003 installation and our anti-spam software. Vmhost1 has another Windows 2008 R2 guest operating system (pardgw1) running our email archiving software.

6. Email server upgrade

- Exchange server operating system has been upgraded from Server 2003 to Server 2008 R2. This required a clean installation of the new operating system and Exchange Server 2007, and a migration of all mailboxes etc.

7. New switches installed

- Installed and configured new managed network switches

8. New Contract with Telus Mobility

- Negotiated new wireless contract with phone and data pooling.

9. New Contract with Telus

- Negotiated new land line and long distance contract

10. New phone System

- Looked after procurement and oversaw installation of new phone system for ACRD office.

11. Miscellaneous organizational and structural upgrades and documentation

- Continue with overall structure and organization of the IT over the past year. Continuing to work on systems documentation, but this is difficult as we are still in the middle of major upgrades.

12. Office renovations and Staff relocations

- We have had multiple office renovations and staff office relocations in the last year. I have handled all of the required changes to the phone system, negating the need to hire our phone system provider to provide this service

Projects for the next 12 months

- 1. Upgrading of Exchange Server 2007 to Server 2013 and Microsoft Office 2007 to Office 2013**
 - Both of these applications are getting close to end of life
- 2. Virtualization of Domain Controller**
 - Server11 is in the process of being virtualized. This will complete the virtualization of all servers except the SQL server which there are no plans to virtualize at this time
- 3. Update Server Security**
 - As we take on more of the Information System responsibilities of other services and utilities, and allow more outside access to our systems, adequate security becomes more crucial. Once the virtualization of all systems is complete a complete security audit and subsequent tightening and testing of the security of our systems will be required
- 4. Shared drives cleanup and organization**
 - The shared drives on the server are very cluttered and contain many outdated files. This is a project that I have been trying to get to for some time
- 5. Internet activity monitoring software**
 - To be installed and configured on pardgw1
- 6. Migrate anti-spam software**
 - Anti-spam software needs to be moved from vm1, which is for migration and testing, to the production machine pardgw1
- 7. Configuration Documentation**
 - I have been doing my best to document any new configurations that I have implemented however due to time restraints I have been unable to document many existing hardware and software configurations
- 8. End User Policies and Procedures**
 - I have been doing my best to document any new procedures that I have implemented however due to time restraints I have been unable to document many existing IT Policies and end user procedures
- 9. Disaster Recovery Plan**
 - Although the backup system has been upgraded there is still no documented information systems disaster recovery plan in place
- 10. New Server Room**
 - We are currently in the process of designing a dedicated server room so that the equipment can be moved out of the Information Systems office. This is a huge undertaking but is required for safety and security reasons as the ACRD head office takes over more of our services and utilities information systems roles.
- 11. Upkeep**
 - It has taken 2 years to get the ACRD Information Systems department organized to the point it is now. There is still a fair bit more to be done and the constant changes to keep up with. The dedicated server room will help immensely toward a smooth running department. It is still crucial to keep on top of things and not allow them to go once again into disarray.



REQUEST FOR DECISION

To: Board of Directors

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 25, 2014

Subject: **2016 U-18 Female National Hockey Championship Event Bond**

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors commit to post a \$2,500.00 bond in 2016 on behalf of the Alberni Valley Bid Committee to bring the 2016 U-18 Female National Hockey Championship to Port Alberni in November 2016, subject to review of the Committees budget through the 2016 ACRD grant-in-aid process.

Desired Outcome:

To commit to post an event bond on behalf of the Alberni Valley Bid Committee - U-18 Female National Hockey Championship.

Background:

At the June 11, 2014 Board of Directors meeting the attached correspondence was considered by the ACRD Board. Directors passed a resolution to support the AV Bid Committee by committing \$500.00 cash and \$500.00 in-kind services to assist the Committee in bringing the U-18 Female National Hockey Championships to Port Alberni in November 2016.

The AV Bid Committee appreciates the \$500.00 grant to assist with preparations of the event, but does not require the in-kind services at this time.

The AV Bid Committee requires an organization to commit to post a bond in 2016 in the amount of \$2,500.00. The AV Bid Committee requests the ACRD Board of Directors to consider committing to post the event bond on their behalf. The Committee requires this as part of their bid package.

Time Requirements – Staff & Elected Officials:

Minimal

Financial:

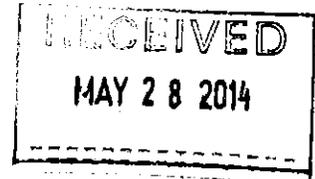
No funds allocated at this time above and beyond the \$500.00 committed at the June 11th Board meeting. Funding will be considered in 2016.

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

Approved by: 
Russell Dyson, Chief Administrative Officer

Alberni Valley Bid Committee
2016 U-18 Female National Hockey Championship

c/o Meranda Vallee, Chair
4715 Gertrude Street
Port Alberni, BC V9Y 6K4
mvallee@avmha.com



May 27, 2014

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

Dear Sir/Madam:

RE: 2016 U-18 Female National Hockey Championship Bid Support

We have formed a Bid Committee to bring the U-18 Female National Hockey Championship to the City of Port Alberni in November of 2016.

We have a few members on the Committee already with representation from local businesses, sports associations and government. The members so far are as follows:

Meranda Vallee, Chair
Stefanie Weber
Steve Bilodeau
Ron Paulson

Aaron Vissia, Co-chair
Robe Cole
Pat Deakin

We have held many events in our Multiplex, including the 2009 Under 17 World Hockey Challenge, which was a huge event for our community. Although this event will not be as big as the U-17 event, we are still very excited to be working with other communities to try to make this event possible on the Island. The communities who will be co-hosting the event are Cowichan Valley, Nanaimo, Parksville, Comox, Campbell River and Port Alberni.

Port Alberni could possibly see 4 out of 18 games being played within our facility. We would definitely see two semi-final games held here and we would also try to strive for the bronze and gold games to be held here as well.

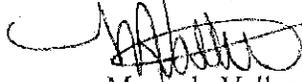
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As President of the Alberni Minor Hockey Association, we are having great difficulties in keeping our female program alive. The interest is just not there like it used to be and we have found that it is a very biased sport for females to partake in. This is not just within our community, but it is all along Vancouver Island. I believe an event like this held in our community and in any of the other communities would boost that interest again within the younger generations. Our hockey Associations needs this boost.

When we receive the bid, each community will be responsible for securing a bond for each game they hold. This bond will be \$2,500.00 per game and we will be asking for support with this as well. These bonds are not due right away as the event does not happen until November 2016.

We are at this time, asking for your support in our bid to co-host this great event!

Yours truly,



Meranda Vallee
Chair



REQUEST FOR DECISION

To: Board of Directors

From: Andrew McGifford, Accountant

CC: Suzanne Rompre

Meeting Date: June 25, 2014

Subject: Bamfield Waste Recycling Contractor monthly duties and remuneration

Recommendation:

That the Board of Directors increases the contract with Suzanne Rompre, Bamfield Waste Recycling Contractor from \$700 to \$800 per month.

Desired Outcome:

To provide an increase to the monthly remuneration of the Bamfield Waste Recycling contractor for expanded duties since the original contract was undertaken.

Background:

Suzanne Rompre has been the Bamfield Waste Recycling Contractor since April 14, 2009 and the contract has been renewed annually up to April 14, 2012. The agreement has been running month to month at the original rate of remuneration. Since the original contract there has been a Share Shed added to the Bamfield transfer station and in May of this year the Multi Material British Columbia (MMBC) program was implemented. These changes in handling the solid waste and recycling materials have increased the amount of contractors time spent on normal routine duties.

Time Requirements – Staff & Elected Officials:

Minimal time required by staff and elected officials.

Financial:

The financial implications of this increase to the Bamfield transfer station are offset by the decrease in recycling transportation costs no longer paid by the ACRD, which was \$900 per trip. MMBC now pays for transportation from the transfer station to Nanaimo which has been averaging around \$9000 per year. Therefore, the costs will remain within budget unless a dramatic increase in garbage occurs this year.

Options Considered:

A review of the Bamfield Transfer Station will be proposed by staff later this year as both the Huu-ay-aht First Nations and the Bamfield Marine Station have inquired whether a partnership may be mutually beneficial. A RFP process will be undertaken to establish a new contract at that time.



Submitted by: _____

Andrew McGifford, Accountant



Approved by: _____

Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Valley Committee
Russell Dyson, CAO

From: Wendy Thomson, Manager of Administrative Services

Meeting Date: June 17, 2014

Subject: **Alberni Valley Bulldogs Sponsorship Program**

Recommendation:

That the Alberni Valley Committee endorse the Alberni Valley Bulldogs Sponsorship Program as presented and recommend that the ACRD Board of Directors approve the program with the Alberni Valley Bulldogs for the value of \$24,925.00.

Desired Outcome:

To enter into a sponsorship program with the Alberni Valley Bulldogs.

Background:

At the direction of the Alberni Valley Committee staff met with the Alberni Valley Bulldogs to develop a sponsorship program that supports the team financially while promoting Alberni Valley services particularly recycling, environmental protection, MMBC and the Solid Waste Management Plan (SWMP) initiatives.

The Bulldogs are seeking support from the ACRD in the order of \$25,000 (\$20,000 more than previous). The proposal provides for equivalent value in terms of advertising, promotion and exposure of ACRD programs and services. The team has prepared the attached outline of deliverables. The proposal maximizes exposure and use of the brand and player availability to help deliver messaging. This will be accomplished through in game activities and giveaways, premiere advertizing space in the multiplex, exposure in the team program, website advertizing and messaging through the Bulldogs in schools program.

The availability of players is limited throughout the season given their schedule and participation in school. Therefore the program maximizes advertizing and promotional exposure. There is also an opportunity to promote healthy choices and recognize our emergency services. Healthy choices will enable the promotion of the farm plan, farmers market and eating local products. Emergency services will enable us to celebrate the contributions of local emergency personnel and promote emergency preparedness.

The coaching staff has expressed an interest in working with the community to provide players to help with trails as a team building exercise – this request was received from the Carlson's.

Funding is available to meet this commitment with most of the funds from the AV Landfill budget.

The ACRD will be responsible for media production costs and photography for any of the advertising.

Bulldogs volunteers and coaching staff will be in attendance to discuss the proposal and answer any questions at the meeting on Tuesday.

Time Requirements – Staff & Elected Officials:

Some staff time required to support the program.

Financial:

Funding is from the Alberni Valley Landfill advertising and school program budgets, the AV Emergency Planning budget, and possibly the Regional Planning Agricultural initiatives budget. We will consult with the various groups before utilizing their funds.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer

Our Community



Our Team

Our Commitment



The Bulldogs organization was founded as a British Columbia Hockey League expansion franchise in Burnaby in 1998. Following four seasons in Burnaby, the community of Port Alberni heavily pursued a team of their own and after meeting and exceeding some lofty targets set by the BCHL, the franchise was relocated to the Alberni Valley for the beginning of the 2002/03 season. In the summer of 2012, the Bulldogs became the league's fifth community-owned team when a non-profit group, the Port Alberni Junior Hockey Society, was formed to purchase the team.

The team has enjoyed a great deal of success over the past five seasons, both on and off the ice. The Bulldogs have won two Island Division Championships (2009/10, 2012/13) and appeared in the BCHL's Conference Finals in both those seasons. In that time, 25 Bulldogs players have moved on to play NCAA Division I Hockey or have secured a scholarship to do so in the near future. Many others have gone on to play college and university hockey at other levels. In the franchise's history, three players have been named the league's Best Defenseman, three have won the Bob Fenton Trophy for Most Sportsmanlike Player, two have received the Bruce Allison Memorial Trophy as Rookie of the Year and one was named the BCHL's Most Valuable Player.

The Bulldogs pride themselves on creating a positive environment for young athletes to develop as hockey players and as people. We have worked hard to bring character and commitment into our environment. Players need character, a strong work ethic, and an understanding of what it takes to strive towards becoming a successful student athlete. A big part of developing as a hockey player is understanding the importance of "community" and being active members in giving back. This season, Bulldogs players and personnel provide over 1100 hours in service time to our community.

Sponsorship



The Port Alberni Junior Hockey Society (PAJHS) was established in April 2012 ‘to promote civic pride and community engagement by owning and operating a Junior A hockey team based in Port Alberni’ and that Mission Statement fit well with the 3 Key Partnership and Sponsorship programs developed for the Alberni Clayoquot Regional District.

- Healthy Living (September 2014)
- Recycling (November 2014)
- Emergency Services (February 2015)

Each of these 3 unique and distinct partner programs will receive:

- One feature event/game day sponsorship Total Sponsorship Value: \$3000
Including handouts, giveaways and in-game contesting and audience participation activations as requested

- Ticket giveaways (50 per feature game) Total Sponsorship Value: \$2175
Tickets work well for reward and recognition purposes with groups and organizations connected to these programs

- Full page ad in the annual program Total Sponsorship Value: \$2250
Each full page ad would have content specific to each of our 3 programs

- Web feature position and link to ACRD content Total Sponsorship Value: \$1500
This position is available for the full season. Program features and active links can be refreshed as needed

- The Bulldogs will also commit to 3 team appearances at ACRD events (Players, personnel and Mascot)
The AVB brand and player appearances will help promote the ACRD’s MMBC and SWMP education, advertising and promotions

Additionally, the ACRD will receive:

- 4 wall panel advertising positions on the east Mezzanine. Each feature position will be up to 11'x11' and will present landscape/features of the Alberni Clayoquot Regional District with a logo and positioning statement in support of a clean environment and a general recycling message.

Total Sponsorship Value: \$8000

- Sponsor recognition of the "Bulldogs In School" Initiative featuring ACRD programs

Throughout the year, Bulldogs players visited 5 schools, twice a week from October through February (approximately 150 school visits). Players take part as teachers' assistants, helping with reading, math, and positively interacting with the students and will deliver messaging consistent with the 3 Key promotional areas identified, Recycling, Healthy Living and Emergency Services. The program will again feature Bulldogs/ACRD Recycling training and the "Waste Free Lunch Challenge" concept. The "Waste Free Lunch Challenge" was recognized by the NHL Green Program and by the BCHL. It is anticipated that Shaw Community Recycling Tips segments will also again be part of the program.

Total Sponsorship Value: \$4000

- Stair Messaging featuring the 3 R's (2 Sets)

Total Sponsorship Value: \$2000

- Recycling bins and pop up banner positioning at all Bulldogs home games (2 locations)

Total Sponsorship Value: \$2000

The ACRD is also invited to regularly provide content for our E-newsletter (distribution to over 700 households and Season Ticket Holders) and to provide messaging for distribution at events that the team is participating in including but not limited to:

- Canada Day Parade
- Annual Bulldogs Summer Hockey School
- Raise A Reader ball hockey challenge
- Dad's Night Out
- Professional Day Hockey Camps;
- Association for Community Living and Pathways Visits
- Christmas Winter Wonderland Skates
- Community Living's Guns & Hoses Fundraiser hockey game

ACRD Commitment:

\$24,925 plus production & applicable taxes



REQUEST FOR DECISION

To: Board of Directors

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

Meeting Date: June 25, 2014

Subject: 2014-2024 Community Works Fund Agreement

Recommendation:

That the Alberni-Clayoquot Regional District (ACRD) Board of Directors approve the 2014-2024 Community Works Fund Agreement between the Union of British Columbia Municipalities (UBCM) and the ACRD and authorize the Chairperson and the Chief Administrative Officer to enter into the Agreement on behalf of the ACRD.

Desired Outcome:

To enter into the agreement for the renewed Federal Gas Tax Fund.

Summary:

Earlier this spring the Federal Government announced the continuation of the Gas Tax Fund that provides funding directly to local governments to support local priorities. Changes to the original agreement include:

- The expansion of eligible project categories to include items such as airports, sports infrastructure, asset management plans and disaster mitigation.
- The annual reporting deadline has been moved from July 1st to June 1st which will be challenging, but not unattainable, for the finance department to meet.
- The funds remaining from the original agreement become part of this agreement and any existing commitments, such as the \$385,000 to Cherry Creek Waterworks District, still apply.
- Language has been added to this agreement to emphasize the importance of focusing on asset management.

Many of the administrative procedures that staff are required to follow are not directly in the agreement but are in a separate Administrative Agreement that can be found on the UBCM website at: http://www.ubcm.ca/assets/Funding~Programs/Renewed~Gas~Tax~Agreement/Main~Page/administrative-agreement-on-the-federal-gas-tax-fund_signed.pdf

Time Requirements – Staff & Elected Officials:

A significant amount of staff time is required to administer this program.

Financial:

The Community Works Fund is a transfer of Federal Gas Tax Revenues to local governments for infrastructure improvements and developments. 100% of the funding under this agreement comes

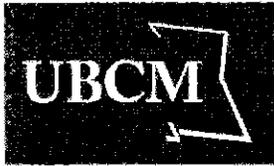
from the Federal Government although the program is administered by UBCM. The contribution for 2014 will be \$444,325.64.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



Administration provided
By UBCM

Funding provided by:
Government of Canada

Canada

In partnership with:
The Province of BC



**BRITISH
COLUMBIA**
www.gov.bc.ca

Gas Tax Program
Services

Local Government House
525 Government St
Victoria BC V8V 0A8

Phone: 250-356-5134
Fax: 250-356-5119

Website:

www.ubcm.ca
under
Funding Programs

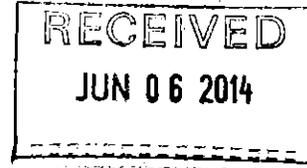
Renewed Gas Tax Fund

Gas Tax Program Services

...delivering the federal gas tax agreement funding in British Columbia

May 30, 2014

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



Dear Chair Cindy Solda:

Please find enclosed two (2) copies of your Community Works Fund (CWF) Agreement 2014-2024 under the Administrative Agreement on the Federal Gas Tax Fund in British Columbia (Gas Tax Agreement). This Agreement will replace your current 2005-2015 CWF Agreement.

If Board resolves to enter into the Agreement, the Chair and the Corporate Officer should sign both copies and return both to UBCM, along with a certified Board resolution. Upon receipt, the Union of BC Municipalities (UBCM) will sign and date the Agreement and return one fully executed copy for your records. At that time, and provided UBCM has received your 2013 Gas Tax annual expenditure report, UBCM will release your first of two Community Works Fund payments for 2014 in the amount of \$222,162.82. Your second payment is expected to be released by December 2014 and payments will continue in a semi-annual basis over the term of the 2014-2024 CWF Agreement.

The CWF will continue to provide dedicated long-term predictable federal funding to local governments for investments in capital and capacity building projects. Local governments will continue to make local choice on which eligible projects to fund through this program.

UBCM will also be making an additional payment towards CWF funding from interest accumulated over the term of the first Gas Tax Agreement (2005 – present). It is expected that this payment will see an additional \$8 million allocated to BC Local Governments over the next two years of funding, and will coincide with your regular CWF payment starting July 2014.

Any CWF funding that you still have as unspent through CWF payments from 2005-2013 will be considered funds under your new CWF Agreement and any obligations outlined in the new Agreement will take effect for those funds upon completion of your 2013 Gas Tax annual expenditure report.

The renewed Gas Tax Agreement can be found on the UBCM website at www.ubcm.ca under the Funding Programs, Renewed Gas Tax Agreement tab.

Please feel free to contact Brant Felker, Gas Tax Policy & Program Manager if you have any questions about CWF or other programs under the Gas Tax Agreement. Brant can be reached by e-mail at bfelker@ubcm.ca or by phone at 250-356-0893.

Yours truly,

A handwritten signature in black ink, appearing to read "Rhona Martin". The signature is fluid and cursive, with the first name "Rhona" being more prominent than the last name "Martin".

Rhona Martin
UBCM President

2014-2024 COMMUNITY WORKS FUND AGREEMENT
under the
ADMINISTRATIVE AGREEMENT
ON THE FEDERAL GAS TAX FUND IN BRITISH COLUMBIA

This Agreement made as of _____, 201__

BETWEEN:

Alberni-Clayoquot Regional District (the Local Government)

AND

The **UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM)** as continued by section 2 of the *Union of British Columbia Municipalities Act RSBK 2006, c.1*, as represented by the President

WHEREAS:

- A. Canada, British Columbia and UBCM wish to help communities build and revitalize their public infrastructure that supports national objectives of productivity and economic growth, a clean environment and strong cities and communities;
- B. Canada, British Columbia and UBCM have entered into the Agreement setting out the roles and responsibilities of the Parties for the administration of the Federal Gas Tax Fund (GTF) in British Columbia;
- C. The Agreement provides for delivery of funding that may be received by UBCM from Canada, including interest thereon, through three programs, one of which is Community Works Fund;
- D. The Agreement sets out the purpose, terms and conditions of the Community Works Fund, and requires that in order to receive Community Works Fund funding, a Local Government must sign a Funding Agreement with UBCM;

NOW THEREFORE, in consideration of the mutual promises herein, UBCM and the Local Government agree as follows:

1. PURPOSE

The purpose of this Community Works Fund Agreement is to set out the roles and responsibilities of the Local Government and UBCM related to any Community Works Fund funds that may be delivered to the Local Government by UBCM:

2. SCHEDULES

The following Schedules, originating in whole or part from the Agreement, are attached to and form part of this Community Works Fund Agreement:

- Schedule A - Definitions
- Schedule B - Eligible Project Categories
- Schedule C - Eligible and Ineligible Expenditures

Alberni-Clayoquot Regional District - Agreement [AG518-0-Community Works Fund (CWF)]

Schedule D - Reporting and Audits
Schedule E - Communications Protocol

3. ROLE OF UBCM

3.1 UBCM has, pursuant to the Agreement, agreed with Canada and British Columbia to:

- A. receive GTF funding from Canada and allocate funds so received from Canada pursuant to the Agreement, including allocating Community Works Funds to the Local Government to be spent on Eligible Projects and Eligible Expenditures in accordance with the terms and conditions of this Community Works Fund Agreement;
- B. report to Canada and British Columbia, including Annual Reports and Outcome Reports, as required by the Agreement; and
- C. fulfill other roles and responsibilities as set out in the Agreement.

4. CONTRIBUTION PROVISIONS

- 4.1 Over the term of this Community Works Fund Agreement, UBCM will pay the Local Government its annual allocation within 30 days of receipt of such funds from Canada.
- 4.2 Payments under section 4.1 are subject to UBCM receiving sufficient GTF funds from Canada, and Local Government compliance with this Community Works Fund Agreement and any other Funding Agreement under the First Agreement.
- 4.3 Annual allocation is based on a formula set out in section 3.4 of Annex B of the Agreement. In the first year of this Community Works Fund Agreement, the Local Government will receive \$444,325.63, in two equal instalments which, subject to section 4.2, are expected to be delivered in the month following July 15 and November 15, 2014.
- 4.4 Annual allocation to the Local Government for all subsequent years under this Community Works Fund Agreement continue to be based on the funding formula set out in the Agreement, but are subject to change by UBCM from the amount set out in section 4.3 due to such circumstances as local government boundary changes and new Local Government incorporations, changes in Census populations and changes in amounts that may be received by UBCM from Canada.
- 4.5 Timing of payments in subsequent years under this Community Works Fund Agreement to the Local Government by UBCM are subject to change due to any changes in timing of payments to UBCM by Canada.

5. USE OF FUNDS BY LOCAL GOVERNMENT

- 5.1 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government must be used by the Local Government in accordance with this Community Works Fund Agreement, including specifically Section 6. (Commitments of the Local Government).
- 5.2 Any GTF funding that may be received by the Local Government and any Unspent Funds, and any interest earned thereon held by the Local Government will be treated as federal funds with respect to other federal infrastructure programs.

6. COMMITMENTS OF THE LOCAL GOVERNMENT

- 6.1 The Local Government shall:

A. Ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon are expended and used in accordance with Schedule B (Eligible Project Categories) and Schedule C (Eligible and Ineligible Expenditures).

B. Treat any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon as federal funds with respect to other federal infrastructure programs.

C. Over the term of this Community Works Fund Agreement, ensure that any Unspent Funds and any GTF funding received from UBCM, as well as any interest earned thereon result in incremental spending as measured by the methodology, which will include a Base Amount, approved by the Partnership Committee.

D. Comply with all Ultimate Recipient requirements outlined in Schedule E (Communications Protocol).

E. During the term of this Community Works Fund Agreement work to strengthen Asset Management, in accordance with the Asset Management framework developed by the Partnership Committee.

F. Invest, in a distinct account, GTF funding received from UBCM in advance of paying Eligible Expenditures.

G. With respect to Contracts, award and manage all Contracts in accordance with the Local Government's relevant policies and procedures and, if applicable, in accordance with the Agreement on Internal Trade and applicable international trade agreements, and all other applicable laws.

H. Invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.

I. Submit a report to UBCM, in a format acceptable to UBCM, by June 1 in each year, which includes:

- GTF transactions of the Local Government for the previous calendar year, in sufficient detail to allow UBCM to produce the Annual Report required by Schedule D (Reporting and Audits);
- a declaration from the Chief Financial Officer that the Local Government has complied with all Funding Agreements between it and UBCM; and

- any other information required by UBCM to fulfill its responsibilities under the Agreement, including, but not limited to project outcomes in relation to anticipated program benefits, expenditures made for tangible capital assets, and progress made towards Asset Management improvements.

J. Allow Canada and UBCM reasonable and timely access to all of its documentation, records and accounts and those of their respective agents or Third Parties related to the use of any Unspent Funds and any GTF funding, as well as any interest earned thereon, and all other relevant information and documentation requested by Canada or UBCM or its designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Community Works Fund Agreement.

K. Ensure that no current or former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from GTF funding, Unspent Funds and interest earned thereon, unless the provision or receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

L. Keep proper and accurate accounts and records in respect of all Eligible Projects for at least six (6) years after completion of the Eligible Project and, upon reasonable notice, make them available to Canada or UBCM.

M. Ensure actions do not establish or be deemed to establish a partnership, joint venture, principal-agent relationship or employer-employee relationship in any way or for any purpose whatsoever between Canada, British Columbia, or UBCM and the Local Government, or between Canada, British Columbia, or UBCM and a Third Party.

N. Ensure the Local Government does not represent themselves, including in any agreement with a Third Party, as a partner, employee or agent of Canada, British Columbia or UBCM.

O. Ensure that the Local Government will not, at any time, hold the Government of Canada or British Columbia or any of their respective officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate the Government of Canada or British Columbia and their respective officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the negligence of an officer, employee, or agent of Canada in the performance of his or her duties.

P. Ensure that the Local Government will not, at any time, hold UBCM or any of its officers, servants, employees or agents responsible for any claims or losses of any kind that they, Third Parties or any other person or entity may suffer in relation to any matter related to GTF funding or an Eligible Project and that they will, at all times, compensate UBCM and its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to GTF funding or an Eligible Project, except to the extent to which such claims or losses relate to the act of negligence of an officer, employee, or agent of UBCM in the performance of his or her duties.

Q. Agree that the above requirements which, by their nature, should extend beyond the expiration or termination of this Agreement will extend beyond such expiration or termination.

7. TRANSITION

- 7.1 As of the effective date of this Community Works Fund Agreement, the First Community Works Fund Agreement is terminated.
- 7.2 Notwithstanding section 7.1, the Parties agree that prior to its termination, the First Community Works Fund Agreement is amended to add to section 6.2 of that agreement: Schedule A (Eligible Project Categories and Project Examples); Schedule B (Eligible Costs for Eligible Recipients) and Schedule E (Reporting and Audit).
- 7.3 Notwithstanding section 7.1, the Parties agree that the survival rights and obligations in Section 6.2 of the First Community Works Fund Agreement (including those added to that section by virtue of Section 7.2), and any other section of the First Community Works Fund Agreement that is required to give effect to that survival section, will continue to apply beyond the termination of the First Community Works Fund Agreement subject to the following:
- A. Regardless of any wording in the First Community Works Fund Agreement with another effect, Unspent Funds, including interest earned thereon, will, as of the effective date of this Community Works Fund Agreement, be subject to this Community Works Fund Agreement;
 - B. Unspent Funds that fall within the reporting period of the 2013 Annual Expenditure Report (as defined in the First Community Works Fund Agreement) will be reported by the Local Government to UBCM in accordance with the First Community Works Fund Agreement;
 - C. Unspent Funds that fall within the reporting period that includes January 1, 2014 to the effective date of this Community Works Fund Agreement will be reported by the Local Government to UBCM in accordance with this Community Works Fund Agreement;
 - D. The survival of the reporting obligations under Section 3.2 and section 1.1 of Schedule E (Reporting and Audits) of the First Community Works Fund Agreement extends only until these obligations are fulfilled by the Local Government for the 2013 reporting year, after which, the reporting obligations under Section 6.1(i) and Schedule D of this Community Works Fund Agreement will apply; and
 - E. Any matters that Section 3.1 (iv) and Schedule G of the First Community Works Fund Agreement would have applied to will be dealt with under Section 6.1(d) and Schedule E (Communications Protocol) of this Community Works Fund Agreement.

8. TERM

This Community Works Fund Agreement will be effective as of April 1, 2014 and will be in effect until March 31, 2024 unless the Parties agree to renew it. In the event where this Community Works Fund Agreement is not renewed, any GTF funding and Unspent Funds, and any interest earned thereon held by the Local Government, that have not been expended on Eligible Projects or other expenditures authorized by this Community Works Fund Agreement as of March 31, 2024 will nevertheless continue to be subject to this Community Works Fund Agreement until such time as may be determined by the Parties.

9. SURVIVAL

The rights and obligations, set out in Sections 5.1, 5.2 and 6.1 will survive the expiry or early termination of this Community Works Fund Agreement and any other section which is required to give effect to the termination or to its consequences shall survive the termination or early termination of this Community Works Fund Agreement.

10. AMENDMENT

The Local Government acknowledges that the Agreement may from time to time be amended by agreement of Canada, British Columbia and UBCM and if and whenever such amendments to the Agreement are made, the Local Government agrees that UBCM may require this Community Works Fund Agreement to be amended to reflect, at the sole discretion of UBCM, the amendments made to the Agreement. Where UBCM requires this Community Works Fund Agreement to be so amended, it will provide to the Local Government notice in writing of the amendments it requires. Such amendments shall form part of this Community Works Fund Agreement and be binding on the Local Government and UBCM thirty (30) days after such notice, unless before then the Local Government elects in writing to give written notice of termination of this Community Works Fund Agreement to UBCM.

11. WAIVER

No provision of this Community Works Fund Agreement shall be deemed to be waived by UBCM, unless waived in writing with express reference to the waived provisions and no excusing, condoning or earlier waiver of any default by the Local Government shall be operative as a waiver, or in any way limit the rights and remedies of UBCM or Canada.

12. NO ASSIGNMENT

This Community Works Fund Agreement is not assignable by the Local Government and the Local Government shall not assign, pledge, or otherwise transfer any entitlement to allocation of funds under this Community Works Fund Agreement to any person and shall upon receipt of any allocation of funds hereunder pay and expend such funds thereafter only in accordance with the terms of this Community Works Fund Agreement.

13. NOTICE

Any notice, information or document provided for under this Community Works Fund Agreement must be in writing and will be effectively given if delivered or sent by mail, postage or other charges prepaid, or by facsimile or email. Any notice that is delivered will have been received on delivery; and any notice mailed will be deemed to have been received eight (8) calendar days after being mailed.

Any notice to UBCM will be addressed to:

Executive Director
525 Government Street
Victoria, British Columbia
V8V 0A8
Facsimile: 250 356-5119
Email: ubcm@ubcm.ca

Any notice to the Local Government will be addressed to:

The Corporate Officer at the place designated as the Local Government office.

SIGNATURES

This Community Works Fund Agreement has been executed on behalf of the Local Government by those officers indicated below and each person signing the agreement represents and warrants that they are duly authorized and have the legal capacity to execute the agreement.

Alberni-Clayoquot Regional District

UNION OF BC MUNICIPALITIES

Original signed by:

Original signed by:

Chair

Corporate Officer

Corporate Officer

General Manager, Victoria Operations

Signed by Alberni-Clayoquot Regional District
on the _____ day of _____, 201__.

The Community Works Fund Agreement have
been executed by UBCM on the _____ day
of _____, 201__.

Schedule A – Definitions

“Agreement” means the Administrative Agreement on the Federal Gas Tax Fund in British Columbia.

“Annual Report” means the duly completed annual report to be prepared and delivered by UBCM to Canada and British Columbia, as described in Schedule D (Reporting and Audits).

“Asset Management” (AM) includes planning processes, approaches or plans that support integrated, lifecycle approaches to effective stewardship of infrastructure assets in order to maximize benefits and manage risk. AM is further described in Schedule F (Asset Management) of the Agreement, and can include:

- an inventory of assets;
- the condition of assets;
- level of service;
- risk assessment;
- a cost analysis;
- community priority setting;
- long-term financial planning.

“Base Amount” means an amount established over a time-period, reflecting non-federal investments in Infrastructure and against which GTF investments will be measured to ensure that GTF investments are incremental.

“Chief Financial Officer” means in the case of a municipality, the officer assigned financial administration responsibility under S. 149 of the *Community Charter*, and in the case of a Regional District, the officer assigned financial administration responsibility under S. 199 of the *Local Government Act*, R.S.B.C. 1996, c.323.

“Communications Protocol” means the protocol by which all communications activities related to GTF funding will be delivered as described in Schedule E (Communications Protocol).

“Community Works Fund” means the fund provided from the Federal gas tax revenues to be dispersed to local governments based on a percentage of the per capita allocation for local spending priorities in accordance with the terms and conditions set out in the Agreement.

“Community Works Fund Agreement” means this Agreement made between UBCM and Local Government.

“Contract” means an agreement between an Ultimate Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

“Eligible Expenditures” means those expenditures described as eligible in Schedule C (Eligible and Ineligible Expenditures).

“Eligible Projects” means projects as described in Schedule B (Eligible Project Categories).

“First Agreement” means the agreement for the transfer of federal gas tax revenues entered into on September 19, 2005 by the Government of Canada, British Columbia and UBCM, with an expiry date of March 31, 2019, as amended.

“First Community Works Fund Agreement” means the agreement entered between UBCM and Local Government in order to administer the Community Works Fund under the First Agreement.

“Funding Agreement” means an agreement between UBCM and an Ultimate Recipient setting out the terms and conditions of the GTF funding to be provided to the Ultimate Recipient as entered under the First Agreement or the Agreement.

“GTF” means the Gas Tax Fund, a program established by the Government of Canada setting out the terms and conditions for the administration of funding that may be provided by Canada to recipients under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, or any other source of funding as determined by Canada.

“Ineligible Expenditures” means those expenditures described as ineligible in Schedule C (Eligible and Ineligible Expenditures).

“Infrastructure” means municipal or regional, publicly or privately owned tangible capital assets in British Columbia primarily for public use or benefit.

“Local Government” means a municipality as defined in the *Community Charter* [SBC 2003] Chapter 26, a regional district as defined in the *Local Government Act* [RSBC 1996] Chapter 323, and the City of Vancouver as continued under the *Vancouver Charter* [SBC 1953] Chapter 55.

“Outcomes Report” means the report to be delivered by March 31, 2018 and again by March 31, 2023 by UBCM to Canada and British Columbia which reports on how GTF investments are supporting progress towards achieving the program benefits, more specifically described in Schedule D (Reporting and Audits).

“Partnership Committee” means the Committee required to be established by the Agreement to govern the implementation of the Agreement and further described in Annex C of the Agreement.

“Party” means Canada, British Columbia or UBCM when referred to individually and collectively referred to as “Parties”.

“Third Party” means any person or legal entity, other than Canada, British Columbia, UBCM or an Ultimate Recipient, who participates in the implementation of an Eligible Project by means of a Contract.

“Ultimate Recipient” means a Local Government.

“Unspent Funds” means Funds (as defined by the First Agreement) that have not been spent towards an Eligible Project (as defined under the First Agreement) prior to the effective date of the Agreement.

Schedule B – Eligible Project Categories

Eligible Projects include investments in Infrastructure for its construction, renewal or material enhancement in each of the following categories:

A. Local roads, bridges – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).

B. Highways – highway infrastructure.

C. Short-sea shipping – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.

D. Short-line rail – railway related infrastructure for carriage of passengers or freight.

E. Regional and local airports – airport-related infrastructure (excludes the National Airport System).

F. Broadband connectivity – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.

G. Public transit – infrastructure that supports a shared passenger transport system which is available for public use.

H. Drinking water – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.

I. Wastewater – infrastructure that supports wastewater and storm water collection, treatment and management systems.

J. Solid waste – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.

K. Community energy systems – infrastructure that generates or increases the efficient usage of energy.

L. Brownfield Redevelopment – remediation or decontamination and redevelopment of a brownfield site within Local Governments boundaries, where the redevelopment includes:

- the construction of public infrastructure as identified in the context of any other eligible project category under the GTF, and/or;
- the construction of Local Government public parks and publicly-owned social housing.

M. Sport Infrastructure – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams (e.g. Western Hockey League)).

N. Recreational infrastructure – recreational facilities or networks.

O. Cultural infrastructure – infrastructure that supports arts, humanities, and heritage.

P. Tourism infrastructure – infrastructure that attract travelers for recreation, leisure, business or other purposes.

Q. Disaster mitigation – infrastructure that reduces or eliminates long-term impacts and risks associated with natural disasters.

Eligible Projects also include:

R. Capacity building – includes investments related to strengthening the ability of Local Governments to develop long-term planning practices.

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.

Schedule C – Eligible and Ineligible Expenditures

1. ELIGIBLE EXPENDITURES

1.1 Eligible Expenditures of Ultimate Recipients will be limited to the following:

A. the expenditures associated with acquiring, planning, designing, constructing or renovating a tangible capital asset, as defined by Generally Accepted Accounting Principles (GAAP), and any related debt financing charges specifically identified with that asset;

B. for capacity building category only, the expenditures related to strengthening the ability of Local Governments to improve local and regional planning including capital investment plans, integrated community sustainability plans, life-cycle cost assessments, and Asset Management Plans. The expenditures could include developing and implementing:
-studies, strategies, or systems related to asset management, which may include software acquisition and implementation;
-training directly related to asset management planning; and,
-long-term infrastructure plans.

C. the expenditures directly associated with joint communication activities and with federal project signage for GTF-funded projects.

1.2 Employee and Equipment Costs: The incremental costs of the Ultimate Recipient's employees or leasing of equipment may be included as Eligible Expenditures under the following conditions:

- the Ultimate Recipient is able to demonstrate that it is not economically feasible to tender a contract;
- the employee or equipment is engaged directly in respect of the work that would have been the subject of the contract; and
- the arrangement is approved in advance and in writing by UBCM.

1.3 Administration expenses of UBCM related to program delivery and implementation of this Agreement, in accordance with Section 9 (Use and Recording of Funds by UBCM) of Annex B (Terms and Conditions).

2. INELIGIBLE EXPENDITURES

The following are deemed Ineligible Expenditures:

- A. project expenditures incurred before April 1, 2005;
- B. project expenditures incurred before April 1, 2014 for the following investment categories:
 - highways;
 - regional and local airports;
 - short-line rail;
 - short-sea shipping;
 - disaster mitigation;
 - broadband connectivity;
 - brownfield redevelopment;
 - cultural infrastructure;
 - tourism infrastructure;
 - sport infrastructure; and
 - recreational infrastructure.
- C. the cost of leasing of equipment by the Ultimate Recipient, any overhead costs, including salaries and other employment benefits of any employees of the Ultimate Recipient, its direct or indirect operating or administrative costs of Ultimate Recipients, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with Eligible Expenditures above;
- D. taxes for which the Ultimate Recipient is eligible for a tax rebate and all other costs eligible for rebates;
- E. purchase of land or any interest therein, and related costs;
- F. legal fees; and
- G. routine repair and maintenance costs.

Schedule D –Reporting and Audits

1. REPORTING

Reporting requirements under the GTF will consist of an Annual Report and an Outcomes Report that will be submitted to Canada and British Columbia for review and acceptance. The reporting year is January 1st to December 31st.

1.1 ANNUAL REPORT

By September 30th of each year, UBCM will provide to Canada and British Columbia an Annual Report in an electronic format deemed acceptable by Canada consisting of the following in relation to the previous reporting year:

Financial Report Table: The financial report table will be submitted in accordance with the following template.

Annual Report Financial Table	Annual	Cumulative
	20xx - 20xx	2014 - 20xx
UBCM		
Opening Balance ⁵	\$xxx	
Received from Canada	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Administrative Cost	(\$xxx)	(\$xxx)
Transferred to Ultimate Recipients	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	
Ultimate Recipients in aggregate		
Opening Balance ⁶	\$xxx	
Received from UBCM	\$xxx	\$xxx
Interest Earned	\$xxx	\$xxx
Spent on Eligible Expenditures	(\$xxx)	(\$xxx)
Closing Balance of unspent funds	\$xxx	

⁵ For the 2014 Annual Report this means the amount reported as unspent by UBCM the 2013 Annual Expenditure Report (as defined under the First Agreement).

⁶ For the 2014 Annual Report this means the amount reported as unspent by Eligible Recipients (as defined under the First Agreement) in the 2013 Annual Expenditure Report (as defined under the First Agreement).

Independent Audit or Audit Based Attestation:

UBCM will provide an independent audit opinion, or an attestation based on an independent audit and signed by a senior official designated in writing by British Columbia and UBCM, as to:

- A. the accuracy of the information submitted in the Financial Report Table; and
- B. that Funds were expended for the purposes intended.

Project List

UBCM will maintain, and provide to Canada and British Columbia a project list submitted in accordance with the following template.

Annual Report - GTF Project List Template

Project ID	Ultimate Recipient	Project Title	Project Description	Investment category	Total Project Cost	Funds (GTF) Spent	Completed

1.2 OUTCOMES REPORT

By March 31, 2018 and March 31, 2023, UBCM will provide to Canada and British Columbia and make publicly available, an Outcomes Report that will report in aggregate on the degree to which investments are supporting the progress in British Columbia towards achieving the following program benefits:

- A. Beneficial impacts on communities of completed Eligible Projects;
- B. Enhanced impact of GTF as a predictable source of funding including incremental spending; and
- C. Progress made on improving Local Government Asset Management.

The Outcomes Report will present performance data and a narrative on program benefits. The partnership committee will develop and approve a methodology for reporting on performance in respect of each of the program benefits

2. AUDITS

Canada may, at its expense, carry out any audit in relation to the Agreement, and for this purpose, reasonable and timely access to all documentation, records and accounts that are related to the Agreement and the use of GTF funding, and any interest earned thereon, and to all other relevant information and documentation requested by Canada or its designated representatives, will be provided to Canada and its designated representatives by:

- British Columbia and UBCM, as applicable, where these are held by British Columbia, UBCM, or their respective agents or Third Parties; and
- Ultimate Recipients where these are held by the Ultimate Recipient or a Third Party or their respective agents.

Canada may, at its expense, complete a periodic evaluation of the GTF to review the relevance and performance (i.e. effectiveness, efficiency and economy) of the GTF. British Columbia and UBCM will provide Canada with information on program performance and may be asked to participate in the evaluation process. The results of the evaluation will be made publicly available.

Schedule E – Communications Protocol

1. PURPOSE

1.1 The provisions of this Communications Protocol apply to all communications activities related to any GTF funding which may be delivered by Canada, including allocations, and Eligible Projects funded under this Agreement. Communications activities may include, but are not limited to, public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, awards programs, and multi-media products.

1.2 Through collaboration, the Parties agree to work to ensure clarity and consistency in the communications activities meant for the public.

2. JOINT COMMUNICATIONS APPROACH

2.1 The Parties agree to work in collaboration to develop a joint communications approach that identifies guiding principles, including those related to the provision of upfront project information, project signage, and planned communications activities throughout the year. This joint communications approach will have the objective of ensuring that communications activities undertaken each calendar year communicate a mix of Eligible Project types from both large and small communities, span the full calendar year and use a wide range of communications mediums.

2.2 The Parties agree that the initial annual joint communications approach will be finalized and approved by the partnership committee within 60 working days following the inaugural meeting of the partnership committee.

2.3 The Parties agree that achievements under the joint communications approach will be reported to the partnership committee once a year, or more frequently as requested by the partnership committee.

2.4 The Parties agree to assess the effectiveness of the joint communications approach on an annual basis and, as required, update and propose modifications to the joint communications approach. Any modifications will be brought to the partnership committee for approval.

3. INFORM CANADA ON ALLOCATION AND INTENDED USE OF GTF FUNDING FOR COMMUNICATIONS PLANNING PURPOSES

3.1 UBCM agrees to provide to Canada upfront information on planned Eligible Projects and Eligible Projects in progress on an annual basis, prior to the construction season. The Parties will agree, in the joint communications approach, on the date this information will be provided. The information will include, at a minimum:

Ultimate Recipient name; Eligible Project name; Eligible Project category, a brief but meaningful Eligible Project description; amount of Funds being used toward the Eligible Project; and anticipated start date.

3.2 The Parties agree that the above information will be delivered to Canada in an electronic format deemed acceptable by Canada. This information will only be used for communications planning purposes and not for program reporting purposes.

3.3 The Parties agree that the joint communications approach will define a mechanism to ensure the most up-to-date Eligible Project information is available to Canada to support media events and announcements for Eligible Projects.

4. PROJECT SIGNAGE

4.1 The Parties and Ultimate Recipients may each have a sign recognizing their contribution to Eligible Projects.

4.2 At Canada's request, Ultimate Recipients will install a federal sign to recognize federal funding at Eligible Project site(s). Federal sign design, content, and installation guidelines will be provided by Canada and included in the joint communications approach.

4.3 Where British Columbia, UBCM or an Ultimate Recipient decides to install a permanent plaque or other suitable marker with respect to an Eligible Project, it must recognize the federal contribution to the Eligible Project(s) and be approved by Canada.

4.4 The Ultimate Recipient is responsible for the production and installation of Eligible Project signage, or as otherwise agreed upon.

4.5 British Columbia or UBCM agree to inform Canada of signage installations on a basis mutually agreed upon in the joint communications approach.

5. MEDIA EVENTS AND ANNOUNCEMENTS FOR ELIGIBLE PROJECTS

5.1 The Parties agree to have regular announcements of Eligible Projects that are benefiting from GTF funding that may be provided by Canada. Key milestones may be marked by public events, news releases and/or other mechanisms.

5.2 Media events include, but are not limited to, news conferences, public announcements, official events or ceremonies, and news releases.

5.3 A Party or an Ultimate Recipient may request a media event.

5.4 Media events related to Eligible Projects will not occur without the prior knowledge and agreement of the Parties and the Ultimate Recipient.

5.5 The Party or Ultimate Recipient requesting a media event will provide at least 15 working days' notice to the other Parties or Ultimate Recipient of their intention to undertake such an event. The event will take place at a mutually agreed date and location. The Parties and the Ultimate Recipient will have the opportunity to participate in such events through a designated representative. The Parties will each designate their own representative.

5.6 The conduct of all joint media events and products will follow the *Table of Precedence for Canada* as outlined at <http://www.pch.gc.ca/pgm/ceem-cced/prtcl/precedence-eng.cfm>.

5.7 All joint communications material related to media events must be approved by Canada and recognize the funding of the Parties.

5.8 All joint communications material must reflect Canada's policy on official languages and the federal identity program.

6. PROGRAM COMMUNICATIONS

6.1 The Parties and Ultimate Recipients may include messaging in their own communications products and activities with regard to the GTF.

6.2 The Party or Ultimate Recipient undertaking these activities will provide the opportunity for the other Parties and Ultimate Recipient to participate, where appropriate, and will recognize the funding of all contributors.

6.3 The Parties agree that they will not unreasonably restrict the other Parties or Ultimate Recipient from using, for their own purposes, public communications products related to the GTF prepared by a Party or Ultimate Recipients, or, if web-based, from linking to it.

6.4 Notwithstanding Section 5 (Communications Protocol), Canada retains the right to meet its obligations to communicate information to Canadians about the GTF and the use of funding through communications products and activities.

7. OPERATIONAL COMMUNICATIONS

7.1 The Ultimate Recipient is solely responsible for operational communications with respect to Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official language policy.

7.2 Canada, British Columbia, UBCM or the Ultimate Recipient will share information promptly with the Parties should significant emerging media or stakeholder issues relating to an Eligible Project arise. The Parties will advise Ultimate Recipients, when appropriate, about media inquiries received concerning an Eligible Project.

8. COMMUNICATING SUCCESS STORIES

British Columbia and UBCM agree to facilitate communications between Canada and Ultimate Recipients for the purposes of collaborating on communications activities and products including but not limited to Eligible Project success stories, Eligible Project vignettes, and Eligible Project start-to-finish features.

9. ADVERTISING CAMPAIGNS

Recognizing that advertising can be an effective means of communicating with the public, a Party or an Ultimate Recipient may, at their own cost, organize an advertising or public information campaign related to the GTF or Eligible Projects. However, such a campaign must respect the provisions of this Agreement. In the event of such a campaign, the sponsoring Party or Ultimate Recipient agrees to inform the other Parties of its intention, and to inform them no less than 21 working days prior to the campaign launch.



REQUEST FOR DECISION

To: Board of Directors

From: Janice Hill, Environmental Services Coordinator

Meeting Date: June 25, 2014

Subject: Terms of Reference - Solid Waste Plan Monitoring Advisory Committee

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors approve the Terms of Reference for the Alberni Valley and West Coast Solid Waste Plan Monitoring Advisory Committee (SWPMAC) as presented.

Summary:

The primary role of the SWPMAC is to advise the ACRD Board of Directors on the review and implementation of the Solid Waste Management Plan, which was approved by the Minister of Environment in 2008. The SWPMAC will review the outstanding Plan components and assist with and monitor implementation. An initial joint meeting was held on June 3, 2014 where it was agreed that there would be two committees; one for the Alberni Valley and one for the West Coast. These Terms of Reference will apply to both committees.

Time Requirements – Staff & Elected Officials:

Some staff will be required to support and manage this Committee. Elected officials time will be required to participate on the Committee.

Financial:

There are costs involved in having this committee meet as there is with our other committees. Also, the initiatives that are pursued by the SWPMAC will have financial implications that will need to be considered during the development of the budget.

Policy or Legislation:

Provincial Environmental Management Act and the Ministry of Environment applicable legislations.

Submitted by: 

 Janice Hill, Environmental Services Coordinator

Approved by: 

 Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Solid Waste Plan Monitoring Advisory Committee

Introduction

In British Columbia, regional districts are mandated by the Provincial Environmental Management Act to develop Solid Waste Management Plans (SWMP) that are long term visions of how each regional district would like to manage their municipal solid wastes, including waste diversion and disposal activities. SWMP's are approved by the Minister of Environment, and following plan approval, the Ministry of Environment (MOE) recommends that a review of plan effectiveness be completed by the end of each five year period. Public consultation, including the creation of advisory committees, is an essential requirement for plan approval. The ACRD has found that two committees; one for the Alberni Valley and one for the West Coast will provide the most productive vehicle for meaningful public involvement. Therefore, this Terms of Reference will be for both committees.

Purpose

The primary role of the Solid Waste Plan Monitoring Advisory Committee (SWPMAC) is to advise the Board on the review and implementation of the SWMP, which was approved by the Minister of Environment in 2008. The SWMP contained programs and policies to increase the waste diversion in the ACRD. The SWPMAC will review the outstanding Plan components and assist with and monitor implementation.

Committee Roles and Responsibilities

The Solid Waste Plan Monitoring Advisory Committee (SWPMAC) will be both an advisory and monitoring committee. The SWPMAC will:

- provide recommendations to the Board regarding the implementation of the programs and policies outlined in the SWMP which will increase waste diversion in the ACRD
- liaise between their constituents and the ACRD; providing feedback to the ACRD and increasing awareness of solid waste issues and programs amongst their constituency;
- participate on smaller ad-hoc committees dealing with specific issues or tasks;
- provide advice and feedback on consultation activities with the general public;
- provide input and feedback on technical reports and other documents prepared for the committee's information;
- strive to keep abreast of solid waste management issues both locally and in a broader context.

Membership Criteria/Selection

Members will be selected by the Board through an application process. Membership representation will be as follows:

Alberni Valley		West Coast	
1 member	General Public	1 member	General Public
1 member	Business Community	2 members	Business Community
2 members	Waste Management–private sector	1 member	Waste Management–private sector
6 members	ACRD Board	3 members	ACRD Board
1 member	Ditidaht FN Representative	1 member	Toquaht FN Representative
1 member	Huu-ay-aht FN Representative	1 member	Tla-o-qui-aht FN Representative
1 member	Uchucklesaht FN Representative	1 member	Ahousaht FN Representative
1 member	Tseshah FN Representative	1 member	Hesquiaht FN Representative
1 member	Hupacasath FN Representative	1 member	Yuułu?it?at FN Representative
1 member	ACRD Staff	1 member	ACRD staff
1 member	Landfill Operator Representative	1 member	Landfill Operator Representative
1 member	Landfill Engineer	1 member	Landfill Engineer
1 member	City of Port Alberni Staff	1 member	District of Tofino Staff
		1 member	District of Ucluelet Staff
		1 member	Pacific Rim National Park

Membership may be changed as needs or issues arise. Members must demonstrate the following:

- representation of one of the sectors listed above;
- willingness and ability to commit to volunteering the necessary time to the committee;
- interest in solid waste issues in the ACRD;
- willingness and ability to consider issues from all sectors and geographical perspectives within the community;
- experience related to solid waste issues;
- willingness and ability to work towards consensus on issues being addressed by the committee.

Reporting to the Board

Recommendations of the Committee must be adopted by the Committee by motion prior to presentation to the Regional District Board.

The Regional District Directors on the Committee will report to the Board on the activities of the Solid Waste Plan Monitoring Advisory Committee.

Rules of Procedure

The Committee will act in accordance with the ACRD Procedures Bylaw A1075.

Term

Members will be asked to commit for up to two years.

Chairperson

The chair will be one of the ACRD Board members appointed to the Committee in order to provide a direct link between the advisory committee and the Board.



REQUEST FOR DECISION

To: Board of Directors

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

CC: Alberni Valley Drag Racing Association

Meeting Date: June 25, 2014

Subject: Requests from the Alberni Valley Drag Racing Association

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors endorse the following resolutions:

- a. Authorize the AV Drag Racing Association to use the AV Airport for a test and tune practice on Wednesday, July 23, 2014 from 4:00 – 9:00 pm.
- b. Authorize the AV Drag Racing Association to use the Alberni Valley Airport for the 2014 Alberni Valley Drag Race Event from 12:00 pm (noon) Thursday, August 7, 2014 until 8:00 am on Monday, August 11, 2014.
- c. That the License of Use Fee for the AV Drag Racing Association be reduced to \$2,100.00 for 2013 only in consideration of the value of works provided at the Alberni Valley Airport.
- d. Authorize the AV Drag Racing Association to install a concrete pad for assembly connected to the return road at the AV Airport as long as it does not interfere with Airport operations.

Background:

At the June 17th Alberni Valley Committee meeting, Directors received a presentation from the Alberni Valley Drag Racing Association. The Alberni Valley Committee reviewed and considered several requests from the Association. The above resolutions are submitted for consideration of approval from the ACRD Board of Directors.

The Alberni Valley Committee also passed a resolution instructing staff to gather data and develop a cost/benefit analysis of the annual Alberni Valley Drag racing event, including impacts on the AV Airport for 2015.

Time Requirements – Staff & Elected Officials:

Staff time will be required from the above resolutions.

Financial:

The loss in revenues for 2013 is approximately \$5,500.00. The Alberni Valley Regional Airport service is near the maximum requisition. Satisfying operating and maintenance demands and accommodating the needs of the various user groups within the budget is a challenge. The proposed analysis will help the Board address these budget issues.

Submitted by: 

Wendy Thomson, Manager of Administrative Services

Approved by: 

Russell Dyson, Chief Administrative Officer



DEVELOPMENT PERMIT APPLICATION

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

DATE: June 04, 2014

APPLICATION: DPE14002

APPLICANTS: Bob & Bev Ross

LEGAL DESCRIPTION: LOT 26, SECTION 8, ALBERNI DISTRICT, PLAN 1943

ADDRESS: 5901 & 5957 Georgia Road

ELECTORAL AREA: Area "E" (Beaver Creek)

Recommendation: That the Regional Board:

- 1) Receive the staff report; and
- 2) Issue Development Permit DPE14002.

Applicant's Intention: The applicants' intention is to subdivide the property into two (2) parcels: Proposed Lot 1 being 0.74 hectares (1.8 acres) in size containing the existing 6-plex multi-family residential unit and Proposed Lot 2 being 0.71 hectares (1.74 acres) in size containing the existing single family dwelling.

Zoning: The property is split zoned Small Holdings (A1) District and Multiple Family Residential (RM1) District. The owners are applying for a subdivision pursuant to Section 946 of the *Local Government Act* (Subdivision for a Relative) to create proposed Lot 2 with the existing single family dwelling for their son. The uses of the property comply with the permitted uses in the A1 and RM1 Districts of the Zoning Bylaw and the proposal complies with the requirements for subdivision under Section 946 of the *LGA*.

Official Community Plan: The Beaver Creek Official Community Plan designates the property as Residential Use. The minimum lot size in the Residential Use designation is 0.24 hectares (0.6 acres) for properties serviced by a community water system and on-site sewage disposal. The proposal complies with the policies and objectives of the Residential Use designation in the Beaver Creek OCP.

DPE14002

The property is also dissected by two development permit areas designated in the OCP: “DPA I – Riparian Areas Protection” and “DPA II – Protection from Natural Hazards”.

DPA I – Riparian Areas Protection

DPA I areas include all lands within 30 metres of major streams and within 15 metres of minor streams. Lugin Creek which dissects the property is defined as a minor stream. The DPA I designation is used to ensure that the ecological values of sensitive riparian habitats have been considered prior to development and that measures will be taken to limit damage to these ecosystems. The DPA I guidelines require that a Qualified Environmental Professional should be retained to prepare a report detailing site conditions and describing any measures that must be taken to protect the riparian areas.

A report was prepared by D.R. Clough Consulting, dated March 21, 2014, which assessed the riparian and creek areas on the property. The Registered Professional Biologist identified two watercourses that dissect the subject property: the main stem of Lugin Creek and a tributary of Lugin Creek. It was noted that the riparian areas of both creeks remain reasonably intact and that the existing single family dwelling is located 13 metres from the stream bank at its closest point. The existing 6-plex is located a minimum of 60 metres from both creeks.

The report concluded that there are no significant environmental concerns with the current proposed subdivision and that past practice indicates that the stream riparian areas have been respected.

DPA II – Protection from Natural Hazards

DPA II areas include areas that may be subject to natural hazard including seasonal flooding, tsunami inundation, steep slopes with an incline of 30 percent or more and interface wildfires. The subject property lies almost entirely within the tsunami inundation zone which encompasses all land within the Plan area that falls within 20 metres above the geodetic sea level. The DPA II guidelines require that prior to any development of land, a Qualified Environmental Professional should be retained to prepare a report identifying any hazards that may affect the safe development of the land relating to tsunami inundation. The report needs to certify that the land is safe for the use intended.

A report was prepared by Lewkowich Engineering Associates Ltd, dated March 28, 2014, which assessed the tsunami hazard conditions on the subject property. The geotechnical assessment indicated that under a maximum design 20 metre tsunami the basement

floor level and possibly the main floor level of the existing single family dwelling would be inundated with water. It was further determined that as the house is located near the maximum extent of tsunami inundation that the water would be reasonably quiescent and would raise and lower without producing substantial flows or significantly eroding the soils around the structures.

It was determined that due to the minimal likelihood that a maximum design tsunami would occur and the expected minimal volume of water that there is no need to make alterations to the existing stream bank or residence. The report concluded that in the opinion of the engineer, the property is safe and suitable for the proposed subdivision development.

Comments: The applicants retained D.R. Clough Consulting to assess the impact on the creeks and associated riparian areas and Lewkowich Engineering Associates (LEA) to prepare a geotechnical assessment identifying any hazards relating to tsunami inundation on the property. These reports are attached to Development Permit DPE14002 as Appendices A and B.

The reports determine that the proposed subdivision will have no significant environmental impact on the watercourses that dissect the property and that the property is safe for the proposed subdivision as it relates to tsunami inundation.

Planning staff is supportive of this application and feels that the reports submitted by the Professional Biologist and the Geotechnical Engineer satisfy the requirements of “DPA I – Riparian Areas Protection” and “Development Permit Area II – Protection from Natural Hazards”.

Prepared by: 

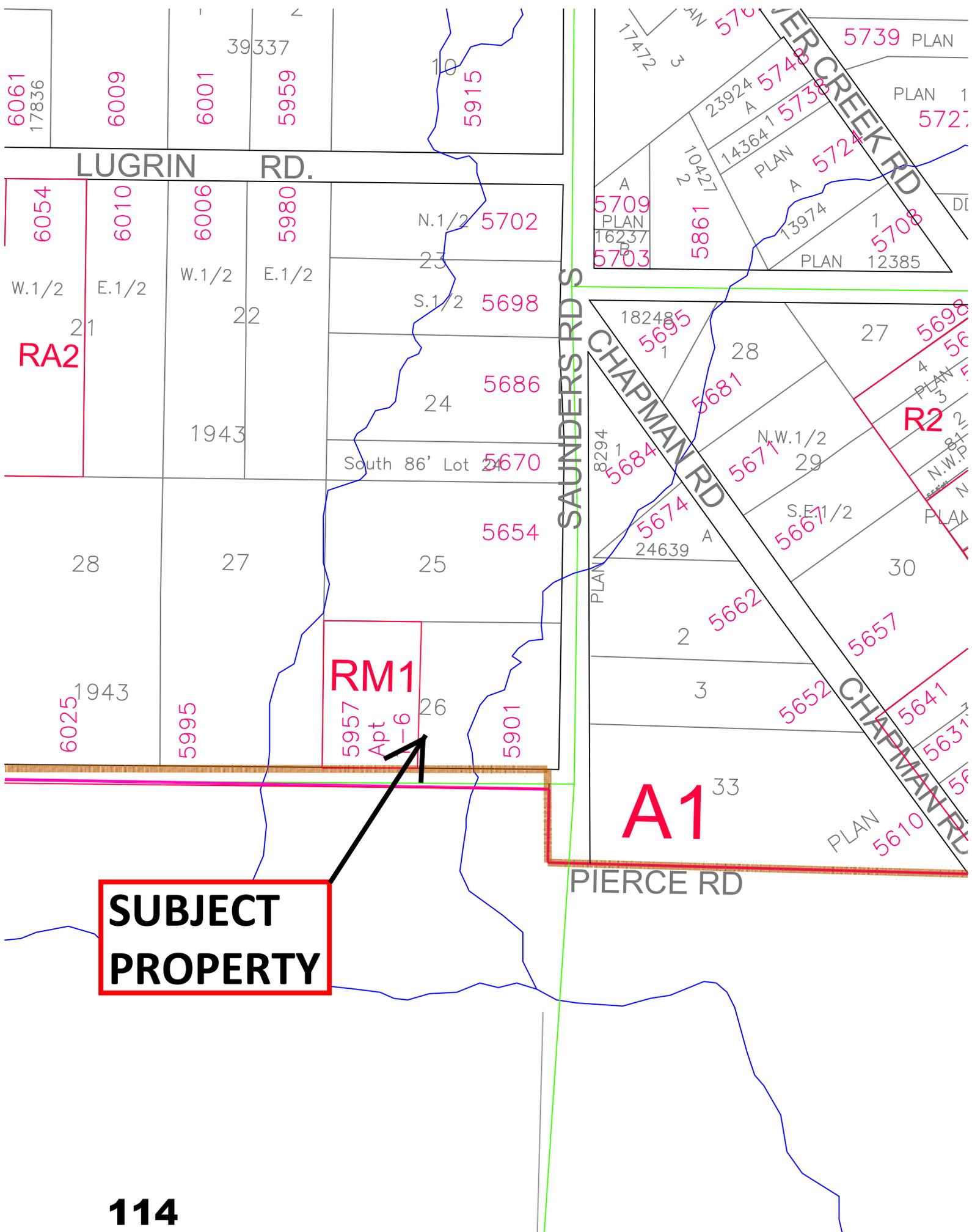
Alex Dyer, Planner

Reviewed by: 

Mike Irg MCIP, Manager of Planning & Development



Russell Dyson, Chief Administrative Officer



**SUBJECT
PROPERTY**



DEVELOPMENT PERMIT NO. DPE14002

The Board of Directors of the Regional District of Alberni-Clayoquot, in accordance with Section 920 of the *Local Government Act*, at a regular meeting held on XXXXXX has authorized this Development Permit in respect of the lands described hereunder.

A Development Permit is hereby issued to:

Name: Bob & Bev Ross
Address: 5901 & 5957 Georgia Road

With respect to:

Legal Description: LOT 26, SECTION 8, ALBERNI DISTRICT, PLAN 1943
PID: 006-743-994

1. This Permit is issued for lands designated under Section 919.1 of the *Local Government Act* and in the Beaver Creek Official Community Plan Bylaw No. P1291, in order to regulate development and building within lands designated for the protection of development from hazardous conditions;
2. This Permit is issued as satisfying the requirements of Section 15.4 "DPA I – Riparian Areas Protection", Development Permit Guidelines Section 15.4 i) through vi) and Section 15.5 "DPA II – Protection from Natural Hazards", Development Permit Guidelines Section 15.5 i) through xv) of the Beaver Creek Official Community Plan;
3. Site and Building specifics;
 - i) The D.R. Clough Consulting report dated March 21, 2014, attached as Appendix A and forming part of this permit, concludes that there are no significant environmental concerns with the proposed subdivision.
 - ii) The Lewkowich Engineering Associates Ltd. report dated March 28, 2014, attached as Appendix B and forming part of this permit, certifies that the property is safe and suitable for the proposed subdivision development under normal circumstances as it relates to tsunami inundation. The report recommends that a notice be placed on the property titles indicating that the residences are within the Maximum Design Height Tsunami Zone of the Alberni Canal.
4. All drawings may be adjusted by twenty percent (20%) upwards or downwards, inwards or outwards from any dimensions or lines contained in the Development Permit drawings provided that such adjustment does not conflict with Zoning Bylaw, and any other competent bylaw, administered by the Regional District.

DPE14002

This Permit is valid for two (2) years from the date of execution.

Executed this day of , 2014

Russell Dyson, Chief Administrative Officer

DPE14002

Members: City of Port Alberni, Village of Ucluelet, District of Tofino, Yuułu?if?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe
and Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

D. R. Clough Consulting*Fisheries Resource Consultants*

6966 Leland Road Lantzville B.C. V0R 2H0

Ph/fax: 1-250-390-2901, email: drclough@shaw.ca

March 21, 2014

Rob Howat**West Isle Consulting**

3880 Rock City Road,

Nanaimo B.C., V9T 4Y8

Phone/Fax: 250-756-1902 Cell: 250-741-7595

RE: Riparian Assessment of Lugin Creek at Georgia Street;

Property Owners: Bob and Bev Ross,
 6042 River Road
 Port Alberni B.C. V9Y 6Z6

Property Location: Lot 26, Plan 1943
 Adjacent Georgia Street and Saunders Road
 Port Alberni, B.C.

Introduction

A Riparian Assessment was undertaken to satisfy the Beaver Creek OCP regulation in DPA -1, Riparian Areas Protection.

Methods

Dave Clough, RP Bio assessed the channel for fish habitat and riparian characteristics including; channel width, wetted width, channel gradient, riparian vegetation type, depth and slope. Field measures were taken on March 12, 2014. The channels were located by handheld GPS and using the Alberni Valley Stream Atlas (AVEA/ACRD 2001). Assistance was provided by Matt Grimston, a forestry student at ADSS and resident. The author has worked on this stream for approximately 20 years doing habitat assessments and restoration projects for the City and local environmental stewardship organizations. The fish and habitat information is from the survey date as well as past experience.

Results**Lugin Creek Fish Habitat Overview.**

Lugin Creek is primarily a Coho Salmon/Cutthroat Trout stream. Other fish species such as Prickly Sculpin, Three-Spine Stickleback and Pumpkinseed¹ are also known to inhabit the stream but are generally found in the lower reaches. The watershed extends from the Kitsuksis Creek Dyke flap valves up across Beaver Creek Road 2.6 km upstream to the Georgia Street property and ending at approximately 7.0 km distance at Batty/Kitsuksis Road wetlands.

Property Description

The property sits adjacent two stream channels of Lugin Creek, the east and west fork of the West Branch of Lugin Creek². There is a 6-Plex building located on the west property and it sits between west and east forks. A single family house is located in the east side of the property and on the east side of the east branch of Lugin Creek.

¹ Fish Removal results at Compton Avenue, D.R. Clough Consulting, Aug. 2010.

² Lugin Creek Drainage – City of Port Alberni 1985 Key Plan by McRae & McGill Engineering Diag. 371

Lugrin Creek West (mainstem) at Georgia Street:

This is the mainstem of Lugrin Creek located west of the 6-plex on or adjacent the entire length of the property line. This reach is highly utilized by Coho Salmon observed every fall spawning and rearing in summer as fry in pools.

The channel is in poor condition due to historic logging and upland runoff which removed the big trees and roots that covered pools and protected banks. The channel has eroded down and increased in width. Downstream of Georgia Street (through a 3.5m concrete box culvert with a 1.5m overflow culvert) the channel habitat was improved by deeper pools and wood cover placements done by stewardship groups in partnership with the City of Port Alberni. Each summer the stream flow dries up and fish survive in the few remaining deep pools or migrate downstream to larger pools near Kitsuksis Creek. Some residents salvage the fry to these lower pools.

Lugrin Creek Georgia Street Reach Fish Habitat Card

Average Channel Width (m)	6.6	Wetted Width (m)	3.8	Stream Gradient (%)	2			
Water Temperature	5	Est. Flow (lpm)	500	Fish Access/Presence	Y			
Survey Date	Mar.12/14	Bank Full Stage (%)	25	Riparian Width	LB	20	RB	30
Substrate (% & Type)	Boulder -5%, Cobble- 20%, Gravel 70%, Fines -5%							
Canopy (% & Type)	75% - Cedar, Maple, Fir, Ninebark, Salmonberry							
Instream Cover (% & Type)	5% Undercuts & Scattered wood							

The 6-Plex is approximately 60m away from the creek at its closest point. The low gradient channel is confined in a small draw there are some abandoned channels in the meanders within the creek floodplain but all are well below the elevation and proximity of any buildings. This creek channel is shared with a west side single family residence. Neither property owner has significantly encroached on the stream riparian area.

The trees are all second growth Red Cedar (*Thuja plicata*), Bigleaf Maple (*Acer macrophyllum*), Douglas Fir (*Pseudotsuga menziesii*) and a dense shrub cover of Pacific Nine Bark (*Physocarpus capitatus*) and Salmonberry (*Rubus spectabilis*). Both bank slopes were low (15%) gradient with no sign of slippage or failure other than localized streambank erosion.

Lugrin Creek Tributary East at Georgia Street

This tributary of Lugrin Creek joins the mainstem 150m below Georgia Street. There is a fish passable 1.7 wide by 1.2m high corrugated metal culvert under Georgia Street. It flows past the house on proposed Lot 2. It is fed by a long upland channel originating 2.5 km above the property near the E&N rail grade.

This tributary is highly utilized by Coho Salmon and we observed salmon bones on the bank on the property. This channel is also in poor condition like the mainstem due to historic logging and upland runoff. Many of the channels upstream are ditched such as at Mersey Road but still support Coho spawners. This channel is similar to the mainstem as it lacks summer flow and instream fish cover, but the narrower width offers more canopy closure to shade and protect fish from predators.

Lugrin Creek Georgia Street Reach Fish Habitat Card

Average Channel Width (m)	3.3	Wetted Width (m)	2.3	Stream Gradient (%)	2.5			
Water Temperature	5	Est. Flow (lpm)	200	Fish Access/Presence	Y			
Survey Date		Bank Full Stage (%)	25	Riparian Width	LB	16	RB	25
Substrate (% & Type)	Boulder -5%, Cobble- 20%, Gravel 70%, Fines -5%							
Canopy (% & Type)	75% - Maple, Salmonberry Cedar, Fir, Ninebark							
Instream Cover (% & Type)	5% Undercuts							

The 6-Plex is approximately 60m away from the creek at its closest point to the river right bank. The septic field is located on this side at 30m or more away from the creek. The single residence on the left bank is located approximately 13m horizontal distance from each corner to the adjacent stream bank.

The channel is confined in a small draw with adjacent slopes rising on 25% gradient to elevations of 3-4m above the creek bed. There is no chance of flooding either residence from this creek. There is some

localized channel erosion. The bank slope on the left bank at the entrance to the property has been armoured for approximately 8m to support the driveway edge.

The existing riparian area along the creek is an average of 25 m wide on the right bank (6-plex) and an average of 16m on the left bank. The left bank vegetation was historically cleared for construction of the driveway and house location. The bank adjacent the house has a steeper slope (25%) and two or three trees remain over a shrub zone of salmonberry.

The most significant trees in the riparian zone are Bigleaf Maple (*Acer macrophyllum*), Red Cedar (*Thuja plicata*) with a back drop of second growth Douglas Fir (*Pseudotsuga menziesii*). There is a dense shrub zone of Pacific Nine Bark (*Physocarpus capitatus*) and Salmonberry (*Rubus spectabilis*).

Discussion

Riparian Condition: The existing riparian areas are in most parts quite healthy. There is both a near stream shrub zone as well as a stand of tall second growth trees set further back. The proposed Lot 1 property around the 6-plex has enough room to allow the streams to be protected under their current state.

The proposed Lot 2 area has encroached within the 30m where the house was built. This house was likely built well before the current bylaws. There is less width of plants at this location but the steep bank helps keep the site shaded. The native shrubbery of Salmonberry and Ninebark have colonized this slope and help the creek. There are two larger second growth trees on the house side, they appear healthy and it is hoped they continue to provide shade and bank stability. The trees and shrubs should be encouraged along the stream banks;

- Continue the current good practices at riparian protection.
- Inform new tenants not to remove/damage native plants or plant non-native species in the 30m zone. No garden or other waste should be dumped on the stream banks (it kills the plants and fish).

Sediment Management Plan: No Development is planned and is not required. If a new permanent structure is built, a sediment management/environmental plan would be required to protect water quality and trees.

Conclusions

There are no significant environmental concerns with the current proposed subdivision. The existing 6-plex is more than 30m away from either creek channel. The house in Lot 2 is within 30m riparian area but was built before the regulation. The past practices by the owner indicate a respect for not encroaching on the stream riparian areas.

Sincerely,



Dave Clough, RPBio

Fig. 1) Proposed Subdivision at Georgia Street.

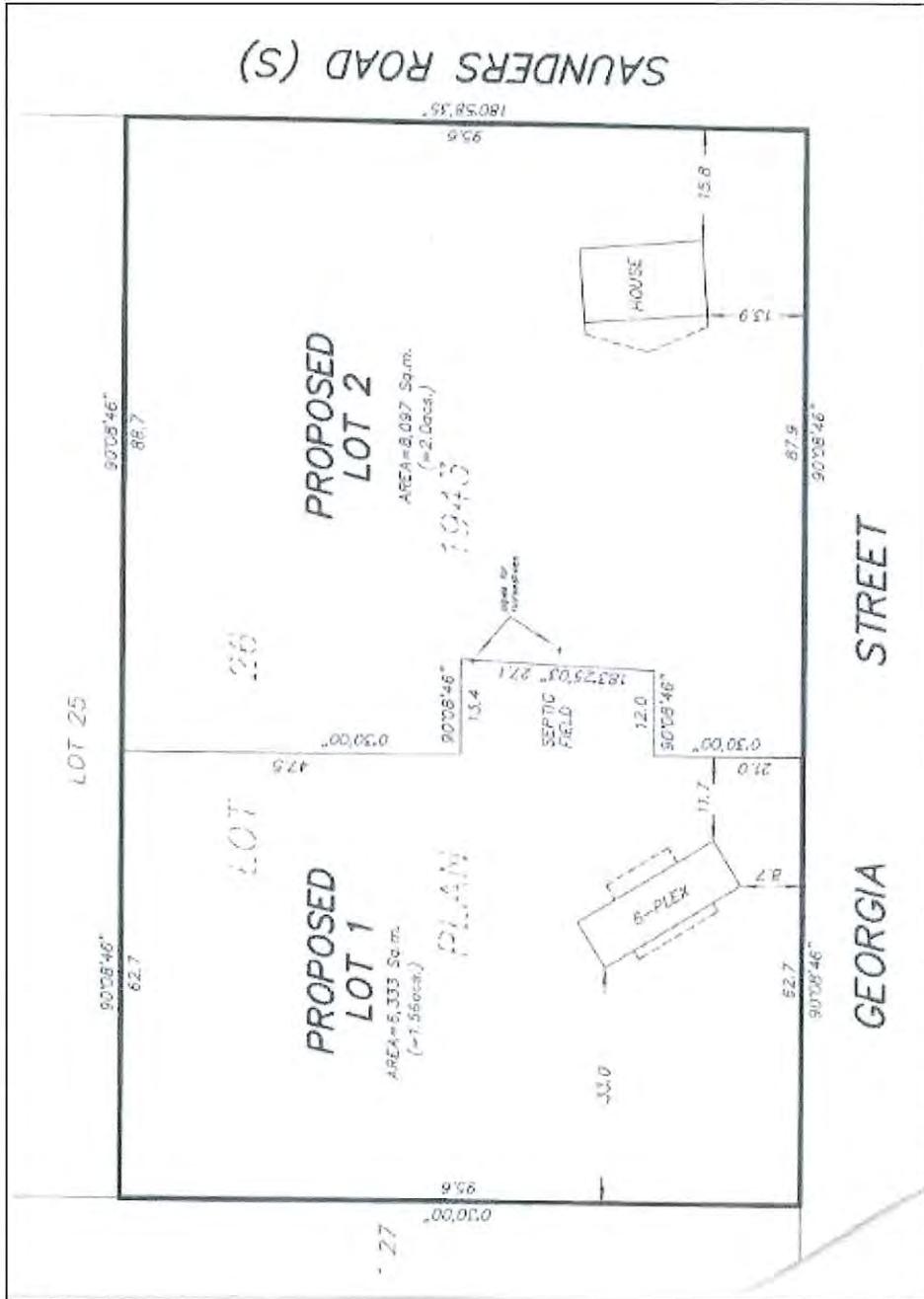


Fig. 2) Stream Drainages at Georgia Street



Lugrin Creek - Mainstem (west side) March 2014



1.) Georgia St. Culverts



3.) 6-plex is 60m away from Lugrin mainstem.



2.) Looking upstream at mainstem



4.) Pool covered with shrubbery

Lugrin Tributary (Lot 2) East Side - Mar/2014



1.) Downstream channel opposite House location



2.) House (east) side Riparian area.



3.) Upstream channel
(with Matt G. holding a caddis larva)



4.) Six-plex (west) side of channel

**GEOTECHNICAL REPORT**

Bob & Bev Ross c/o West Island Consulting
3880 Rock City Road,
Nanaimo, BC
V9T 4Y8

File: F1454.01
March 28, 2014

ATTENTION: Mr. Rob Howat

PROJECT: SUBDIVISION OF 5900 & 5957 GEORGIA ROAD, PORT ALBERNI, BC

SUBJECT: GEOTECHNICAL SITE OBSERVATIONS;
DEVELOPMENT PERMIT AREA II REVIEW – TSUNAMI HAZARD

Dear Mr. Howat:

1. **Introduction:**

As requested, Lewkowich Engineering Associates Ltd. (LEA) carried out a site visit March 20, 2014 at the above noted site and reviewed the existing residences' locations. The purpose of the visit was to assess tsunami hazard conditions. This letter outlines our conclusions regarding tsunami issues.

2. **Site Conditions**

The subject property (currently Lot 26) is located on the north side of Georgia Road at Saunders Road, in Alberni-Clayoquot Regional District (ACRD). The City of Port Alberni boundary follows the Georgia Road centerline, east - west, opposite the subject property. The subject property currently has split zoning with the six unit apartment area being zoned 'RM1' and the single family residence being zoned 'A1'. The lot can be described as rolling with the grade of Georgia Road, with slopes upward from the stream that flows through the eastern half of Lot 26 from the northeast corner to the eastern third on the south. The stream continues to flow southward through a large culvert under Georgia Road. The property is partially located within the tsunami zone outlined by A-CRD in the Revised Beaver Creek Official Community Plan adopted April 10, 2013 (BCOCP). The entire parcel is therefore considered to be in a Development Permit Area II defined in the BCOCP as parcels that are or may be subject to natural hazards.

Client: Bob & Bev Ross c/o West Island Consulting
Project: Subdivision of 5900 & 5957 Georgia Road, Port Alberni, BC
File: F1454.01
Date: March 28, 2014
Page: 2 of 3



3. Discussion and Recommendation:

- a. The Alberni Canal Maximum Tsunami Level has been estimated by the Province of British Columbia to be 20.0m Geodetic Elevation. The ACRD, BCOCP Map 3, adopted April 10, 2013 depicts the location of the areas below **maximum** elevation of any predicted Tsunami at 20.0m Geodetic. This would place the single family residence basement floor level and possibly the main floor of the apartment building below estimated maximum tsunami level adopted in the BCOCP.
- b. In the event of the maximum design tsunami, we expect that a portion of the property would be temporarily inundated with floodwater. This includes the single family residence's lower floor being below the maximum design tsunami floodwater. It is expected, however, that the floodwater near the maximum extent of the inundation area would be relatively quiescent, and would raise and lower without producing substantial flows that would erode soils around and/or under structures. In addition, the Georgia Road elevation and large road culvert at the site would likely slow flood water inundation and facilitate the drainage of floodwater from the property.
- b. Because the chances of the maximum design tsunami inundating the property and basement are minimal, and because the volume of flood water near and beyond the side of the single family residence would be minimal, LEA considers that there is no need to make alterations to the existing stream bank or residence.
- c. The Property Titles of the two newly created lots should state that the residences are in the Maximum Design Height Tsunami Zone of the Alberni Canal, and that there is the potential for Tsunami flooding of a portion of the property and residences. This will inform future/potential owners of the properties that the portions of the residences are below the 20m estimated maximum tsunami elevation.

Client: Bob & Bev Ross c/o West Island Consulting
Project: Subdivision of 5900 & 5957 Georgia Road, Port Alberni, BC
File: F1454.01
Date: March 28, 2014
Page: 3 of 3



d. It is LEA's opinion that the property is safe and suitable for the proposed subdivision development under normal circumstances, and provided our recommendations are followed, would not have a detrimental impact on the environment or adjacent properties. Additionally, future potential owners would be informed of the site conditions and can make informed judgments regarding the property.

4. Closure

Lewkowich Engineering Associates Ltd. appreciates the opportunity to be of service on this project. If you have any comments, or if we can be of further service, please contact us at your convenience.

Respectfully Submitted,
Lewkowich Engineering Associates Ltd.

A handwritten signature in blue ink, appearing to read 'Bradford Hill', written in a cursive style.

Bradford Hill
Senior Engineering Technician



Chris Hudec, M.A.Sc., P.Eng.
Project Engineer

REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT

BYLAW NO. P1323

OFFICIAL ZONING ATLAS AMENDMENT NO. 676

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

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

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

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

1. TITLE
This bylaw may be cited as the Regional District of Alberni-Clayoquot Zoning Atlas Amendment Bylaw No. P1323.
2. Bylaw No. 15 of the Regional District of Alberni-Clayoquot is hereby amended by rezoning: LOT A, DISTRICT LOT 23, ALBERNI DISTRICT, PLAN 27025 from Small Holdings (A1) District to Acreage Residential (RA3) District as shown on Schedule ‘A’ which is attached to and forms part of this bylaw.
3. This bylaw shall come into force and take effect upon the adoption thereof.

Read a first time this 23 day of April, 2014
Public Hearing held this 3rd day of June, 2014
Read a second time this 11th day of June, 2014
Read a third time this 11th day of June, 2014

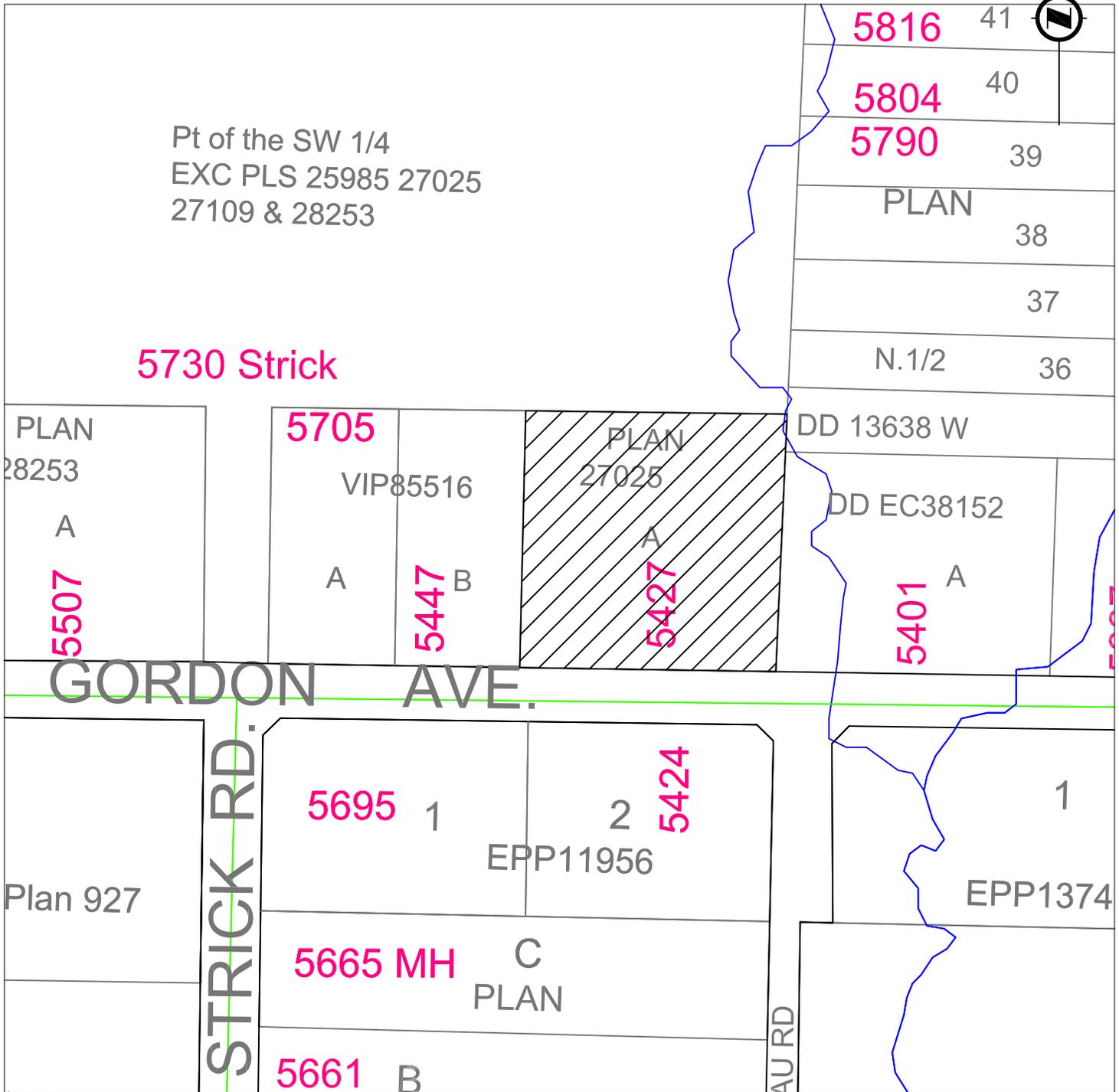
Adopted this day of ,

Russell Dyson, CAO

Chair of the Regional Board

Schedule 'A'

This schedule is attached to and forms part of Bylaw P1323



Legal Description: LOT A, DISTRICT LOT 23, ALBERNI DISTRICT, PLAN 27025.



To be rezoned from Small Holdings (A1) District to Acreage Residential (RA3) District.



ALBERNI-CLAYOQUOT
REGIONAL DISTRICT

1:2000





MEMORANDUM

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

FROM: Alex Dyer, Planner

DATE: June 17, 2014

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

A second Public Hearing for Bylaw P1321 was held on Monday, June 16th, 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, Electoral Area "B" (Beaufort) Director Mike Kokura, ACRD planning staff members Mike Irg, Alex Dyer and Charity Hallberg Dodds and one (1) member 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 was generally supportive of the zoning amendment. The agency referral comments, submissions received prior to the first public hearing and the verbatim transcript of the first public hearing were all received by the Board at the April 09, 2014 regular Board meeting.

One (1) member of the public spoke to the zoning amendment. Concerns raised included odour and building setbacks. The speaker noted that they were pleased that the minimum lot size was increased to 6 acres but felt that the facilities should be restricted to industrial zones.

Recommendation

That the Board of Directors:

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

RT14001

Submitted by: Alex Dyer
Alex Dyer, Planner

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

Russell Dyson
Russell Dyson, Chief Administrative Officer

RT14001



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JUNE 16, 2014 - ALL ELECTORAL AREAS

Minutes of a Public Hearing held on Monday, June 16, 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, Mike Kokura, Director of Electoral Area "B" - Beaufort
Members of the Public: 1

1. The meeting was called to order at 7:00 pm.
2. Vice Chair Cote introduces herself, planning staff, and Directors McNabb and Kokura. 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 Monday, June 16, 2014 to consider the following bylaw:

Bylaw P1321 – Medical Marihuana Facilities

Zoning text amendment to allow Medical Marihuana Facilities on properties 2.43 hectares (6 acres) or greater in area and located within the Small Holdings (A1) District, Rural (A2) District and Forest Rural (A3) District, and on properties 1.619 hectares (4 acres) or greater in area and located within the Industrial Park (M1) District, provided 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 June 6, 2014 to June 16, 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



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JUNE 16, 2014 - ALL ELECTORAL AREAS

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.

5. A. Dyer: Now the agency referral comments, the submissions received prior to the first public hearing and the verbatim minutes from the first public hearing have been received by the board already. And copies are available at the end of the table there if anybody would like a copy. We did receive one letter in advance of this public hearing from Allan Frank (Appendix 'A'). Alex reads the letter into the record. That was received June 16th and that's all.
6. Vice Chair Cote: And that's the only new.
7. A. Dyer: Yes. That's the only new.
8. Vice Chair Cote: There's no late. Okay. So at this point I'll call on staff to explain the proposal.
9. A. Dyer: Presents the proposal as per Appendix 'B'.
10. Vice Chair Cote: Thank you. So at this time, I would like to invite any of the Directors present to speak at this time. Do I see any? Director McNabb.
11. Director McNabb: Yes madam Chair. John McNabb, Regional District Director for Beaver Creek. The medical marihuana bylaw that we put forward, I, I think that it's a compromised document. It's more restrictive than some want and less restrictive than others want. So, the, facilitating the industry of medical marihuana, in my mind, is important. I think that the future of medical marihuana is, is really yet to be discovered. I think there's a great deal of study going on with regards to all kinds of different medical marihuana products. Oils, baking powders, all kinds of other things, and the medicinal benefit of the actual drug itself, it has been proven all over the world. So, it's a good opportunity as far as economic development is concerned, the restrictions that are available within the act, the controls that are much more stringent that they have been, and I think that what we've put forward here is, will protect the public from the hazards that can exist and, and the facilities, for instance the emissions, the odours that come out, the properties that they're allocated to now will, will be larger properties and, and those larger properties, hopefully, will be slightly more remote from high density areas. So that, the lighting that will be required on the new buildings, the security, and the fan systems, the filtering systems that are required should give us a good outcome. So, I'm speaking in favour of our new bylaw and, and that's it.
12. Vice Chair Cote: Thank you. Director Kokura, do you have anything?
13. Director Kokura: No comment.
14. Vice Chair Cote: Okay, thank you. Alright. I actually have a question. This bylaw goes to the Directors and they'll make a ruling on it. If it's passed, how will, how soon will it be in effect? Because I know that the regulations come through the Federal government so I'm just wondering how it will be implemented.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
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15. A. Dyer: Sure. I'll speak to that. So the, if the bylaw is given third reading at the upcoming meeting in June, the June 27th I believe it is, we could potentially adopt the bylaw at the first meeting in July. There's no, the province just recently removed the requirement to review and authorize all new zoning bylaws that affect a certain number of properties and everything, so. We don't have to send it off for Ministry approval. Potentially, it could be adopted in July.
16. Vice Chair Cote: Okay and further to that, the Federal government, I believe they're still allowing the grow ops that are happening now and will they be shut down. Will we be getting information from the Federal government regarding the shutdown of existing?
17. M. Irg: So, the ones that are currently under the old regulations, that are permitted because of the court injunction, that doesn't have anything to do with our, with the regional district bylaws. So that will be dealt with completely separately, and that will be the Federal government, the courts will decide what happens with those facilities. This, by allowing this bylaw, it would just set the rules for where and, where on properties and what properties medical marihuana facilities can be located under the new regulations.
18. Vice Chair Cote: Okay. Alright, thank you. So, is there anyone present, one present, from the public that you'd like to come forward and make a presentation? Could you please give your name and address?
19. J. Halsall: I'm Jennifer Halsall. Art's with the granddaughter. 6132 Saunders Road North, in Port Alberni, Beaver Creek. And I understand that this pertains to the new ones. We live next door to one of the existing ones on 1.6 acres. And they vent 15 feet from our property line or our fence. So, this isn't going to make any difference for us. Is it. I mean, we're still stuck with that smell. And, the neighbour is very nice. I mean, he is a very nice man. He's quiet, he's pleasant, we talk to him about the aroma. He said he'd put in filters and vents to improve it. So the idea that Mr. McNabb said how the venting system will get rid of the smell didn't get rid of it next door to us. So you have a six hectare piece of property and the guy sets it up on the six acres, he sets it up 100 feet from say, my property, he can't but let's just say he could, I'm still only 100 feet away from the aroma. I mean it's quiet, it's peaceful, it stinks. And right now, the smell is just ramping up. We had from March 31st to now, scent free. And it's wonderful. Like there's no taste, there's no, the oils are in the air. They're in our car, they're in our house, it's not pleasant. And when it really ramps up close to harvest time, it's really bad. Like, the taste, we have to have our doors and windows closed. We can't use our back yard, we can't sit on our deck and have lunch because AI. And now we've reached the point where you get this whiff and you think uh-oh here it comes. So you're primed for it all the time and it's not pleasant. It's actually, I mean, he's a nice guy, I, I don't mean he is an unpleasant neighbour, its just, if they only put the 100 feet from the lot lines, the neighbours are still going to get that stink. And it is a stink. You know it's like somebody run over 50 skunks. It's not lavender, it's not somebody barbequing, it's dead skunks.
20. A. Dyer: I just wanted to answer your, or just make a comment on the first aspect that you said there. So you're on 1.6 acres.
21. J. Halsall: No, we're on five. He's on 1.6.
22. A. Dyer: Okay, so your neighbour is on 1.6, he has a facility that is 15 feet from the.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
JUNE 16, 2014 - ALL ELECTORAL AREAS

23. J. Halsall: Fifty feet by 25 feet in size.
24. A. Dyer: Right. So under the new, under the proposed bylaw, that would not be permitted obviously. So, so he would not be able to operate a medical marihuana facility.
25. J. Halsall: So he won't be grandfathered in?
26. A. Dyer: He would not be grandfathered in. The other aspect of it that I think you touched on is the injunction. So the, there was a court challenge that basically was a stay of execution on the old medical marihuana, the old medical marihuana access regulation, and what that says is, if you're named in the injunction, you can continue operating under the, under the previous rules. Now, it's my understanding that they would have to be specifically named in the injunction and you would have to have an RCMP officer look at that I suppose. But once that goes through the appeals process and that's resolved, ideally resolved, then, then if he wants to proceed under the new MMPR, he would apply to Health Canada, we would be referred, and we would say the property doesn't fit our zoning. And then, he'd have to look elsewhere. So, yes, so that's the two aspects of it. There's the zoning that would specifically prohibit it on that property but then there's also the court injunction that they're operating for an indefinite amount of time while that goes through the court process.
27. J. Halsall: But what if the court process finds in their favour?
28. A. Dyer: Well I mean, that's just what we can't control.
29. J. Halsall: Right, that's the thing. We're kind of whistling in the wind. Like we have no power, the Regional District has no power. The Federal government keeps dumping it when we approach the Federal government, they say no no no. It's the communities. But it's not, it's the Federal government. But they're dumping it on you guys and we get to inhale it. And I don't care to inhale marihuana. It gives me a headache. It's not perfect, it's not wonderful, and it's not proven to be great for everybody and I really don't believe it cures cancer. Makes cancer maybe feel better by getting rid of nausea but, I think there's a lot of grandiose, like anything, I mean it's not time, it's you know. You name an herb and they'll tell you, you know, coffee is good for you, coffee is bad for you. You know. I think marihuana is, what is that called, the mystique that the stuff all around it is quite blown out of proportion. I'm not saying it's harmful to everybody, I'm not saying it's good for anybody. I don't want to smell it.
30. Vice Chair Cote: Thank you for your comments.
31. J. Halsall: Sorry.
32. Vice Chair Cote: This Board. Thank you for coming and voicing your opinion because this is the place, this is the time. I think that this Board, I think that we've got staff presenting this, this zoning for adoption for the Regional District, I think this is the way we'd like to see it. Unfortunately, we'll have to wait also and see what the Federal government is going to do. We're hoping that our bylaw, our zoning bylaws will be in effect and will be the law and then we'll be able to deal with smaller properties, such as the problem that you're having.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
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33. J. Halsall: Yes. And it's no. It's not the only in our neighbourhood. We have eight. I mean, that's a lot of marihuana wafting through the air. And if there's eight there, those are the ones we know about, how many are there? How much marihuana do you need? But I do appreciate the effort and the time that you people have put into it. It must get, it must feel like you're spinning your wheels. So I personally appreciate the six acres. At least it gives us a bit of a buffer.
34. Vice Chair Cote: Good, so then I would take that comment then as you're in favour of the bylaw?
35. J. Halsall: If you can't make it all disappear completely, yes. I'm much happier with the changes. I personally feel that it should be strictly in an industrial area. But. I'm not God. I don't get everything I want.
36. Vice Chair Cote: But, this is the time that you get to voice what you'd like to see.
37. J. Halsall: I'd like to see it in an industrial area.
38. Vice Chair Cote: Thank you for coming in and doing that. Okay then. Director McNabb?
39. Director McNabb: Just a comment with regards to that. The new regulations that we're putting in will set the property, or the buildings up at least 100 feet from the property line. Any property line, back, front, side. The regulations that the Federal government have put in with regards to the filtration system say that a filtration system must be put in that will prevent emissions, odours from leaving the building. And that's a condition of the licencing so if, if it, if the filtration system isn't functional, then a report to the RCMP will likely mean that a revoke, a revoked licence until it's corrected. So apparently, there are filtrations systems out there that will provide that. They're very, very expensive and they're supposed to work. I mean I've never seen one, I've never been into one of these places, I have no idea, but that's what the regulation is. The new regulation. So hopefully that issue, in the sitings that we're looking at, will be all but eliminated.
40. Vice Chair Cote: Thank you Director McNabb. The information that I've been given is that you, that the new regulations coming forward, you won't know that there is a medical marihuana facility in your area because there should be no emissions. No pollution at all coming from it. Is that all the questions? Comments?
41. J. Halsall: Yes, Mr. Dyer was very helpful when I arrived.
42. Vice Chair Cote: Great. Thank you. Okay. Would staff like to make any further responses for the record?
43. M. Irg: No, I think we're good.
44. Vice Chair Cote: Okay. Okay, so I'd like to stress that cannot receive any new information between the end of this hearing and making a decision on the bylaw. If a member does so, this invalidates the hearing and means that it will have to be held again. So I call for the first time, are there any further representations on the bylaw? I call for a second time, are there any further representations on the bylaw? I call for a third and final time for any further representations on the bylaw. Hearing no further comments, I declare this meeting terminated. No more discussion. Thank you very much for coming.



REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT
PUBLIC HEARING MINUTES
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45. The meeting terminated at 7:23 pm.

Certified Correct:

Penny Cote, Vice Chair of the Regional Board

Minutes Prepared by:

Charity Hallberg Dodds, Planning Assistant

Alex Dyer

From: Allan Frank [afrank2@westernforest.com]
Sent: June-16-14 11:29 AM
To: Alex Dyer
Subject: Morning Alex

Hope this is ok for the meeting this evening.

To: Alberni-Clayoquot Regional District

Regarding the proposed meeting to be held on Monday, June 16, 2014.

I am unfortunately unable to attend today's meeting however, I would like to show we are in favour of the medical marijuana ruling being presented at tonight's meeting.

Best regards,

A. Frank

- Application initiated by the ACRD as a result of the federal Marihuana for Medical Purposes Regulation which took effect on April 01, 2014. The new legislation replaces the previous Medical Marihuana Access Regulation.
- 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.
- I will give you some history here locally. At this time, the ACRD Zoning Bylaw does not regulate the production, storage or processing of medical marihuana. Under the previous system, license holders are not required to notify the Regional District of their operation.
- The zoning bylaw amendment to regulate Medical Marihuana Facilities was given first reading on February 26, 2014 to allow the facilities in the A1, A2, A3, A4 and M1 Districts on 4 acres or greater and located a minimum of 100 feet from all lot lines. The bylaw then went to a first public hearing on March 27th. Thirteen members of the public spoke at the first public hearing with the majority generally opposed to the rezoning as it was presented at the time. As a result of the input received at that hearing, the Board deferred a decision on the bylaw to allow the Electoral Area Directors and the District of Tofino to discuss options for Medical Marihuana Facilities at a committee meeting.
- The rezoning bylaw then was discussed at the committee meeting on May 14th. After some discussion it was recommended that the bylaw be amended to remove the permitted use from the A4 District and increase the minimum lot size required in the A1, A2 and A3 Districts from 4 acres to 6 acres. The bylaw was given second reading with these amendments at the May 28th Board meeting and a second public hearing was scheduled.
- The bylaw as it reads now would allow Medical Marihuana Facilities in the A1, A2 and A3 Districts with a minimum lot size of 6 acres and in the M1 District with a minimum lot size of 4 acres provided that the facilities in the A and M Districts are located a minimum of 100 feet from all lot lines.
- Now we are back at the public input stage with the amended bylaw.
- As this is a zoning amendment initiated by the Regional District we have invited the Electoral Area Directors to attend the hearing and I would recommend that we invite any of the Directors in attendance to provide their comments before opening the floor to the public.

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 2.43 hectares (6 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 2.43 hectares (6 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 2.43 hectares (6 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 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

Read a second time this 28th day of May, 2014

Read a third time this day of , 2014

Adopted this day of , 2014

Russell Dyson, CAO

Chair of the Regional Board

Alberni-Clayoquot Regional District
Staff Action Items by Department and Date
Update to the Board of Directors as of June 20, 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	J. Rampanen conducted an education session - June 18 th
3.	March 12 th Board	Consult the Fisheries Committee and arrange a meeting regarding the Omega Fish Hatchery Letter	Wendy/ Tracy	Meeting scheduled – June 23 rd , 10:00 am, RD Office
4.	March 26 th Board	Check with PA Fire hall regarding Ministry of Environment air quality monitoring equipment	Russell	Investigating
5.	April 9 th Board	Investigate if Board can appoint alternate for the Island Corridor Foundation under Ken McRae's mentorship	Russell	Investigating
6.	April 9 th Board	C2C recommend contacting the President NTC Deb Foxcroft and request an observer from the ACRD at the NTC meetings	Russell	Requested
7.	May 13 th AV Comm.	Proceed with the Alberni Valley Airport obstacle assessment and precision runway survey and develop a plan to respond to the assessment and invite Coulson's Group to the next Alberni Valley Committee meeting to discuss the proposed runway extension	Russell/ Mark	Proceeding - RFD to June 25 th Board
8.	May 14 th Board	Contact UBCM requesting an update on a resolution passed at the 2007 Convention regarding increasing the underwriters life span of fire trucks & report back to the Board	Russell	Request made
9.	May 14 th Board	Prepare a report for consideration by the Board with a terms of reference for an Economic Development Meeting in the region	Russell/ Pat	In progress
10.	May 14 th Board	Invite a representative of Island Timberlands to make a presentation to the Alberni Valley Committee regarding the use of herbicides within our watersheds	Wendy	Invitation sent
11.	May 14 th Board	Arrange the first meeting of the 2014 Board Remuneration Review Committee: Bob Kangiesser, Ken McRae and Stefan Ochman appointed to the Committee	Wendy/ Teri	First meeting held - June 10 th Meetings with individual

#	Date	Action Item	Assigned to	Target Date/Update
				Directors being scheduled early July
12.	May 28 th Board	Invite a representative from the Ministry of Transportation and Infrastructure to meet with the Board discuss road and signage issues in the region	Wendy	Invitation sent
13.	June 11 th Board	Advise the City of Port Alberni -0 Directors Banton and Cote to have been appointed to sit on the Port Alberni Community Forest Legacy Committee	Wendy	Done
14.	June 11 th Board	The Board committing \$500.00 and \$500.00 in-kind services with funds coming from the ACRD Special Events fund to the Alberni Valley Bid Committee - 2016 U-18 Female National Hockey Championship – Advise the Bid Committee	Wendy	Done – Request for Event Bond in June 25 th Agenda
15.	June 11 th Board	Forward a letter to BC Transit advising the ACRD is undergoing a transportation study and there may be recommendations coming out of the report to increase transportation services in the region	Russell	Drafting
16.	June 11 th Board	Forward a letter of appreciation to Island Timberlands for donating \$1,000.00 toward the completion of Cougar Smith Bike Park Project	Wendy	Drafting
17.	June 11 th Board	Enter into the Bulk Water Agreement with the City of Port Alberni as presented and approved by the ACRD Board	Russell	Done – agreement signed by both parties – Signing ceremony to be arranged
18.	June 11 th Board	Forward a letter to UBCM requesting they provide an update on reconciliation activities at the 2014 UBCM Convention	Russell	Drafting request
19.	June 17 th AV Comm.	Advise the AV Chamber of Commerce that the AV Committee would like them to investigate additional sponsorship opportunities for the restoration/installation of the old focal point sign and report back to the Committee	Wendy	Done
20.	June 17 th AV Comm.	The AV Committee supports the AV Bulldogs Sponsorship Program Proposal and appointed Chair Solda and Director McNabb to participate in advertising layout and placement – Forward RFD to Board	Wendy	RFD - June 25 th Board Agenda

#	Date	Action Item	Assigned to	Target Date/Update
21.	June 17 th AV Comm.	The AV Committee passed several recommendations regarding the AV Drag Race Association use of the AV Airport for the 2014 Event – Present RFD to the ACRD Board	Wendy	June 25 th Board
22.	June 17 th AV Comm	Investigate and report back to the AV Committee with options for improvements to the Alberni Valley Sign at the entrance into Port Alberni	Rob	Investigating
Finance Department				
23.	April 23 rd Board	Prepare a report to the Board on the benefits and costs of signing onto the BC Climate Action Charter	Teri	Awaiting letter from Min. of CSCD
24.	April 23 rd Board	Invite BC Transit, Diversified Transit Ltd. to make a presentation to the AV Committee	Teri	July 9 th presentation
25.	April 23 rd Board	Draft a report for the next AV Committee meeting on review of lease rates at the AV Airport	Teri/ Andy	Next AV Comm. mtg.
26.	May 28 th Board	The Board approved applying for an infrastructure Planning Grant on behalf of the Cherry Creek Waterworks Dist. (CCWW) to develop an infrastructure improvement plan – apply for the grant	Teri	Done
27.	May 28 th Board	The Board adopted Bylaw No. F1111, “Alberni-Clayoquot Regional District Security Issuing Bylaw, 2014 – Arrange for signatures	Teri	Done
28.	June 11 th Board	The ACRD Board awarded the tender for replacement of the heating and cooling system of the ACRD office building to Dolan’s Gas Fitting & Heating in the amount of \$78,397.00 plus GST – Award the contract	Teri	Done
29.	June 11 th Board	The Board of Directors awarded the tender for siding installation at the 3rd Avenue Recycle Depot to Island Roofing in the amount of \$77,634.45 plus GST – Award the contract	Teri	Done
30.	June 11 th Board	The ACRD Board appointed Ginny Stephen and Pam Craig to the Beaver Creek Water Advisory Committee – Advise appointees and update 2014 Committee List	Teri	In progress
Environmental Services Department				
31.	Apr. 8/10 WC	Work with Parks Canada on the landfill road agreement	Russell	Letter sent January 12 th
32.	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
33.	May 11/11 AV Comm	Investigate with the Tseshaht First Nation possible resource recovery at the AV Landfill	Andy/ Russell	In Progress

#	Date	Action Item	Assigned to	Target Date/Update
34.	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
35.	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	June
36.	April 23 rd Board	The Board of Directors directed staff to: 1. Meet with the Tseshaht and Hupacasath First Nations and the City of Port Alberni with respect to their consideration on providing a connection to their water systems for the Bell Road/Stuart Avenue water supply; and following the consultation, 2. Provide the information to the Bell Road/Stuart Avenue residents on the water servicing options	Andy/ Russell	In progress
37.	June 11 th Board	Provide a response to questions raised by Mr. Tabeman and Ms. Stephen's regarding the recycling program	Andy/ Teri	Preparing
PLANNING DEPARTMENT				
38.	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 – Will include in new zoning bylaw
39.	June 1/09	Bamfield Official Community Plan Review	Mike	Public Hearing June 26 th
40.	n/a	Sproat Lake OCP Review	Mike	Adopted
41.	Apr. 27/11 BD	The Board adopted the Alberni Valley Agriculture Plan – Develop report identifying ACRD actions and resources needed	Mike	Advertising for contractor support – closes June 27 th
42.	April 11/12 BD	Apply to the Ministry of Transportation for a permit to construct the dock at the west end of Nuthatch Road & to Ministry of Forests for foreshore tenure	Mike	Working with neighbor to move dock
43.	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
44.	July 24 th Board	The Board of Directors instructed staff to work with the Central West Coast Forest Society to investigate funding for the assessment and restoration of the Willowbrae Creek system	Mike	2014 Budget

#	Date	Action Item	Assigned to	Target Date/Update
45.	May 14 th EA Directors & Tofino Mtg.	Draft a resolution for approval by the Board to forward to AVICC and UBCM requesting the regulations for use of parkland dedication monies be expanded to include improvements of existing parks	Mike	June
46.	May 28 th Board	Bamfield Official Community Plan - The Board amended Bylaw P1309, Regional District of Alberni-Clayoquot Bamfield Official Community Plan Bylaw P1309, 2013 as presented and read the Bylaw a second time as amended	Mike	Public Hearing June 26
47.	May 28 th Board	RT14001, ACRD, Medical Marihuana Facilities Zoning Text Amendment – Report and Bylaw P1321 - The Board of Directors amended Bylaw P1321 to remove Medical Marihuana Facilities as a permitted use in the Forest Reserve (A4) District and increase the minimum lot area required for Medical Marihuana Facilities in the Small Holdings (A1) District, Rural (A2) District and Forest Rural (A3) District from 1.62 hectares (4 acres) to 2.43 hectares (6 acres) and gave Bylaw P1321 second reading as amended & delegated public hearing	Mike	Public Hearing June 16

Issued: June 20, 2014



**Board of Directors Meeting Schedule
July 2014**

Wednesday, July 9th

Board of Directors Meeting
1:30 pm
Regional District Board Room

Regional Hospital District Meeting
To follow Board of Directors Meeting
Regional District Board Room

Wednesday, July 23rd

Board of Directors Meeting
1:30pm
Regional District Board Room

Note: West Coast Committee
meeting arrange in July – Date
TBA

Air Quality Council Meeting
arrange in July – Date TBA

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
MAY, 2014**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family											1	307,000	1	307,000
Mobile Homes													0	0
Multi-Family													0	0
Adds&Rens									1	5,000			1	5,000
Commercial													0	0
Institutional													0	0
Industrial													0	0
Miscellenaous							4	57,219			1	1,000	5	58,219
Totals	0	0	0	0	0	0	4	57,219	1	5,000	2	308,000	7	370,219

**REGIONAL DISTRICT OF ALBERNI-CLAYOQUOT BUILDING INSPECTOR'S REPORT
MAY, 2014 TO DATE**

BUILDING TYPE	BAMFIELD		BEAUFORT		LONG BEACH		SPROAT LAKE		BEAVER CREEK		CHERRY CREEK		TOTALS	
	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE	#	VALUE
Single Family	1	152,771	0	0	0	0	3	880,000	1	140,000	2	754,500	7	1,927,271
Mobile Homes	0	0	0	0	0	0	1	5,000	1	5,000	0	0	2	10,000
Multi-Family	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Adds&Rens	1	10,000	0	0	1	10,000	4	191,833	3	42,900	0	0	9	254,733
Commercial	0	0	0	0	0	0	0	0	0	0	1	30,000	1	30,000
Institutional	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Industrial	0	0	0	0	1	200,000	0	0	0	0	1	10,000	2	210,000
Miscellenaous	1	1,000	0	0	1	19,909	5	58,219	5	106,072	5	83,000	17	268,200
Totals	3	163,771	0	0	3	229,909	13	1,135,052	10	293,972	9	877,500	38	2,700,204

	BAMFIELD	BEAUFORT/ BEAVER CREEK	LONG BEACH	SPROAT LAKE	CHERRY CREEK	TOTAL	YTD TOTAL
WOODSTOVE INSPECTIONS		1	1	1	1	4	30

	YEAR TO DATE		TOTAL YEAR			YEAR TO DATE		TOTAL YEAR	
2013	31	5,032,441	81	8,208,948					
2012	33	2,484,000	92	9,011,700					
2011	60	4,292,042	120	9,221,498					
2010	65	10,682,812	149	21,524,170					
2009	41	4,073,709	123	11,302,380	1999	4	544,660	80	3,348,092
2008	58	5,846,304	147	22,682,130	1998	10	352,980	75	3,320,890
2007	54	4,675,576	163	15,007,877	1997	11	301,800	104	10,025,166
2006	20	2,180,540	161	15,909,705	1996	10	681,000	128	9,050,554
2005	23	3,668,510	138	12,962,379	1995	11	1,062,000	116	9,641,300
2004	16	2,535,906	133	11,036,854	1994	20	1,151,000	151	7,915,500
2003	7	1,695,380	97	6,925,356	1993	24	1,667,000	167	10,864,000
2002	7	116,952	76	2,986,134	1992	14	614,000	173	11,192,500
2001	5	375,314	89	5,790,126	1991	7	463,520	126	7,155,120
2000	4	63,279	88	4,095,339	1990	6	1,068,800	118	6,323,900



MEMORANDUM

To: Board of Directors
From: Teri Fong, CGA, Manager of Finance
Date: June 18, 2014
Subject: Strategic Community Investment Funds Report

In 2009 the Province introduced the Strategic Community Investment Fund initiative that aimed to provide local communities with increased financial certainty in uncertain economic times. The Alberni-Clayoquot Regional District has received unconditional grants from the Ministry each year since 2009 to assist with administration costs.

The Province originally committed to this program for two years but in March of 2012 a new agreement was signed that extends the initiative until 2014.

The following report is the 2013 Progress Report, which is an annual requirement of the agreement.

Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance

Approved by: _____

Russell Dyson, Chief Administrative Officer

Strategic Community Investment (SCI) Funds Progress Report

The Ministry of Community, Sport and Cultural Development provides funding, in the form of an unconditional grant, to regional districts to assist with administration costs. The following report describes the funding received and its use in 2013 as required by the Ministry.

(1) SCI Funds received:

Strategic Community Investment Funds	Use	Date	Amount
Regional District Grant	Local government services	March 2013	\$35,823
		July 2013	\$89,917
		Total 2013	\$125,740

(2) SCI Funds intended use, performance targets and progress made:

Intended Use	Performance Targets	Progress made in 2013 reporting period
To regional district administration.	100% of the funds are used to minimize tax rate increases of RD administration.	<p>Enabled the Alberni-Clayoquot Regional District to minimize tax increases while continuing to develop a more proactive approach to our Information Technology department including addressing problems such as email server issues and the development of a new website.</p> <p>Also made upgrades to the Regional District office building including replacement of windows and new heating system for the Board room.</p>

(3) Report Date: June 25, 2014

(4) Approved by: 

 Teri Fong, CPA, CGA, Manager of Finance



MEMORANDUM

To: Board of Directors
From: Janice Hill, Environmental Services Coordinator
Date: June 19, 2014
Subject: Update on VIHA Homelessness Grant

In March of 2012 the Alberni-Clayoquot Regional District received a \$300,000.00 grant from VIHA to support our efforts to build community capacity to end homelessness.

The ACRD Board of Directors accepted recommendations from the Alberni Valley Community Stakeholders Initiative to End Homelessness (AVCSI) regarding the disbursement of the \$300,000.00 grant. Following is an update on how the funds have been used to date.

Agency Receiving Funding	Update On Use
\$40,000.00 to the Alberni Valley Community Fund (this will be designated by the Foundations for Grants for Homelessness Projects – which will add to the \$160,000.00 already specified in the fund)	Funds are held within the Homelessness Issues Fund and the income generated from this was used as \$2,500.00 grants which were distributed to three charities: Kuu-us Crisis Line, Port Alberni Shelter Society and the Bread of Life.
\$80,002.26 to the Canadian Mental Health Association for support staff for the lease of a 41 unit subsidized apartment building.	Funds are being dispersed each fiscal year from 2012 through to 2016 for advocacy, support and administration.
\$78,917.74 to the Phoenix House for the renovation of a duplex to provide an additional 7 rooms of accommodation.	Funds were used towards the renovation of the duplex.
\$76,440.00 to the Port Alberni Shelter Society for the acquisition of a duplex for long term supportive housing for families and part time case worker to provide advocacy for shelter clients.	\$50,000.00 was used toward the capital acquisition of a duplex and \$26,440.00 for the society to hire and employ an Advocate for a one year period.
\$24,640.00 to the Westcoast Community Resources Society for a site survey and design of supportive housing project.	Ucluelet Supported Housing Need and Demand Study has been completed a business plan is being developed.

Agency reports are available if you require more information.

Janice Hill, Environmental Services Coordinator



MEMORANDUM

To: Board of Directors
cc: Mr. Tabeman and Ms. Stephen

From: Janice Hill, Environmental Services Coordinator

Date: June 19, 2014

Subject: Questions and Answers from June 11, 2014 Board Meeting regarding the MMBC Recycling Program

The following is a response to questions raised by Mr. Tabeman and Ms. Stephen at the June 11, 2014 Board meeting regarding the recycling program.

1. ***The information provided at the Beaver Creek meeting prior to the beginning of the new program is inconsistent with what is happening. We were told that the collection program would expand the items that would be picked up; i.e. that are Styrofoam but not glass although a buyer for glass was negotiating with the recycler. At no time was plastic bags cited during the discussions.***

We apologize if there was some miscommunication at the Beaver Creek meeting. Details of the MMBC program were not yet clear and have developed since then. The new items (Styrofoam, and Glass bottles and jars) cannot be recycled at curbside but can be taken to the recycle depots. Depots are located at 3620 3rd Avenue and the Alberni Valley Landfill. Plastic bags, plastic overwrap and plastic film are no longer accepted at curbside but can be taken to the recycle depots.

2. ***With the change to the system - given that it was viable having run for almost 3 years - this begs the question;***

The past program was directed by the ACRD. The system has changed because the BC Provincial Government amended the BC Recycling Regulation to make businesses that supply packing and printed paper to BC residents, responsible for collecting and managing these materials so they can be recycled. Multi-Material BC (MMBC), a non-profit organization working on behalf of these businesses, is now responsible for residential recycling programs in many areas across BC, either directly or by working with local governments, First Nations, private companies and not-for-profit organizations. This program rolled out May 19, 2014.

Where did these items go prior to May 19th and why is the same system not used by the new contractor.

The company picking up your recyclables is the same contractor since the start of the program in 2008. The program was funded by the residents (who were invoiced

annually). These funds paid for the curbside pickup service as well as the depots and administration of the program. The materials collected then became the property of the contractor who sold them to market. Since the BC Government has now put the cost of recycling on the producers of packaging and paper products, the residents are no longer responsible to pay for the service. In turn, the contractors are now being paid with incentives from MMBC. The ACRD is now administering the program for MMBC and we plan to recover our costs from MMBC.

- 3. Some would say that using reusable bags is the option we should be using. This is not an ultimately safe solution. They are not clean when reused and chemicals and meat spills and food spills are collected in them. They are not washable. In addition to this, the stores find them difficult to fill with the different sizes, frames for holding the bags don't work, time consuming to set up and health risk to clerks when supplied from the consumer. Also, theft in the stores that do not bag is more prevalent than those that do bag.***

Consumers who have this concern may request paper bags or boxes at grocery stores.

- 4. Recyclable or not recyclable bags are difficult to determine. Inconsistent information is provided by the provider and what is being picked up by the system. Opaque, colored, black, degradable and biodegradable and compostable are terms used and have been inconsistent with the information provided including on the web site. Most store bags are marked as recyclable, have a number with the recycle symbol on them, and marked degradable.***

MMBC is not using the presence or absence of a resin code on plastic bags to determine what's included in the collection system because the resin codes are not used uniformly by all manufacturers. Instead, the MMBC materials list on the website <http://recyclinginbc.ca/program/mmhc-materials-list/> identifies the types of plastic bags and overwrap that are accepted. Degradable, biodegradable or compostable plastic is a contaminant in recyclable plastic and the presence of degradable, biodegradable or compostable plastic in plastic directed to recyclable end-markets can render the load unrecyclable. Marking a plastic bag as recyclable with (or without) the recycle symbol and also marking the bag as degradable is an example of unclear and contradictory labeling.

- 5. Terms are used and are unexplained and misused or possibly understood. When the history is to recycle an item and there is a change without consultation, the item is devalued and the time and energy used becomes the path of least resistance. Plastic bags will end up in our landfill where they are not broken down. The biodegradable has the ability to degrade. The degradable need heat or UV light to breakdown; neither of which is available at the landfill.***

Plastics bags (if chosen to be used) can be taken to an MMBC Depot for recycling. The reason that plastic bags and overwrap are not collected curbside is a decision of MMBC. MMBC decided this because when they are collected with other material, they are difficult to separate, meaning that less of the plastic bags and overwrap, and less of the other material, is recycled. Further, recycling markets for film plastic in North America will accept only specific types of plastic film, free of contaminants. Depot staff are able to screen incoming film plastic to be sure it meets these requirements. If the plastic film

does not meet the specifications set by North American recycling markets, it would have to be exported to Asian markets. MMBC prefers to send recyclables to local markets to reduce transportation (and associated environmental impacts) wherever possible. Residents can ensure that plastic bags and overwrap packaging are recycled by taking them to a depot.

6. ***The ACRD has collected monies from Beaver Creek residents for three years to support the recycling program. The first year started in August and was not prorated. The subsequent years would presumably then run August to August. The monies for this year May 19th to August have not been rebated and not discussed as an entitlement of the residents of Beaver Creek.***

The recycling program began in September 2008 and the following charges were billed to residents:

1. September 1, 2008 to June 30, 2009	\$25.07
2. July 1, 2009 to June 30, 2010	\$30.20
3. July 1, 2010 to June 30, 2011	\$30.20
4. July 1, 2011 to June 30, 2012	\$30.20
5. July 1, 2012 to June 30, 2013	\$30.20
6. July 1, 2013 to June 30, 2014	\$31.00

The MMBC program took over on May 19, 2014 and is expected to fully cover the costs of running the curbside program. The ACRD has not refunded the amount collected for the period of May 19, 2014 to June 30, 2014 to the residents as the cost of returning the small rebate exceeds the \$3.36 value. Therefore, the ACRD is instead going to use the funding to further develop recycling programs and advertise the changes. The regional district's financial statements will account for this.

7. ***A number of communities do not register as part of the MMBC program on the net and difficult to determine if they have changes. Nanaimo and Campbell River residents have not seen any changes to their program and continue to collect the bags as in the past.***

Each one of the other communities' handouts that you shared at the Board meeting outlines a program similar to ours whereby plastic bags are not collected at curbside. Some communities did not register for the MMBC program. Some of these communities do not have recycling programs and some wanted to continue to operate their programs as before (billing the residents for curbside pickup and/or depot fees). The ACRD felt that residents should not be invoiced for the service as they may end up paying for this service as a fee when purchasing items. That would mean that residents would be charged twice for the recycling service.

Nanaimo and Campbell River have signed on to the MMBC program so they are seeing the same changes as we are. Their costs may be higher for the service so they may still be charging a small fee for the service. The ACRD is not charging for the service.

8. Why are bags clearly marked as recyclable not being picked up when they have been in the past?

This was answered in question # 5.

9. Where have these items been going in the past and what has changed since May 19th?

This was answered in question # 2.

10. What is the ACRD doing to protect the landfill?

The ACRD has many different practices and procedures in place to ensure that the landfill is properly managed for the long term. Many of these are regulatory requirements; it includes standards for the placement of materials, water quality monitoring and an investment in infrastructure that protects the surrounding, air soil and water.

The ACRD is currently undertaking a Solid Waste Management Plan review to ensure we try to maximize the life of our landfill. Initiatives such as disposal bans for cardboard and other recyclable materials as well as a possible curbside organics program are currently being investigated.

11. Is all of BC required to be part of the MMBC program?

No. Local governments providing residential Printed Paper and Packaging (PPP) or garbage curbside collection in November 2012 were offered a collection incentive to provide PPP curbside collection in May 2014. MMBC also offered a collection incentive to local governments, private companies and not-for-profit organizations to provide collection of PPP from multi-family buildings and to operate depots to accept PPP from residents. Areas not accepting these incentives can still operate a program as a business of their own and residents would pay a service fee for the service.

12. Is the MMBC a private enterprise or a public company?

MMBC is among more than 20 [Extended Producer Responsibility \(EPR\) programs](#) introduced in BC over the past two decades. Through these programs, industry is responsible for end-of-life management of items such as beverage containers, electronics, paint, used oil, tires and batteries. EPR is a way for businesses to manage the environmental impact of products during all stages of the product lifecycle, from selecting the materials used in production to collection and recycling when a product is no longer useful.

MMBC's members are retailers, restaurants, importers, manufacturers, distributors or wholesalers that supply packaging, and organizations such as insurance companies and banks that supply printed paper, such as statements, to BC residents. There are 763 companies registered and can be found at <http://multimaterialbc.ca/stewards/registered-list>

13. Is the MMBC a Canadian company?

MMBC is a not-for-profit agency established under the British Columbia Society Act, and is part of Canadian Stewardship Services Alliance Inc.'s (CSSA) family of recycling organizations. CSSA is a national, non-profit steward founded and owned organization established to harmonize packaging and printed paper stewardship programs across the country, providing consumers with better recycling options and stewards (the businesses that contribute to the cost of recycling programs) with a seamless way to meet their stewardship obligations under a single administrative umbrella. For more information visit: www.cssalliance.ca.

MMBC is a legal entity in BC with a local office and staff that manages the supply chain and promotional activities to engage residents around the recycling of packaging and printed paper. MMBC is governed by the CSSA board of directors, which includes representation from seven of the largest contributors to the financing of packaging and printed paper programs across Canada.

The CSSA board includes:

- John Coyne, Chair, Unilever Canada
- Denis Brisebois, Treasurer, Metro
- Christine Bome, Walmart
- Scott Bonikowsky, Tim Hortons Inc.
- Robert Chant, Loblaw Companies Limited
- Dave Moran, Coca Cola Refreshments Canada
- Gord Meyer, Procter & Gamble

14. Where has the unused portion of the Recycle Program monies been allocated or are they to be returned to the tax payer?

The unused portion of the curbside fee that was collected remains in the Alberni Valley Landfill service and will be utilized to further promote recycling initiatives and continue to advertise the changes that have resulted from MMBC.

Submitted by:



Janice Hill, Environmental Services Coordinator

Approved by:



Russell Dyson, CAO



**SUMMARY OF REVENUE AND EXPENDITURES
FOR PERIOD ENDING MAY 31, 2014**

(PAGE 1)

	2014 YEAR TO DATE ACTUAL	2014 ANNUAL BUDGET	PERCENTAGE OF BUDGET
REVENUE			
Tax requisition	\$ -	\$ 3,705,251	0.00%
Parcel taxes	-	883,772	0.00%
Grants in lieu of taxes	16,126	29,900	53.93%
Services provided to other governments	35,850	110,648	32.40%
Sale of services	1,211,111	3,382,600	35.80%
Other revenue	58,632	134,500	43.59%
Grants from other sources	474,209	1,694,725	27.98%
Surplus (deficit) from prior years	1,797,691	1,797,545	100.01%
Committed surplus from prior year	2,026,344	2,025,978	100.02%
Transfers between services	5,500	83,184	6.61%
	<hr/>		
SUBTOTAL	5,625,463	13,848,103	40.62%
 <i>Transfers from Municipalities for</i>			
Municipal Finance Authority	\$ 387,197	\$ 648,591	59.70%
	<hr/>		
TOTAL REVENUE	\$ 6,012,660	\$ 14,496,694	41.48%

EXPENDITURES	2014 YEAR TO DATE ACTUAL	2014 ANNUAL BUDGET	PERCENTAGE OF BUDGET
All Members			
E911 Telephone System	276,830	282,000	98.17%
General Government Services	371,286	1,031,500	35.99%
Alberni-Clayoquot Health Network	42,384	153,000	27.70%
Regional Parks	5,078	21,680	23.42%
Regional Planning	40,734	174,000	23.41%
Electoral Area's			
Building Inspection	80,558	245,000	32.88%
Electoral Area Administration	461,135	1,526,421	30.21%
Mgmt of Development - Rural Areas	112,220	396,000	28.34%
Vancouver Island Regional Library	201,243	403,000	49.94%
Alberni Valley			
Alberni Valley Emergency Planning	26,838	134,025	20.02%
Alberni Valley & Bamfield Waste Mgmt	550,520	2,456,900	22.41%
Alberni Valley Regional Airport	34,290	157,500	21.77%
Alberni Valley Regional Water - Proposed	4,916	60,000	8.19%
Custom Transit	112,545	452,000	24.90%
Sproat Lake Marine Patrol - Referendum	-	10,000	0.00%
West Coast			
Long Beach Airport	104,920	816,579	12.85%
West Coast Emergency Planning	1,680	14,000	12.00%
West Coast Waste Mgmt	307,471	893,500	34.41%
City of Port Alberni			
Port Alberni Arena	833	237,550	0.35%
Bamfield			
Bamfield Community Park	42	7,100	0.59%
Bamfield Volunteer Fire Dept	38,676	117,869	32.81%
Bamfield Water System	50,268	658,689	7.63%
Beaufort			
Mountain Ranch Rd Fire Protection	42	2,603	1.61%
Long Beach			
Millstream Water System	9,703	135,148	7.18%
Salmon Beach Garbage	5,270	29,150	18.08%
Salmon Beach Power Distribution	15,313	77,100	19.86%
Salmon Beach Recreation	6,901	39,450	17.49%
Salmon Beach Security	11,629	48,050	24.20%
Salmon Beach Sewage	19,376	63,750	30.39%
Salmon Beach Transportation	42,233	179,600	23.52%
Salmon Beach Water	4,354	16,050	27.13%
South Long Beach Bike Path	42	7,200	0.58%
South Long Beach Community Park	-	7,500	0.00%
South Long Beach Fire Protection	58	14,000	0.41%
South Long Beach Street Lighting	335	810	41.36%
Sproat Lake			
Sproat Lake Animal Control	738	3,100	23.81%
Sproat Lake Arena	42	33,107	0.13%
Sproat Lake Community Park	11,225	170,094	6.60%
Sproat Lake Noise Control	561	6,100	9.20%
Sproat Lake Volunteer Fire Department	42,023	389,000	10.80%
Beaver Creek			
Arvay Rd Street Lighting	530	1,300	40.77%
Beaver Creek Animal Control	367	3,000	12.23%
Beaver Creek Community Park	1,107	6,100	18.15%
Beaver Creek Arena	42	24,622	0.17%
Beaver Creek Noise Control	71	2,100	3.38%
Beaver Creek Volunteer Fire Department	56,667	254,230	22.29%
Beaver Creek Water System	654,041	1,212,519	53.94%
Granville Rd Fire Protection	42	1,229	3.42%
Cherry Creek			
Cherry Creek Animal Control	42	3,000	1.40%
Cherry Creek Arena	42	20,623	0.20%
Cherry Creek Noise Control	683	2,100	32.52%
Franklin River Rd Fire Protection	42	10,700	0.39%
Grants-in-Aid	31,189	363,898	8.57%
	2,922,307	13,375,546	21.85%
Transfers to Municipal Finance Authority on behalf of the Municipalities	387,197	648,591	59.70%
\$	\$ 3,309,504	\$ 14,024,137	23.60%



▶ MEET OUR NEW eLIBRARIAN!

1



▶ 2013 FINANCIAL STATEMENTS

3



▶ GENERAL UPDATES AND HIGHLIGHTS

4



**VANCOUVER ISLAND
REGIONAL LIBRARY**

from the Board Table

Intro

Vancouver Island Regional Library is on course as a hub of information and resources for the communities it serves and a relevant civic institution in the lives of its customers. One of the ways that we are achieving this is through the delivery of digital library (eLibrary) services. A part of our 5-year strategic plan and a fundamental investment in our 2014 budget, our eLibrary and digital services support this course and our vision.

The eLibrary

New eLibrarian!



Meet your new eLibrarian! Emily Orr, eLibrarian for Vancouver Island Regional Library, is eager to start interacting with our communities and providing invaluable digital literacy training and promotion of our library's selection of digital resources! Her tour begins this summer and includes promoting our mp3 music databases at rock festivals and training staff on our movie databases and online tools. Look for her in 2014 - she'll be in your community soon!

The eLibrarian is an initiative that supports our 5-Year Strategic Plan: Collection and Quality Services



New eLibrary: eLibrarian cont.

An ambassador to promoting VIRL's eLibrary, the new eLibrarian has a full programming schedule of venues and events already planned for 2014:

June 13: Genealogy program in Sooke

June 14-15: Outreach at Sooke Bluegrass Festival

July 18: Computer Basics program at Denman Resource Centre

July 18-20: Outreach at Denman Readers and Writers Festival

July 21: Using Social Media Professionally program at Denman Resource Centre

July:26-27: Outreach at Rock of the Woods festival (Duncan)

August 1-3: Outreach at Coombs Bluegrass festival

September 19: Web Awareness presentation at Port Alberni Elder College open house



Plugging Into Our Community

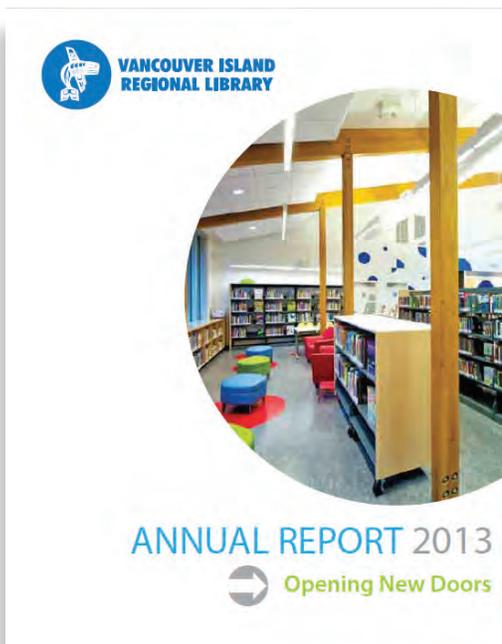


Watch these VIDEOS about our eLibrary at work at <http://bit.ly/1uN7xk7>



2013 Audited Financial Statements

Each year, after completion of the audit, VIRL Management presents the Financial Statements and the Board has an opportunity to review recommendations made by the Auditors to both Management and the Board. VIRL is in compliance with all mandated accounting standards including PSAB Section 3150 Accounting for Tangible Capital Assets. Overall the results from operations and financing activities were good for 2013 and we were able to proceed without drawing on reserves to the extent budgeted. This helps address the future need to finance expansion and upgrading of existing facilities. There are four primary statements, a summary of each is provided below.



The 2013
Annual Report
is now available
online at
virl.bc.ca/

2013 Consolidated Statement of Financial Position summary: Of note, unrestricted surplus has been maintained at the lowest level possible while staying within adopted retention policy and taking into account unspent borrowed project funding. As expected, VIRL's Net Financial Asset Position shifted to a Net Financial Debt position with the conversion of borrowed funds to long-term assets. Capital Assets have increased, and good performance allowed the Sick Reserve to be increased closer to the required provision.

In summary: VIRL did not draw on reserves as much as anticipated and is in a working surplus. The financial position of VIRL is good.

2013 Consolidated Statement of Operations: VIRL shows an Annual Surplus from operations of \$618,561. Government grants were higher than anticipated, as well as fines and investment income received, contributing to the surplus. Wages and benefits were under budget, resulting in savings of \$293,000. Miscellaneous branch costs which were also under budget. There were no general expense categories that ended the year over budget.

In summary: Revenues were higher than expected and expenses lower than expected all of which contributed to an Annual Surplus of \$618,561.

2013 Consolidated Statement of Changes in Net Assets: As expected the increase in net debt is a result of the drawdown of borrowed funds (cash) spent on capital assets (facilities).

In summary: The results are positive and speak to healthy operations, capital financing activities and long term planning.

2013 Consolidated Statement of Cash Flows: This statement shows how cash was generated or consumed on a net basis by operations and financing activities.

In summary: Cash and financing activities are closely monitored.



General Updates

Revised Board Policy - Discrimination, Bullying, Harassment or Abuse: New anti-bullying and harassment legislation by WorkSafe BC has been adopted. The well-defined policy is supported by the Board and has been implemented for all staff.

VIRL Membership Drive: The membership drive will consist of an active library card campaign for elementary school-aged children and a more focused outreach program directed towards Kindergarten students done in partnership with our local schools. A new library card specifically designed for children, as well as a school outreach component, is being developed to encourage school-aged children to read and achieve positive outcomes in school.

Performance Indicators: Presented at each Board meeting, performance statistics cover the work done in individual branches, as well as VIRL as a whole and are compiled monthly. To supply the Board with understandable and relevant information, the performance indicators now include comparative information - both year-over-year and year-to-date.

AVICC Resolution: The Chair and Trustees from the Vancouver Island Regional Library Board spoke against a resolution put forth by the ACRD. As an autonomous governance Board mandated through provincial legislation, AVICC has no jurisdictional authority over the Board. The resolution was defeated.

Budget Assumptions: The Board received and reviewed the 2015 Budget Assumptions in anticipation of the 2015 Budget.

Procedural By-Law 6: The Board received and adopted a revised Procedural By-Law 6: Nominating Committee.



Read more: virl.bc.ca/board

Facilities Updates



Gabriola Island Branch, Children's Area

Nanaimo North

Substantial completion of the building will be completed soon. Interior shelving in the public area has been installed while the General Contractor and trades continue to work towards completion. The community is welcomed to join us for the official opening celebration on July 12th at 1:00pm!

North Cowichan/Chemainus

Following Board site preference dialogues, a new site may be provided for consideration. VIRL awaits confirmation of direction that North Cowichan will take with respect to the land.

Capital Regional District

Capital Regional District staff have asked for and have been provided with background information on setting up of the borrowing process model which may benefit Sooke, Sidney and North Saanich.

Nanaimo Harbourfront

Scope of renovations following purchase is being planned. With funding confirmed as part of the 2014 budget, this renovation is now being re-invigorated.

Tofino

Following interest by the District in undertaking a Civic Centre feasibility study, which includes a library as consideration, VIRL staff and Tofino staff have met and early indications are that the process may take a few years.

Tahsis

Following a meeting held on April 8th, Tahsis staff are investigating options requiring resolve before VIRL can proceed.

Port Hardy

As a part of the 2014 budget, Port Hardy will be reviewed and a plan developed for its improvement. The branch's size meets established standards.

Sidney/North Saanich

VIRL staff presented to North Saanich council on May 12th, however feedback from this presentation is pending.

Campbell River

Due in part to funding considerations, Campbell River is now being considered for internal branch improvements.



Highlights

2014 Creative City Summit

VIRL staff will present at the 2014 Creative City Summit Conference in Hamilton, Ontario (June 11-13). The conference theme, “Love your City: Transforming Communities through Culture”, focuses on communities that are creating conditions in which culture can thrive. VIRL’s session titled “Unlocking Creativity in Libraries: Creating Placemaking, Partnerships and Communities” will provide a lively and informed perspective on how public libraries are re-envisioning their spaces and turning them into community hubs of cultural activity.

VIRL in the Media

VIRL was featured in the media for a variety of accomplishments. Representing the City’s first, the City of Parksville unveiled its first “pop up library”: a wood-carved book receptacle built by local Secondary School students that makes books available to anyone, anytime. VIRL also held an official opening for the new branch on Cortes Island, as well as local author readings and a 900% increase in program participation in Cowichan Lake!

Awards

VIRL has received a number of awards: including the Vancouver Island Commercial Building Awards for the Cumberland and Cowichan Lake branches (Community Institutional category). VIRL also received two awards for both Cumberland and Cowichan Lake branches by the British Columbia Library Association’s Building Project Awards. The 2014 BCLA Awards recognize outstanding achievement in the building of new or substantially renovated library facilities.



Vancouver Island Regional Library

Administration
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Nanaimo, BC Canada V9S 5L8
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

June 11, 2014

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



Dear Chair Solda,

I am very pleased to enclose a copy of our 2013 Annual Report.

This past year at Vancouver Island Regional Library, we celebrated the official opening of four bigger and better branches in the communities of Port Renfrew, Cumberland, Cowichan Lake and Cortes Island. We also welcomed over 73,000 visitors to 3,700 unique programs, held at our branches, which is an increase of 23% over 2012. Our libraries have been busy!

We are proud of the work done by our staff and our Board to develop strong library branches that are vital community destinations for knowledge, inspiration, innovation and renewal.

On behalf of the Board of Trustees of Vancouver Island Regional Library, I offer our thanks for the support and cooperation that we continue to receive from you. Your support helps us to maintain a strong public library system that connects people to information, ideas and experiences that enrich their lives and strengthen our community.

I invite you to take some time to read our report. Please feel free to contact Rosemary Bonanno, Executive Director at rbonanno@virl.bc.ca with any comments or questions.

Sincerely,

Bruce Jolliffe
Chair, Vancouver Island Regional Library Board of Trustees

Encl.

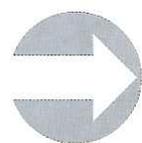
Strong Libraries ■ Strong Communities



**VANCOUVER ISLAND
REGIONAL LIBRARY**



ANNUAL REPORT 2013



Opening New Doors

A MESSAGE FROM...



BOARD CHAIR

2013 represents an exciting year of growth and renewal for Vancouver Island Regional Library. With the opening of four new branches in our system for the communities of Port Renfrew, Cumberland, Cowichan Lake and Cortes Island, this year was marked by celebration and jubilation.

We are connecting over 38 communities by producing stronger libraries. Larger and more comfortable facilities, refreshed and more relevant collections, and new and cutting edge technologies and services are the foundational principles of VIRL's 5-year Strategic Plan. As we continue to deliver on these principles, we see how these new facilities are strengthening the culture of the community and opening the doors to lifelong learning and literacy.

A handwritten signature in black ink that reads "B Jolliffe".

Bruce Jolliffe
Chair, Board of Trustees



EXECUTIVE DIRECTOR

Due in large part to the hard work, dedication and commitment from the Board of Trustees and our staff, we have experienced a remarkable year of growth and accomplishments. Programming across our 38 branches increased by 23% and total visits to our libraries exceeded 2.6 million. Our eLibrary was bolstered, offering almost 1 million items, and our virtual engagement with the community (computers, WiFi and online catalogues) has increased to 3.5 million visits.

With the overwhelming support of the community and our Board, our Strategic Plan continues to propel us forward to deliver the resources and services that have made Vancouver Island Regional Library vibrant and vital destinations for knowledge, inspiration, innovation and renewal.

A handwritten signature in black ink that reads "Rosemary Bonanno".

Rosemary Bonanno, BA MLS
Executive Director

YEAR AT A GLANCE

340,053

PUBLIC COMPUTER SESSIONS

39,849

LITERACY STATION SESSIONS

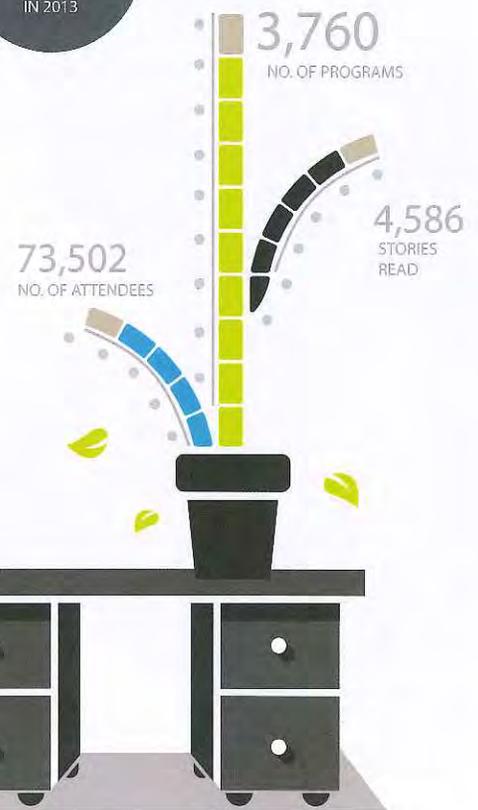
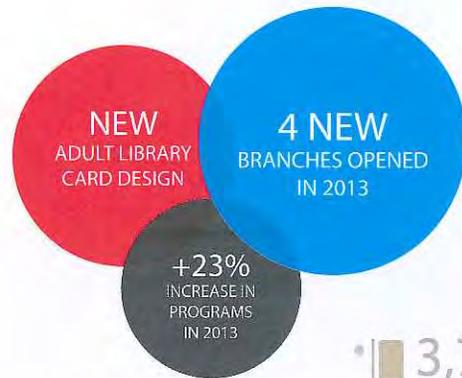


4,320,637

ITEMS CHECKED OUT

VISITORS

The chart above breaks visitorship down by usage. Note that one customer can use an internet station, tap into the WiFi, and take out a book within one visit! The chart does show the popularity of internet use to total visitorship.



PROGRAM GROWTH

From story-telling to adult education and digital literacy training: your local library is an invaluable resource to the community.

Total items borrowed: in 2013

996,668



Total eLibrary circulation, including eBooks, audiobooks, online catalogue, and other material downloads

4,320,637



Total physical circulation, including books, magazines, DVDs, Kobos and other physical materials

5,317,305



Total circulation for the Vancouver Island Regional Library, including eLibrary and physical materials

+15%

Increase in eLibrary circulation in 2013

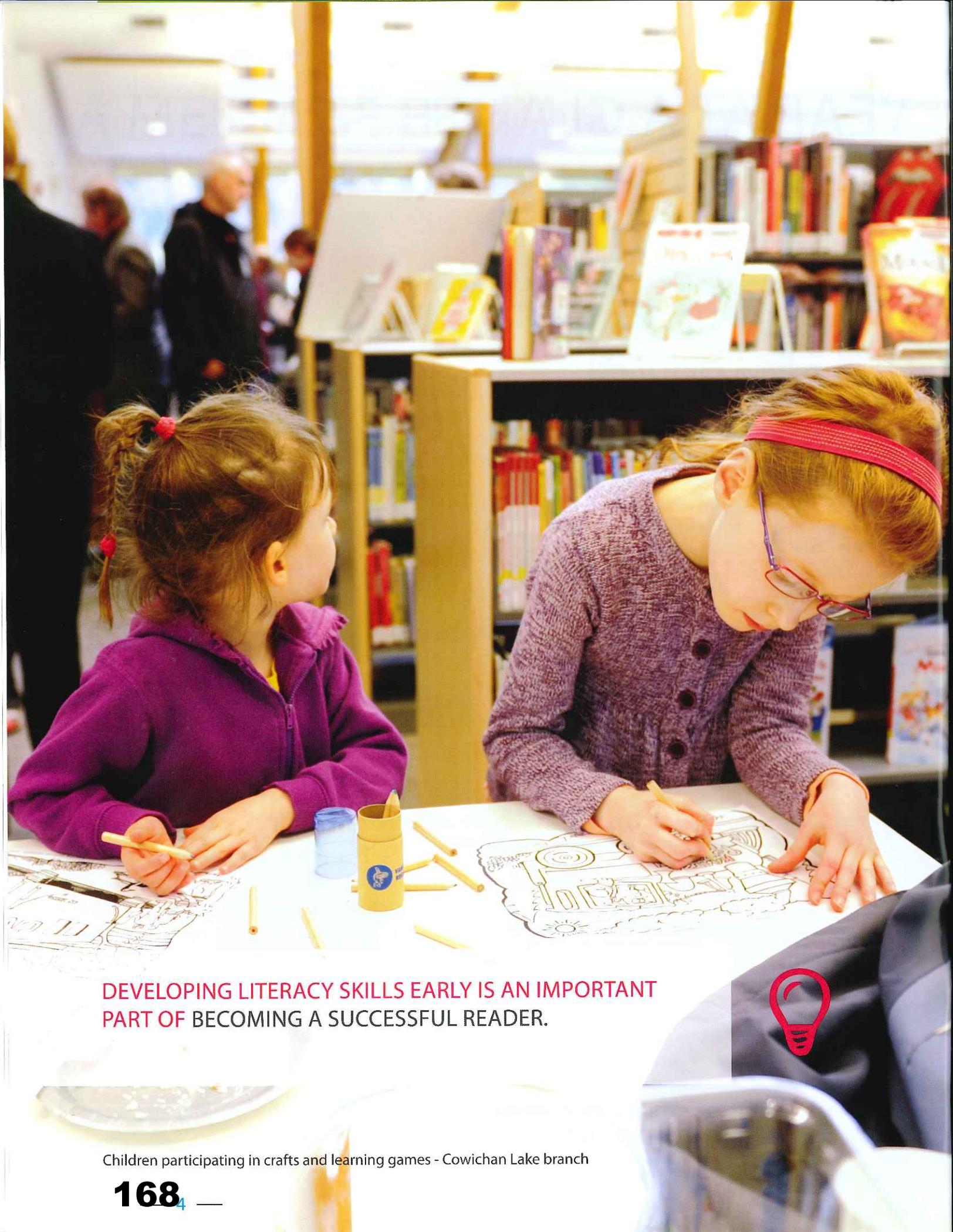
3.5m

Visits to the eLibrary in 2013

+6.7%

Increase in visits to eLibrary in 2013





DEVELOPING LITERACY SKILLS EARLY IS AN IMPORTANT PART OF BECOMING A SUCCESSFUL READER.



Children participating in crafts and learning games - Cowichan Lake branch

CHAMPION OF LITERACY AND LIFELONG LEARNING

Programs that Promote Learning and Literacy

Library-based literacy programs are an important part of our mission and essential to developing lifelong readers. Our branches offer a wide variety of literacy programming including digital literacy (the ability to use technology like computers, the Internet, and eReaders); adult basic literacy skills; health literacy; and financial literacy! We also know how important early literacy programming is to ensuring children become successful readers for a lifetime. Here are just a few programs that we offered in 2013 to promote lifelong learning and literacy:

[Reading Buddies](#) program, conducted in partnership with the Rotary Club of Comox and Brooklyn Elementary School, provides a one-on-one reading opportunity for children to partake in with an adult volunteer.

In partnership with the Central Vancouver Island Multicultural Society, many VIRL branches taught a series of [Computer Literacy Classes](#) for English as Second Language students. These classes encourage adult students to learn computer skills as well as language skills. VIRL also hosts English as a Second Language [Conversation Clubs](#).

[The Reading Link Challenge](#) helped to promote the love of reading to Grade 4 and 5 students by allowing children to compete in the 'sport of reading'. The program celebrates the fun of reading through a competitive game show complete with music, prizes and oodles of suspense. The winning team from each school then was invited to compete in the Grand Challenge Level with an audience of 250 classmates to cheer them on! Winners were the Red Hot Readers from Forest Park Elementary!

[Family Literacy Day](#) is a special event that takes place across the nation to celebrate adults and children reading and learning together and to encourage Canadians to spend at least 15 minutes enjoying learning together as a family every day. This year, branches featured drop-in activities and fun, interactive programs including create your own puppet shows using a stage and skills-building activity sheets. Throughout the week, parents took home information on how to incorporate fun literacy activities into their daily lives.

Our Mission: To enhance lives and communities through universal access to knowledge, lifelong learning and literacy.

Our Vision: To develop strong library branches that are vital community destinations for knowledge, inspiration, innovation and renewal.

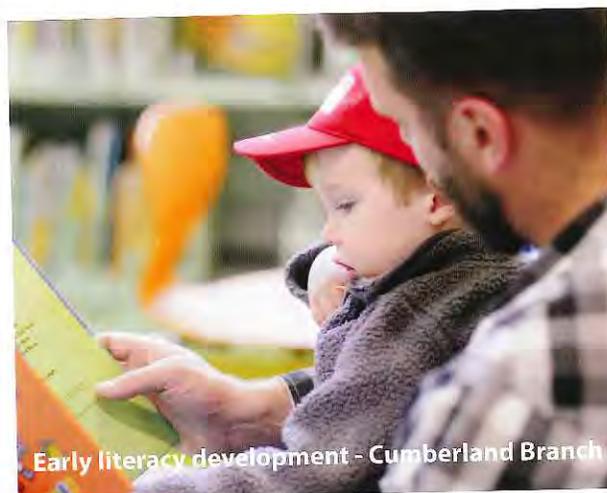
CONT.

Champion of Literacy and Lifelong Learning

Freedom to Read Week raised awareness about our rights as Canadians to information and expression. Branches created a display featuring books that had been challenged in Canada while presentations detailed the reasons why these titles had been banned or threatened with censorship. Many Customers expressed their interest in the display and more than a few celebrated their own freedom to read by borrowing a challenged book.

Summer Reading Club, launched in early July, encourages children and families to include reading and learning in their summer break. In 2013, branch programs included Origami Yoda crafts and games, as well as Superhero Training Camp, a Grumpy Bird Puppet Show, Lego Club, a Fancy Nancy Stellar Stargazer tea party, a Wise Kids & the Wheel team trivia game, picnics and visiting astronomers, and a Cosmic Pendants craft program. Our branches also issued Summer Reading Club packages. In 2013, **4,964** children participated in the Summer Reading and Read to Me Club programs throughout VIRL's 38 branches and service areas. Each year, through the Summer Reading Club program, the Vancouver Island Regional Library continues its essential mandate of supporting and nurturing the early literacy skills of children.

Spring Break is an initiative that encourages children to continue developing their literacy skills during the school year. In 2013, branches participated in a 39 Clues Scavenger Hunt, a Create With Lego program and a variety of special drop-in Spring Break activities such as a Duct Tape Wallet Craft and a "Can you Find it?" Library Dewey Search Game.



Early literacy development - Cumberland Branch



Summer Reading Club Challenge Winners - Campbell River Branch



COMMUNITY CONNECTIONS

Library Services Building Stronger Communities



Beach Reads - Qualicum Beach Branch

Vancouver Island Regional Library has a mission to enhance lives and communities through universal access to knowledge, lifelong learning and literacy. One of the ways we accomplish this is to engage the community in a variety of ways and places.

In 2013, we partnered with the Town of Qualicum Beach to offer **Beach Reads**, a free, take-a-book, leave-a-book program for the summer. Three bookcases — designed to look like birdhouses — are now located along the beach. The Beach Reads program has been a huge success with 120 likes on Vancouver Island Regional Library Facebook page and a “thumbs up” in the Victoria Times Colonist.



Librarians on the Radio - Gabriola Island Branch

We've been busy outside of our library branches offering **Storytimes in the Community**: A new twist on classic storytime that takes place in local **parks, town centres, malls, recreation halls and at special events**.

This year, VIRL launched a new "**Librarians on the Radio**". Librarians promote upcoming initiatives, programs and resources with thought-provoking discussions during their 10 minute show on 101.7 CHLY FM radio (Nanaimo) under the "The Sweet and Sour Variety Hour".

Service Excellence: Our branches offer a variety of programs and events, including: French and Spanish conversation clubs, Knitting Circles, Technology Tutorials, Book Clubs, Movie Nights, one-on-one eReader workshops, and more!



STRONG LIBRARIES

STRONG COMMUNITIES

EXIT

Express Check Out





DEVELOPING STRONG LIBRARY BRANCHES THAT ARE VITAL COMMUNITY DESTINATIONS FOR KNOWLEDGE, INSPIRATION, INNOVATION AND RENEWAL.



Official opening - Cumberland branch

INSPIRING SPACES

Learning laboratories. Creation spaces. Places of enlightenment. The new library is a welcoming place and community hub for the informational, inspirational, cultural and recreational needs and interests of its diverse community.

This is one of VIRL's strategic priorities highlighted within our 5-year Strategic Plan and is well underway. In 2013, VIRL opened the doors to four brand new facilities!

In early October 2013, we opened a new library facility in **Port Renfrew** which was highly celebrated by the community. Not only did the new facility offer the community a better location and greater hours of operation, the new library also provided a 24/7 book return, year-round operation, internet access with computer stations, a children's literacy station, an increased collection and comfortable seating. The new library was celebrated by the community with entertainment, cake and kid's activities.

Over 100 members of the town of **Cumberland** celebrated the official opening of their new branch in late October 2013. The new facility is over double the size of the previous branch and boasts over 12,000 items. The new branch includes comfortable seating and fireplace, a children's area with literacy stations, an Xbox learning game station and increased operational hours for improved service and programs. At the official opening, children and adults enjoyed entertainment by local entertainer, Captain Thunderpants.

eBooks, DVDs, online streaming
music and movies and hundreds
of thousands of books and
magazines...we have something for
everybody!



Port Renfrew Branch
Officially opened: October 15th



Cumberland Branch
Officially opened: October 26th



Cowichan Lake Branch
Officially opened: November 5th



Cortes Island Branch
Opened to the public: November 22nd

& CREATIVE PLACES



Port Renfrew Branch
Offers WiFi, computers and children's area



Cumberland Branch
A heart-warming community celebration



Cowichan Lake Branch
A highly anticipated, purpose-built facility



Cortes Island Branch
New children's area and literacy stations

In November 2013, we hosted the official opening of the new **Cowichan Lake** branch to a large crowd of very eager community members. The long-awaited, purpose-built branch is more than twice the size of the previous location, and offers designated reading areas and comfortable lounge chair seating, numerous computer stations, a spacious children's section with colourful furniture and children's literacy computer stations. The opening celebration was well received by residents and local businesses alike, and will serve as a strong cornerstone to the community for many years to come.

Finally, in November 2013, we welcomed the community of **Cortes Island** to visit their new library which was relocated to the Linnaea Farm property. The new space allows for more open spaces and greater areas for reading, a children's area and literacy station, as well as free WiFi access and computer stations, a self-checkout and a comprehensive selection of new books, DVDs and CDs. The community of Cortes Island was very supportive of their new branch which reflects the culture and community of the island.

In 2011, our Board of Trustees approved the building of a new branch in the City of Nanaimo which is scheduled to open to the public in the summer of 2014! Residents of Nanaimo, especially the north end of the city, are eagerly awaiting the new Nanaimo North branch. We are very excited about the vibrant community space it will bring to the City of Nanaimo!

By improving our spaces, our branches enhance the excitement and adventure of learning, work to foster a sense of community, and act as a flexible platform for the introduction of new programs, services and technologies!

MEMBERSHIP HAS ITS PRIVILEGES

Libraries connect people to information, ideas and experiences that enrich their lives and strengthen the community. Strong libraries are dynamic community destinations for knowledge, inspiration, innovation and renewal. In 2013, we introduced a newly designed **adult library card** to help encourage library membership and introduce our customers to a variety of new services and resources.



In 2013, a partnership with Vancouver Island Newspaper Group provided our customers with a new level of convenience as well as select discounts to local businesses within our service area (including Canadian Tire). The new library card **keychain** tags serve as both a discount and library card. Customers can add the tag to their keychain and always have their library card handy.

We're one of the latest public library systems to subscribe to **Zinio**, a new mobile reading application that gives library customers access to popular magazines in digital format. Using their library card, customers can search and select from hundreds of titles and move seamlessly within each publication. Customers can also download their copy to their personal computer, tablet or mobile device.



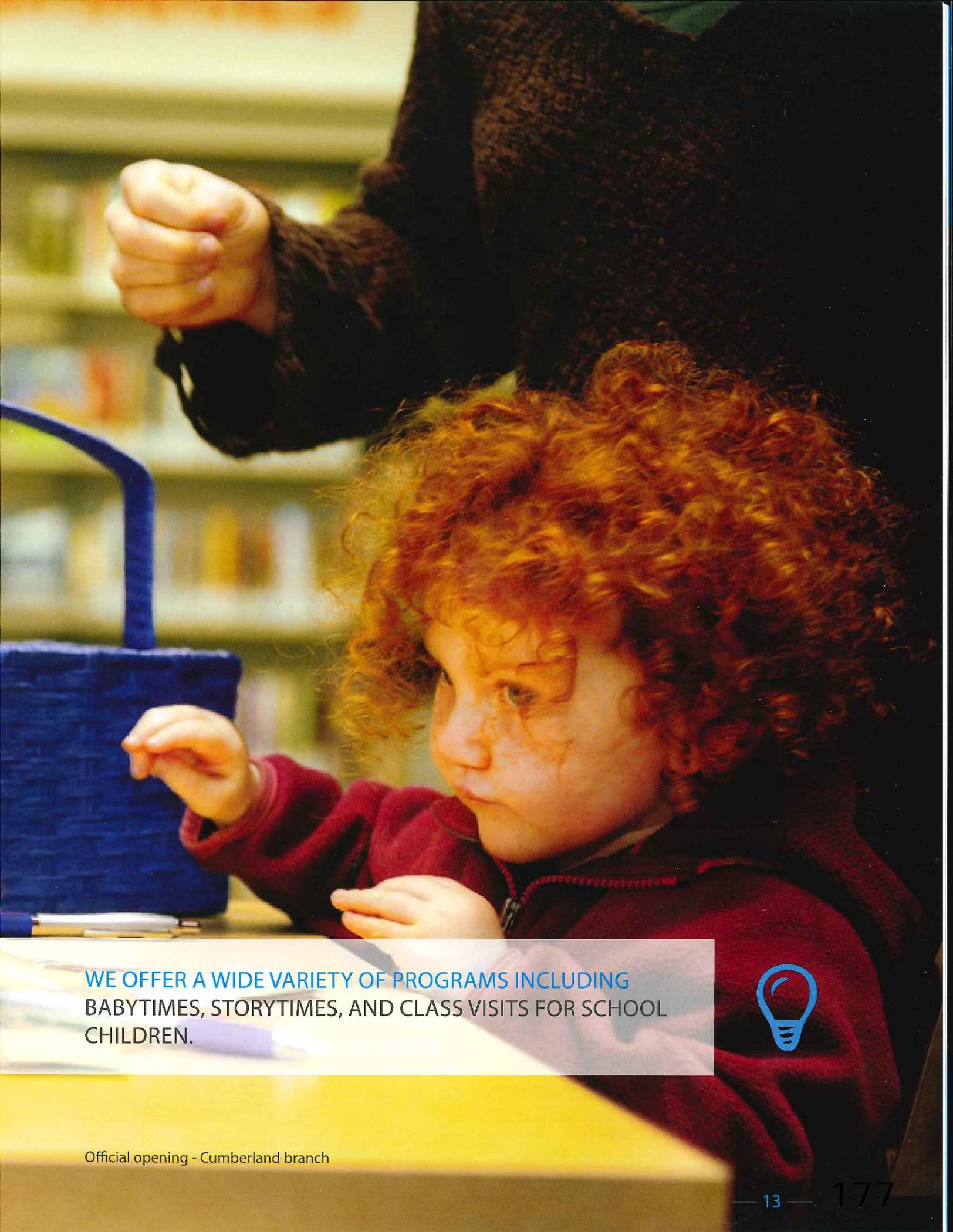
THE VALUE OF YOUR CARD \$846

OPERATING COST PER
ITEM BORROWED*:

* A VIRL membership saved each user
\$31.50 per item borrowed.

\$4.31

The unique value of your library card is calculated by dividing the market value of resources borrowed from your library by the number of registered borrowers.



WE OFFER A WIDE VARIETY OF PROGRAMS INCLUDING BABYTIMES, STORYTIMES, AND CLASS VISITS FOR SCHOOL CHILDREN.

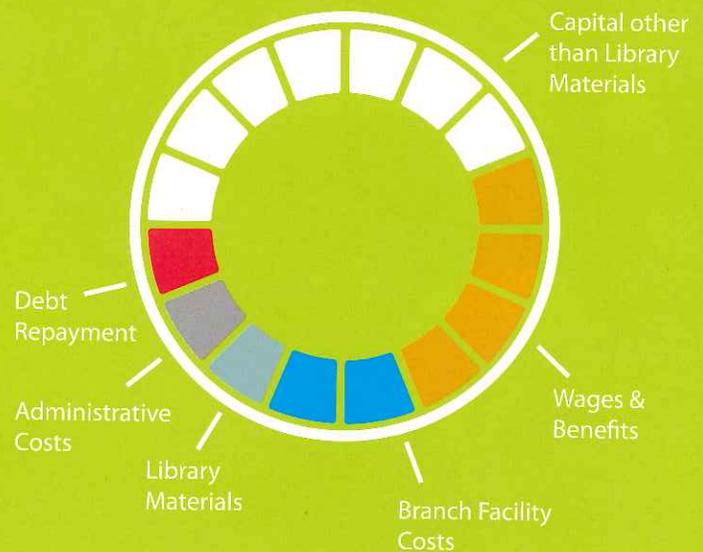


2013 EXPENDITURES

In support of the 5-Year Strategic Plan

The budget of the Vancouver Island Regional Library is firmly grounded in the deliverables designated by the Board and follows the direction provided and supported by a 10-year Master Facility Plan.

The Board of Trustees takes the management and stewardship of public funds very seriously and continues to demonstrate financial leadership and discipline, ensuring value for the tax dollar spent. The 2013 budget continues to build on those core values and business practices to move the Strategic Plan forward.



Debt Repayment	3%
Capital other than Library Materials	46%
Wages and Benefits	31%
Administrative Costs	6%
Library Materials	6%
Branch Facility Costs	8%

The above chart is representative of financial operations for VIRL. Complete Audited 2013 financial statements can be found at www.virl.bc.ca

REVENUES AND EXPENDITURES

Consolidated Statement of Operations
(for the year ended December 31, 2013)

	BUDGET (Unaudited) ▼	2013 (see Audited Statements) ▼	2012 (Restated) ▼
Revenues			
Municipal levies	\$11,947,634	\$11,947,617	\$11,288,640
Rural levies	5,519,162	5,519,162	5,197,984
Government grants	1,200,765	1,282,983	1,345,160
Fines and other income	485,645	592,191	698,450
Interest earned	75,250	123,904	135,879
Total Revenues	19,228,456	19,465,857	18,666,113
Expenditures			
Wages and benefits	10,845,226	10,552,075	10,011,561
Branch costs	3,481,087	3,365,834	3,241,164
Miscellaneous Library materials	8,175	6,261	7,068
Administration costs	2,145,163	1,981,551	1,983,649
Retirement benefit accrual	81,500	31,515	85,131
Amortization Expense	2,910,060	2,910,060	2,426,385
Total Expenditures	19,471,211	18,847,296	17,754,958
Annual Surplus (Deficit)	(242,755)	618,561	911,155
Accumulated surplus beginning of the year	\$12,705,305	\$12,705,305	\$11,794,150
Accumulated surplus end of year	\$12,462,550	\$13,323,866	\$12,705,305
Which is composed of:			
Internally restricted funds		\$3,400,964	\$3,120,305
Unrestricted		3,343,721	9,482,478
Investment in tangible capital assets		6,579,181	102,522
		\$13,323,866	\$12,705,305

The above chart is representative of financial operations for VIRL. Complete Audited 2013 financial statements can be found at www.virl.bc.ca

OUR DONORS, FRIENDS AND FUNDERS

Our libraries enrich lives and communities through universal access to knowledge, lifelong learning and literacy. Through the support of donors, Friends of the Library and funders, our library branches are transformed into vital community destinations. With great thanks, we recognize the generous support of volunteers, organizations and individuals who contributed a total of \$21,368. Thank you for your invaluable contribution to your library!



THANK YOU!

Donors

Anonymous • Arogo Technologies Ltd • Jason Bell • Bruce Bjornson • Connie A. Blunden • James Brydon • Laura Buechler • Deborah Cawston • Chemainus Crofton Fraternal Order Of Eagles Ladies Auxiliary 4400 • Carol Clay • Comox Valley Book Friends • Cortes Community Health Association • Mike and Carol Coultas • Cowichan Valley Branch Arthritis Society • Michelle Davis • Alja Den Boer • Rosalind Driver • Elaine Eisel • Diane Ettles • James and Lorraine Fontaine • Thomas Forge • Friends Of The Library Cowichan Branch • Friends of the Library Gabriola Island • Friends of The Library Gold River • Friends of The Library Sidney Branch • G.R.O.W.L.S • Stanley Goodrich • Elaine Halliday • John Ham • Diane Hancox • Andry Isaksen • Joy John • Ian and Rosemary Kennedy • Erin Kostashuk • Ladysmith Fraternal Order of Eagles, Aerie 2101 • Don Lobban • Lucas Law • Marilyn Powell • Cathy McLean • Maya Mismanis • MNP Staff • Paul Mysak • Nichiren Peace Center • Catherine Patchell • Paul and Sheila Greenwood • Peninsula Lifetime Eyecare Centre • Samantha Powers • Shelley Reid • Heather Revesz • Roderick Campbell • Rohinton Kerravala • Michael and Janis Roper • Anny Scoones • Gary and Nancy Searing • Frank Sheran • Seet Lin Tan • Telus Cares Joyce Vaughan • John Venema • Victoria Foundation • Yvonne Wiggs • Christine Wilkinson • Jan Ytsma

FRIENDS OF THE LIBRARY CHAPTERS:

Gabriola Island

Gold River

Nanaimo Harbourfront

Nanaimo Wellington

Sidney/North Saanich

Cowichan

" Local libraries are central to a sense of community. The library has significantly improved quality of life in our community. "

CUSTOMER

Grants

Provincial		Amount
	Per Capita	\$1,193,320
	Literacy	46,324
	BC OneCard Grant	24,000
	Resource Sharing	6,054
Federal		
	Canada Council BookFest	9,005
	Francophone Affairs Program	4,280
Partners		
	LawMatters Project	\$2,144



In 2013, we launched "Turning Pennies into Books", a customer-supported fundraising campaign that raised \$2,000!



OUR BOARD

Executive Committee

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Brenda Leigh (Vice-Chair)

Ronna-Rae Leonard (Past-Chair)

Penny Cote

Mel Dorey

Joe Bratkowski

Dave Rushton

Sue Powell

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Executive Leadership Group

Executive Director - Rosemary Bonanno

Director of Finance - Adrian Maas

Director of Human Resources - Harold Kamikawaji



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Board of Trustees. Visit
virl.bc.ca/board

THE VANCOUVER ISLAND REGIONAL LIBRARY BOARD OF TRUSTEES
AUTONOMOUSLY GUIDES AND SUPPORTS THE OPERATION OF ALL
PUBLIC LIBRARY SERVICES IN VIRL'S SERVICE AREA.



The 2013 Executive Committee

(Back: left to right) Sue Powell (City of Parksville); Brenda Leigh, Vice-Chair (Strathcona Regional District); Mel Dorey (Cowichan Valley Regional District); Ron Kerr (City of Campbell River); Bruce Jolliffe, Chair (Comox Valley Regional District); George Holme (Nanaimo Regional District); Dave Rushton (Regional District of Mount Waddington). (Front: left to right) Ronna-Rae Leonard, Past-Chair (City of Courtenay); Penny Cote (Alberni-Clayoquot Regional District); Rosemary Bonanno (Executive Director); Gaby Wickstrom (City of Port McNeill).



KEY

- Service Area
- Outside Service Area

ABOUT US

Strong Libraries | Strong Communities.

Vancouver Island Regional Library (VIRL) serves over 430,000 people on Vancouver Island, Haida Gwaii, and Bella Coola on the Central Coast through 39 branch libraries, a virtual branch, and a books-by-mail service. VIRL is the fourth-largest library system in British Columbia.

Vancouver Island Regional Library
 Administration
 Box 3333 | 6250 Hammond Bay Road
 Nanaimo, BC Canada V9R 5N3
 t: 250.758.4697 | f: 250.758.2482
 e: info@virl.bc.ca | w: www.virl.bc.ca



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



Dear Russell Dyson,

Enclosed are the Audited Financial Statements for Vancouver Island Regional Library (VIRL) for the fiscal year ending December 31, 2013. The Consolidated Financial Statements were prepared in accordance with Canadian public sector accounting standards

Notable changes in the Consolidated Statement of Financial Position in 2013 include a \$14.9 million increase in Capital Assets and a shift from Net Asset to Net Financial Debt position, due in large part to three events:

- Purchase of the Harbourfront Branch;
- Completion of the Lake Cowichan Branch; and
- Construction at the Nanaimo North Branch.

Borrowing to own facilities rather than leasing is the primary factor in the shift to a Net Financial Debt position in 2013. Ownership of facilities will serve VIRL well in the long term as ownership is expected to reduce overall costs to the taxpayer.

The Consolidated Statement of Operations reports an annual surplus of \$618,561 which is attributable to vacancies which occurred as a result of not being able to fill positions quickly, reduced branch costs, savings resulting from ownership, receipt of unanticipated government grants and investment income.

Overall the results from operations and financing activities for 2013 enabled VIRL to proceed without drawing on reserves to the extent budgeted, which will be brought into account in assessing the future need to finance expansion and upgrading of existing facilities.

Kind Regards

Adrian J. Maas, CGA
Director of Finance

Enclosure

Strong Libraries ■ Strong Communities

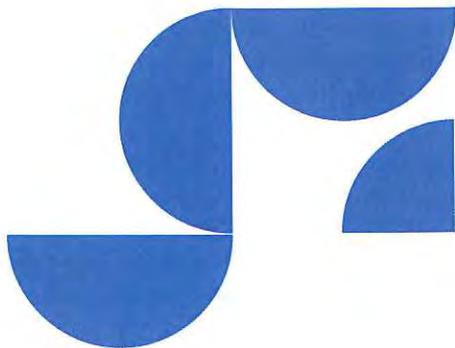
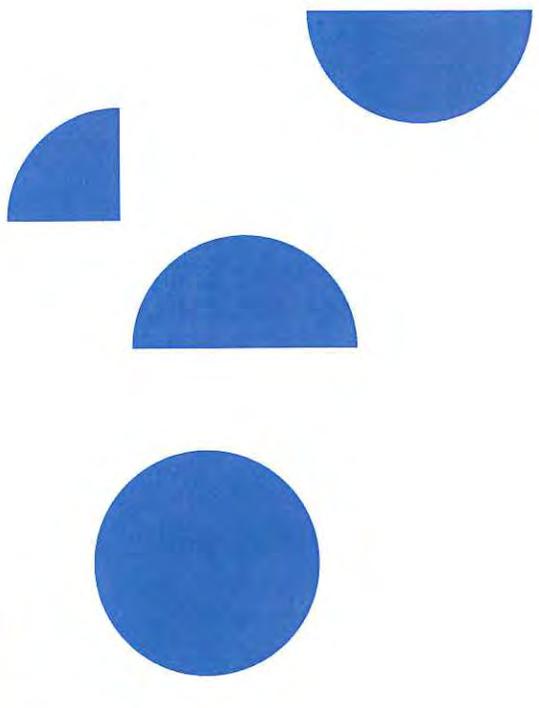
Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew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



**VANCOUVER ISLAND
REGIONAL LIBRARY**

⇒ **2013**

**CONSOLIDATED
FINANCIAL
STATEMENTS**



December 31, 2013

Box 3333 – 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
w: virl.bc.ca

Independent Auditors' Report

To the Members of the Board of the Vancouver Island Regional Library:

We have audited the accompanying consolidated financial statements of Vancouver Island Regional Library, which comprise the consolidated statement of financial position, and related schedule III, as at December 31, 2013 and the consolidated statements of operations, and related schedules I and II, changes in net financial assets (debt), cash flows and internally restricted fund balances for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated 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 consolidated 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated 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 consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

In common with many not for profit organizations, the Regional Library derives revenue from donations, the completeness of which is not susceptible to satisfactory audit verification. Accordingly, our verification of these revenues was limited to the amounts recorded in the records of the Regional Library and we were not able to determine whether any adjustments might be necessary to fines and other income, operating surplus, financial assets, net financial assets (debt) and accumulated surplus.

Qualified Opinion

In our opinion, except for the possible effects of the matter described in the Basis for Qualified Opinion paragraph, the consolidated financial statements present fairly, in all material respects, the financial position of Vancouver Island Regional Library as at December 31, 2013 and the results of its operations and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Nanaimo, British Columbia

April 4, 2014

MNP LLP
Chartered Accountants



VANCOUVER ISLAND REGIONAL LIBRARY

To the Board of Directors of Vancouver Island Regional Library:

Management's Responsibility

Management is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards. This responsibility includes selecting appropriate accounting principles and methods, and making decisions affecting the measurement of transactions in which objective judgment is required.

In discharging its responsibilities for the integrity and fairness of the consolidated financial statements, management designs and maintains the necessary accounting systems and related internal controls to provide reasonable assurance that transactions are authorized, assets are safeguarded and financial records are properly maintained to provide reliable information for the preparation of financial statements.

The Board of Directors is composed entirely of members who are neither management nor employees of the Library. The Board of Directors is responsible for overseeing management in the performance of its financial reporting responsibilities, and for approving the financial information included in the annual report. The Board of Directors fulfils these responsibilities by reviewing the financial information prepared by management and discussing relevant matters with management and external auditors. The Board of Directors is also responsible for appointing the Library's external auditors.

MNP LLP, an independent firm of Chartered Accountants, is appointed by the Board of Directors to audit the consolidated financial statements and report directly to them; their report follows. The external auditors have full and free access to, and meet periodically with, both the Board of Directors and management to discuss their audit findings.

April 4, 2014

Adrian J. Maas, CGA
Director of Finance

Statement "A"

VANCOUVER ISLAND REGIONAL LIBRARY
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
As at December 31, 2013

	<u>2013</u>	<u>2012</u>
Financial Assets		
Cash and short-term investments - Note 3	\$ 9,190,396	\$ 13,764,069
Accounts receivable	193,071	82,493
Deposits - Note 15	210,285	210,285
	<u>9,593,752</u>	<u>14,056,847</u>
Liabilities		
Trade accounts payable	1,800,245	363,720
Wages payable	467,839	518,686
Accumulated sick payable - Note 8	315,150	280,000
Deferred revenue - Note 2 b)	61,700	70,150
Accrued benefit obligation - Note 7	382,318	375,495
Long Term Debt - Note 13	17,301,183	8,857,359
	<u>20,328,435</u>	<u>10,465,410</u>
Net Financial Assets (Debt)	<u>\$ (10,734,683)</u>	<u>\$ 3,591,437</u>
Non Financial Assets		
Tangible capital assets - Note 4 & Schedule III	23,880,364	8,959,881
Prepaid expenses	178,185	153,987
	<u>24,058,549</u>	<u>9,113,868</u>
Accumulated Surplus - Note 12	<u>\$ 13,323,866</u>	<u>\$ 12,705,305</u>

On behalf of the Board:


Chair of the Board


Director of Finance

"The accompanying notes are an integral part of these financial statements."

(2)

Statement "B"

VANCOUVER ISLAND REGIONAL LIBRARY
CONSOLIDATED STATEMENT OF OPERATIONS

For the year ended December 31, 2013

	Budget	2013	2012
	See Note 10		
Revenues			
Municipal levies	\$ 11,947,634	\$ 11,947,617	\$ 11,288,640
Rural levies	5,519,162	5,519,162	5,197,984
Government grants - Note 5	1,200,765	1,282,983	1,345,160
Fines and other income	485,645	592,191	570,550
Contributed Tangible Capital Asset	-	-	127,900
Interest earned	75,250	123,904	135,879
	<u>19,228,456</u>	<u>19,465,857</u>	<u>18,666,113</u>
Expenses			
Wages and benefits - Schedule I	10,845,226	10,552,075	10,011,561
Branch costs	3,481,087	3,365,834	3,241,164
Miscellaneous Library materials	8,175	6,261	7,068
Administration costs - Schedule II	2,145,163	1,981,551	1,983,649
Retirement benefit accrual - Note 7	81,500	31,515	85,131
Amortization Expense	2,910,060	2,910,060	2,426,385
	<u>19,471,211</u>	<u>18,847,296</u>	<u>17,754,958</u>
Annual surplus	(242,755)	618,561	911,155
Accumulated Surplus beginning of the year	<u>12,705,305</u>	<u>12,705,305</u>	<u>11,794,150</u>
Accumulated surplus End of Year	<u>\$ 12,462,550</u>	<u>\$ 13,323,866</u>	<u>\$ 12,705,305</u>

"The accompanying notes are an integral part of these financial statements."

VANCOUVER ISLAND REGIONAL LIBRARY

CONSOLIDATED STATEMENT OF CHANGES IN NET FINANCIAL ASSETS (DEBT)

For the year ended December 31, 2013

	Budget	2013	2012
	See Note 10		
Annual surplus (deficit)	\$ (242,755)	\$ 618,561	\$ 911,155
Acquisition of Tangible Capital Assets	(21,509,096)	(17,830,542)	(3,845,192)
Amortization of Tangible Capital Assets	2,910,060	2,910,060	2,426,385
Contributed Tangible Capital Assets	-	-	(127,900)
	<u>(18,841,791)</u>	<u>(14,301,921)</u>	<u>(635,552)</u>
Acquisition of Prepaid Expenses	-	(178,185)	(153,987)
Use of Prepaid Expenses	-	153,986	192,112
	-	<u>(24,199)</u>	<u>38,125</u>
Increase in Net Debt	(18,841,791)	(14,326,120)	(597,427)
Net Financial Assets beginning of year	<u>3,591,437</u>	<u>3,591,437</u>	<u>4,188,864</u>
Net Financial Assets (Debt) end of year	<u>\$ (15,250,354)</u>	<u>\$ (10,734,683)</u>	<u>\$ 3,591,437</u>

Statement "D"

VANCOUVER ISLAND REGIONAL LIBRARY
CONSOLIDATED STATEMENT OF CASH FLOWS

For the year ended December 31, 2013

	2013	2012
Cash provided (used):		
Operating activities:		
Annual surplus	\$ 618,561	\$ 911,155
Amortization expense	2,910,060	2,426,385
Contributed Tangible Capital Asset	-	(127,900)
Changes in non-cash operating accounts:		
(Increase) decrease in accounts receivables	(110,578)	52,786
(Decrease) increase in prepaid expenses	(24,198)	38,125
Increase (decrease) in trade accounts payable	1,436,524	(6,649)
Increase (decrease) in accumulated sick payable	35,150	(30,498)
Increase in accrued benefit obligation	6,823	58,697
(Decrease) increase in wages payable	(50,847)	22,686
(Decrease) in deferred revenue	(8,450)	(52,064)
(Increase) in deposits	-	(210,285)
	4,813,045	3,082,438
Capital activities:		
Acquisition of Tangible Capital Assets	(17,830,542)	(3,845,192)
Financing Activities:		
Long Term Debt Proceeds	8,610,000	1,000,000
Principal Repayments	(166,176)	(142,641)
	8,443,824	857,359
Increase/(Decrease) in cash	(4,573,673)	94,605
Cash, beginning of the year	13,764,069	13,669,464
Cash, end of the year	\$ 9,190,396	\$ 13,764,069

"The accompanying notes are an integral part of these financial statements." (5)

Statement "E"

VANCOUVER ISLAND REGIONAL LIBRARY

CONSOLIDATED STATEMENT OF
INTERNALLY RESTRICTED FUND BALANCES

For the year ended December 31, 2013

	2013	2012	2011	2010	2009	2008
Internally-restricted Funds						
Outfitting & New/Expanded Facilities	\$ 1,459,184	\$ 1,633,290	\$ 2,138,628	\$ 1,931,630	\$ 1,511,133	\$ 959,813
Long-term maintenance	469,484	434,038	265,932	233,246	201,863	184,793
Integrated Library System replacement	287,579	248,473	210,066	172,031	135,046	-
Books	304,340	194,340	237,340	237,340	237,340	471,828
Accrued sick reserve	271,112	115,331	58,444	-	-	-
Fundraising	111,870	105,627	101,410	93,511	98,455	88,897
Computer equipment	199,993	93,650	338,776	354,237	383,888	406,541
Prior years general reserve	80,084	80,084	80,084	103,873	123,794	169,627
Human resources issues	60,782	60,118	59,514	58,901	58,547	65,346
Friends Reserve	11,354	46,051	44,119	42,302	39,757	-
Furnishings and equipment	65,714	45,017	24,615	26,247	153,217	136,598
Vehicles	55,404	34,319	81,589	83,620	186,366	163,994
Summer employment	16,494	16,314	16,150	25,034	24,883	24,617
BCGEU Continuing Ed	7,570	13,653	13,694	8,415	3,136	11,145
Insurance deductibles	-	-	-	-	20,000	20,000
First Nations	-	-	-	-	-	640
Total Internally Restricted Funds	\$ 3,400,964	\$ 3,120,305	\$ 3,670,361	\$ 3,370,387	\$ 3,177,425	\$ 2,703,839

"The accompanying notes are an integral part of these financial statements."

(6)

VANCOUVER ISLAND REGIONAL LIBRARY

NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS

For the year ended December 31, 2013

1 Organization

The Vancouver Island Regional Library is a regional library with administrative offices located in Nanaimo, B.C. It serves customers in 38 locations, as well as 2 volunteer book stations and books by mail service, on Vancouver Island, Haida Gwaii (the Queen Charlotte Islands), and the Central Coast of BC. Card holders can borrow materials from any location. The Library was established in 1936 under the Library Act of British Columbia. The Library is a registered charity and is exempt from income taxes as long as certain conditions are met.

2 Significant accounting policies

The Financial statements of the Library have been prepared in accordance with Canadian public sector accounting standards with significant policies adopted by the Library as noted below:

a) Tangible Capital Assets

The building, furniture, equipment, system computers, vehicles, and books are stated at Net Book Value as amortization has been recorded. Amortization is recorded on a straight-line basis over the estimated useful life of the asset, with a half year adjustment in the year of acquisition, commencing the year the asset is put into service. Assets are initially recorded at cost based on single item purchase thresholds, and group purchase thresholds. Contributed tangible capital assets are recorded at their fair value on the date of contribution. Estimated Useful lives as follows:

		Single Purchase Threshold	Group Purchase Threshold
Buildings	40 years	\$5,000	\$5,000
Leasehold Improvements	5 years	\$5,000	\$5,000
Furniture and Equipment	10 years	\$1,000	\$10,000
Vehicles	10 years	\$5,000	\$5,000
Computer Equipment	3 years	\$3,000	\$15,000
Books	5 years	none	none

In accordance with PS 3150 Tangible Capital Assets the Library has adopted a policy of expensing interest related to construction projects.

b) Deferred revenue

Grant amounts with external restrictions are deferred and recognized as revenue in the period in which the corresponding expenditures are incurred. Changes to the deferred revenues for 2013 are as follows:

	2013	2012
Opening Deferred Grant Revenue	\$ 70,150	\$ 122,213
Total of New Grants Received	13,285	120,395
Less recognized as Revenue	(21,735)	(172,458)
Ending Balance of Deferred Grant Revenue	<u>\$ 61,700</u>	<u>\$ 70,150</u>

c) Use of estimates

The preparation of the financial statements of the Vancouver Island Regional Library, in accordance with Canadian public sector accounting standards, requires management to make estimates and assumptions of values which affect the reported amounts of assets, liabilities, revenues and expenses, and related disclosures. Amounts are based on best estimates, but actual amounts may vary from the amounts recorded. Adjustments, if any, will be reflected in the period of settlement.

- i) Amortization is based on the estimated useful lives of tangible capital assets.
 - ii) Accrued benefit obligation is based on an estimate of accumulated termination benefits.
 - iii) Accumulated sick payable is based on an estimate of future sick time usage.
 - iv) Accounts Receivable are stated after evaluation as to their collectability and an appropriate allowance for doubtful
- These estimates and assumptions are reviewed periodically and as adjustments become necessary they are reported in operating surplus in the year they become known.

d) Revenue Recognition

Revenue is recorded in the period in which the transactions or events that gave rise to the revenue occur. Grants that have been received in advance of services being rendered are recorded as deferred revenue until the Library discharges the obligations that led to the collection of funds. Following are the types of revenue received and a description of their recognition:

- i) Municipal and rural levies are recognized in the year levied
- ii) Interest earned, fines and other income are recorded in the year they are earned

Government transfers are recognized as revenues when the transfer is authorized and any eligibility criteria are met, except to the extent that transfer stipulations give rise to an obligation that meets the definition of a liability. Transfers are recognized as deferred revenue when transfer stipulations give rise to a liability. Transfer revenue is recognized in the statement of operations as the stipulation liabilities are settled.

3 Cash and short-term investments

Short-term investments include 779,527 (2012 - 119,991) units of Municipal Finance Authority of British Columbia money market fund. The CIBC GIC was purchased in March 2013 and has a maturity rate of 1.35%, maturing March 2014.

The rates of return vary depending on the rates of return of the items held. Cash and short term investments are recorded at their cost which is equal to their fair market value and include:

	<u>2013</u>	<u>2012</u>
Cash	\$ 395,117	\$ 760,175
CIBC GIC	1,000,000	1,012,082
Municipal Finance Authority of British Columbia - money market fund	7,795,279	11,991,812
	<u>\$ 9,190,396</u>	<u>\$ 13,764,069</u>

The general bank account has an overdraft limit up to \$30,000 and carries interest at prime.

4 Tangible Capital Assets

The land at 6250 Hammond Bay Road in Nanaimo, BC was acquired by way of a crown grant from the Province of BC (valued in 1994 by BCAA at \$167,831). Should the Library ever wish to dispose of it, it is likely that a value would have to be negotiated with the Province of BC.

Work in Progress is for building(s) owned by the Library that were under construction during the year but not completed and put into service by the fiscal year end.

For Additional Information, see Consolidated Schedule of Tangible Capital Assets (Schedule III).

The Library also owns certain donated artworks which have not been capitalized due to the uncertainty of the value.

Description	Location	Estimated Value
Totem Pole	Cowichan	\$ 50,000

5 Government grants

	<u>2013</u>	<u>2013 Budget</u>	<u>2012</u>
Incorporated areas @\$1.78 - \$2.20 per capita	\$ 653,841		\$ 642,987
Rural areas @ \$3.90 - \$4.10 per capita	539,479		550,332
	<u>1,193,320</u>	<u>1,193,320</u>	<u>1,193,319</u>
Other Provincial Grants	76,378	7,445	77,770
Federal Grants	13,285	-	74,071
	<u>\$ 1,282,983</u>	<u>\$ 1,200,765</u>	<u>\$ 1,345,160</u>

6 Pension obligations

Vancouver Island Regional Library and its employees contribute to the Municipal Pension Plan (the Plan), a jointly trustee pension plan. The board of trustees, representing plan members and employers, is responsible for overseeing the management of the Plan, including investment of the assets and administration of benefits. The pension plan is a multi-employer contributory pension plan. Basic pension benefits provided are based on a formula. The plan has about 179,000 active members and approximately 71,000 retired members. Active members include approximately 80 contributors Vancouver Island Regional Library.

The most recent actuarial valuation as at December 31, 2012 indicated a \$1.37 billion funding deficit for basic pension benefits. The next valuation will be as at December 31, 2015 with results available in 2016. Employers participating in the plan record their pension expense as the amount of employer contributions made during the fiscal year (defined contribution pension plan accounting). This is because the Plan records accrued liabilities and accrued assets for the Plan in aggregate with the result that there is no consistent and reliable basis for allocating the obligation, assets and cost to the individual employers participating in the plan. Vancouver Island Regional Library paid \$710,069 (2012 - \$696,973) for employer contributions to the plan in fiscal 2013.

7 Accrued benefit obligation

This liability represents an estimate of the amount of accumulated termination benefits. The following data is a result of applying an actuarial method in valuating the liability at December 31, 2013. Significant assumptions used in the valuation include a discount rate of 3.7% and inflation of 2.5%. There are no unamortized gains or losses. Prior to 2005, an actuarial method was not used for the accrued benefit obligation.

The severance calculation is based on the current contractual obligation that states that permanent full time employees who have ten (10) years of consecutive service and who retire on the Municipal Pension Plan after their sixtieth (60th) birthday, but on or before their seventieth (70th) birthday, will be awarded two (2) months' pay at the rate that prevailed at the time of retirement. Permanent part time employees severance calculation varies in that the employee will receive an award of their average monthly earnings based on the previous six months earnings.

	<u>2013</u>	<u>2012</u>
Provision for accrued benefit obligation, beginning of the year	\$ 375,495	\$ 316,797
Payments during the year	(24,692)	(26,433)
Interest earned	4,027	3,159
Contribution/(Reduction) to provision during the year	27,488	81,972
Provision for accrued benefit obligation, end of the year	<u>\$ 382,318</u>	<u>\$ 375,495</u>

8 Accumulated Sick Payable

The Vancouver Island Regional Library provides for sick leave under the following conditions:

- (a) All CUPE, BCGEU, and Exempt full time accumulate one and one half days of sick leave per month.
- (b) CUPE staff are limited to accumulate the equivalent of 120 working days pay, while BCGEU and Exempt employees are limited to accumulate 130 working days pay.
- (c) Regular Part Time CUPE, BCGEU, and Exempt employees are allowed the same earning rates and limits with the exceptions that the amounts are prorated to an equivalent amount based on their regular appointed schedules.
- (d) Sick leave can only be used for paid time off for illness of the employee. Sick leave taken is paid at the employee's normal rate of pay at the time.
- (e) There is no provision for payment of any unused sick bank balance on termination of employment.

The estimate for the total accumulated liability is \$1.5 million, while the accrued balance is \$315,150 (2012 - \$280,000). VIRL budgets a portion of the liability each year based on historical usage. The amount of sick time used and expensed in 2013 was \$315,151 (2012 - \$278,795).

In Managements' estimation in order to provide for a severe pandemic or catastrophe the annual accrual should be augmented by a reserve such that 40-50% of the total potential liability is on hand. This will be accomplished by utilizing under expenditures in the wages and benefits beginning in 2011 until this objective is achieved. The proposed level of funding is reinforced by an analysis done in 2009 that showed that of the annual entitlement granted during an employee's career that approximately 70% of earned time was consumed by the time of retirement. A reasonable reserve of 50% of the accrued benefit, together with a reasonable amount of annual funding to cover annual consumption will protect the organization from excessive exposure to unusual events such as pandemic or catastrophe.

In 2005 VIRL adopted accrual accounting for the sick leave plan. Prior to that date the Library recognized benefit expenses equal to its payments for the actual payouts and no liability for accumulated sick leave was recorded in the statement of financial position.

Management has not conducted an actuarial valuation as VIRL has historically budgeted for annual consumption, however, over time the accrued benefit has risen and management now feels it imperative that the reserve be increased to provide protection against pandemic and catastrophe.

9 Commitments

The Library is committed under several lease agreements for building rentals and shared common costs which, for each of the next five years and in total, are as follows:

2014	1,423,041
2015	1,271,566
2016	1,027,180
2017	645,293
2018	471,327
	<u>\$ 4,838,407</u>

These lease agreements are all expected to be renewed as they reach expiry and the resultant liability in the future is expected to escalate rather than decline.

The Library is also committed to an annual license agreement for the integrated Library system in the amount of \$48,825 which will continue indefinitely so long as the base software is in use.

10 Annual budget

The financial statements include the unaudited annual budget as approved by the Library Board on September 15, 2012.

	Budget	Other capital - see note 10 a)	Capital Asset Acquisitions Budget
Balanced Budget Amount	Nil		
Transfers from Restricted reserves	(2,001,213)		
Transfers to Restricted reserves	858,985		
Budgeted decrease in Net Financial Assets	(1,142,228)		
Repayment of Long Term Debt	330,000		
Adjusted for Purchase of Tangible Capital Assets	3,479,533	18,029,563	21,509,096
Amortization of Tangible Capital Assets	(2,910,060)		
Budgeted Operating Surplus (deficit)	\$ (242,755)		

During 2013 functional responsibilities and reporting relationships of certain staff were changed. Some minor reallocations of budget to meet operating needs were also made. In order to aid interpretation of results the budget figures have been amended to reflect these changes as per the chart below.

	Original Budget	Scheduling staff	Labour Resource Reallocaton	Non Labour Resource Reallocation	Final Budget
Branch Services	6,104,177	-	7,908	-	6,112,085
Executive Directors Office	282,053		25,234	-	307,287
Public Services	632,744	(95,736)	(36,592)	-	500,416
Systems & Networks	743,117	-	171	2,000	745,288
Communications & Strategic Initiatives	281,140	-	(288)	-	280,852
Technical Services	393,183	-	818	-	394,001
Financial Services & Purchasing	1,616,168	-	(1,493)	-	1,614,675
Facilities & Shipping and Receiving	4,923,114	-	4,242	(12,390)	4,914,966
Projects	1,065,918	-	-	12,390	1,078,308
Human Resources	358,113	95,736	-	(2,000)	451,849
	16,399,727	-	-	-	16,399,727

10 a)

Capital Asset Acquisition budgets include items authorized by the board outside of the annual adoption of the budget as follows.

	Year Authorized	Total Approved Budget	Previous Year Spending	Capital included in 2013
Cowichan Lake Branch	2011	1,570,000	171,230	1,398,770
Nanaimo North Branch	2011	8,652,262	676,461	7,975,801
Nanaimo Harbourfront Branch	2013	9,500,000		8,654,992
		19,722,262	847,691	18,029,563

11 Economic Dependence

The Vancouver Island Regional Library is economically dependent on Government per-capita grants in order to continue to provide the current level of services.

12 Accumulated Surplus

Which is composed of:

	2013	2012
Internally restricted - Statement "E"	\$ 3,400,964	\$ 3,120,305
Unrestricted	3,343,721	9,482,478
Net investment in tangible capital assets - Schedule III	6,579,181	102,522
	\$ 13,323,866	\$ 12,705,305

12 a) Fund accounting

The General Fund accounts for the Library's program delivery and administrative services. This Fund reports all assessments, grants, other income, and expenditures.

The capital fund reports all assets and liabilities related to the Library's tangible capital assets.

b) Internally-restricted funds

Included in internally-restricted funds are amounts set aside from past and current operations for future operating and capital expenditures. The money in these reserve funds, and interest earned thereon, must be expended only for the purpose for which the fund was established. If the amount in the reserve fund is greater than required, The Board may transfer all or part of the balance to another reserve fund.

An evaluation of the Unrestricted surplus is carried out annually to establish the minimum surplus retention. This is done by taking the total expenditures, less current assets and current liabilities, and subtracting the designated reserves on hand. This total is multiplied by a factor of 5% to establish the minimum surplus to be retained. The amount transferred from unrestricted to restricted in 2013 was \$165,000 (2012 - \$135,179).

13 Long Term Debt

All Long Term Debt is borrowed from the Municipal Finance Authority of BC (MFA). Interest payments and actuarial earnings related to long-term debt obligations are recorded on an accrual basis. Actuarial revenue is investment earnings on the Library's principle payments made to, and invested by, the MFA, prior to the MFA using these funds to retire the related debt. The actuarial interest rate is set when the debt is issued to the Regional District and may be adjusted by MFA during the term of the debt as market conditions dictate that the rate can no longer be achieved. For all MFA debt issued after 2005 and later the rate is 4%. Actual actuarial earnings beyond the set rate are paid to the Regional District when the related debt has been retired. Actuarial revenue is recognized and compounded annually starting in the second year of the debt term.

Interest has been accrued as an expense to December 31, 2013. Actuarial adjustments are treated as additional principal repayments as per the schedules and advices received from the MFA. Principal payments are applied directly to loan balances in the period they accrue.

Two Debt issues have been secured by the Nanaimo Regional District for the Nanaimo North Branch, and one by the Cowichan Valley Regional District for the Lake Cowichan Branch

	Nanaimo North	Cowichan Lake	Nanaimo Harbourfront	Total
MFA Debt Issue #	117	121	126	
Initial Borrowing	\$ 8,000,000	\$ 1,000,000	\$ 8,610,000	\$ 17,610,000
Term	30 years	30 Years	25 years	
Interest rate	3.25%	3.25%	3.85%	
Annual Principal Payment	142,641	17,830	206,743	367,214
Annual Interest Payment	260,000	29,000	331,485	620,485
Total Annual Payments	\$ 402,641	\$ 46,830	\$ 538,228	\$ 987,699
Statement A				
Beginning Balance January 1, 2013	\$ 7,857,359	1,000,000	-	\$ 8,857,359
Additional Funding during 2013		-	8,610,000	8,610,000
Actuarial Adjustments Made in year	5,705	-	-	5,705
Principal Repayments	142,641	17,830	-	160,471
Ending Balance December 31, 2013	\$ 7,709,013	\$ 982,170	\$ 8,610,000	\$ 17,301,183

13a) Long Term Debt - Principal Payments (next 5 years)

Year	Cowichan		
	Nanaimo North	Lake	Harbourfront
2014	17,830	142,641	206,746
2015	17,830	142,641	206,746
2016	17,830	142,641	206,746
2017	17,830	142,641	206,746
2018	17,830	142,641	206,746

14. MFA Debt Reserve Fund

The Library secures its long term borrowing through the Municipal Finance Authority. As a condition of these borrowings a portion of the debenture proceeds are retained by the Authority as a debt reserve fund. These funds are not reported in the financial statements as they are eliminated on consolidation. As at December 31, 2013 the Library had debt reserve funds of \$186,170 (2012 \$90,989).

15. Deposits

The Library has placed landscaping surety deposits with the City of Nanaimo (\$89,185) and the Town of Lake Cowichan (\$121,100) for the construction of the Nanaimo North branch and the new Cowichan Lake branch.

16. Comparative Figures

Some prior years figures have been reclassified to conform to the current year's presentation.

17. Outstanding Claims

The Library has received two grievances from CUPE Local 401 regarding differences of opinion in interpreting and applying the collective agreement. As of December 31, the outcome of these grievances, and losses if any, are not reasonably determinable. Due to the uncertainty surrounding these grievances, no liability has been recorded.

VANCOUVER ISLAND REGIONAL LIBRARY

GENERAL FUND EXPENSE SCHEDULE

WAGES AND BENEFITS

For the year ended December 31, 2013

	Budget (Note 10)	2013	2012
Library services			
Branch Services	\$ 6,351,509	\$ 6,225,215	\$ 5,922,356
Technical Services	388,233	361,695	343,800
Information services and network support	244,378	219,052	224,911
Projects	-	-	2,695
	<u>6,984,121</u>	<u>6,805,962</u>	<u>6,493,762</u>
Corporate services			
Financial Services	357,711	343,236	333,906
Shipping & Receiving	150,567	134,153	119,497
Executive Director's office	221,019	218,818	196,755
Human Resources	272,183	361,278	341,738
Communication and Strategic Direction	213,540	208,611	199,272
Facility Management	141,028	140,123	87,745
Purchasing	126,944	111,437	112,759
	<u>1,482,992</u>	<u>1,517,656</u>	<u>1,391,672</u>
Total wages	<u>8,467,113</u>	<u>8,323,618</u>	<u>7,885,434</u>
Benefits	2,359,883	2,215,093	2,114,954
Hiring and training	<u>18,230</u>	<u>13,364</u>	<u>11,173</u>
Total wages and benefits	<u>\$ 10,845,226</u>	<u>\$ 10,552,075</u>	<u>\$ 10,011,561</u>

VANCOUVER ISLAND REGIONAL LIBRARY
GENERAL FUND EXPENSE SCHEDULE

ADMINISTRATION COSTS

For the year ended December 31, 2013

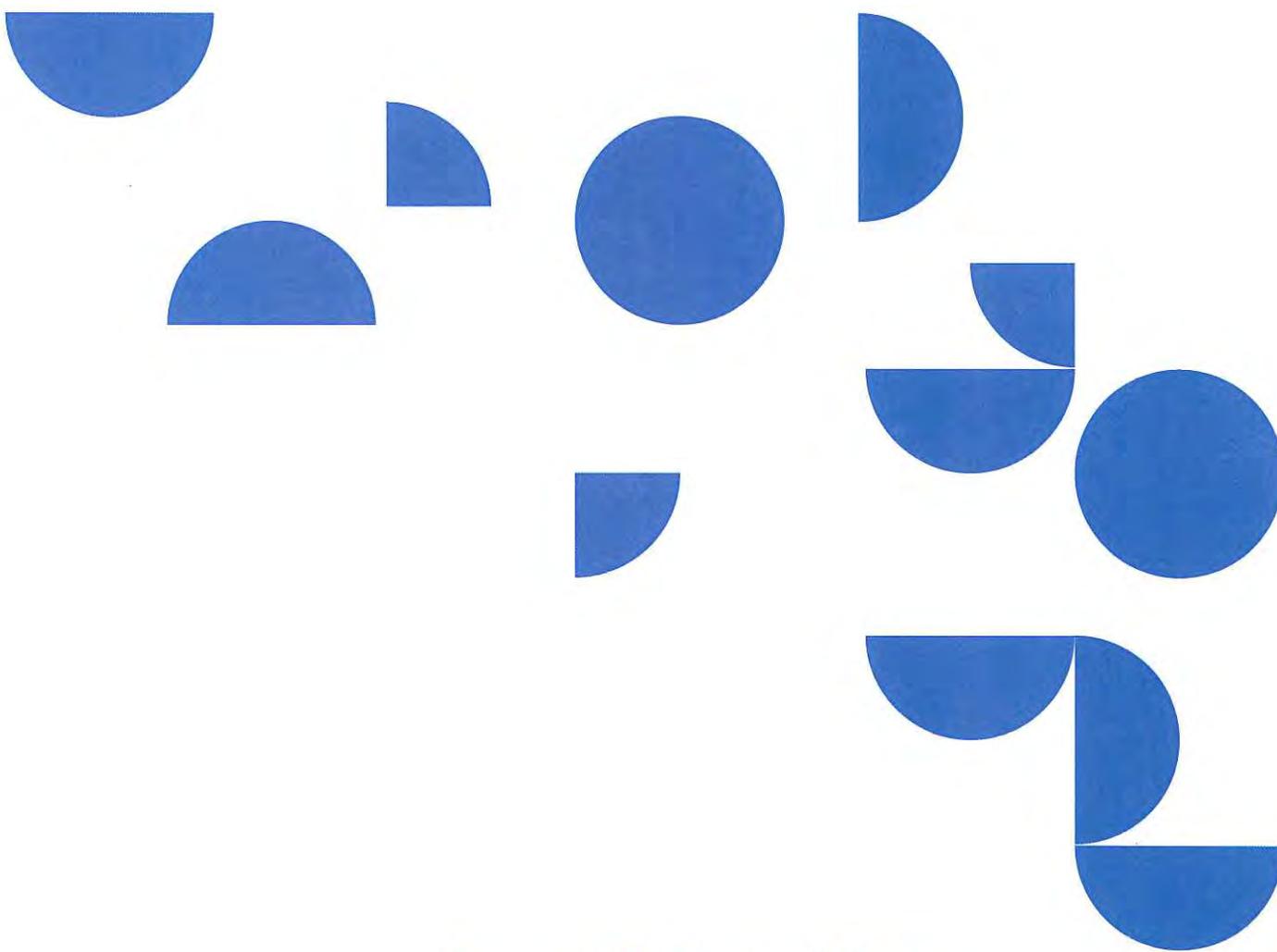
	Budget	2013	2012
Administration			
Utilities and communications	\$ 414,713	\$ 296,521	\$ 341,838
Office, photocopier, and postage	350,345	350,703	338,937
Central services' building and equipment maintenance	652,786	316,486	349,069
Furniture and equipment - small items expensed	119,976	158,595	257,069
Travel and Vehicle operation	164,641	169,421	174,049
Professional Fees	79,484	101,302	106,713
Insurance	97,000	106,807	95,416
Training and workshops	62,690	29,695	28,439
Board expenses	88,500	92,423	90,770
Promotion and advertising	49,217	67,226	60,054
Bank and payroll production charges	65,810	208,219	65,333
2010 Legacies Now	-	84,153	75,962
	<u>\$ 2,145,163</u>	<u>\$ 1,981,551</u>	<u>\$ 1,983,649</u>

Schedule III

VANCOUVER ISLAND REGIONAL LIBRARY

CONSOLIDATED SCHEDULE OF
TANGIBLE CAPITAL ASSETS
For the year ended December 31, 2013

	Library Materials	Furniture & Equipment	Computer Equipment	Vehicles	Building	Leasehold Improvements	Land	2013 Total	2012 Total
							(see note 17)		(see note 2a)
Historical Cost:									
Opening Balance	\$ 13,428,514	\$ 3,429,798	\$ 2,896,546	\$ 397,839	\$ 1,327,225	\$ 801,492	\$ 295,731	\$ 22,577,145	\$ 21,174,853
Additions	2,204,856	193,058	119,928	-	9,876,177	234,517	-	12,628,536	3,404,993
Less: Disposals	2,281,875	14,177	-	62,620	-	-	-	2,358,672	2,002,702
Write Downs	13,351,495	3,608,679	3,016,474	335,219	11,203,402	1,036,009	295,731	32,847,009	22,577,144
Accumulated Amortization									
Opening Balance	7,806,862	2,709,004	2,650,208	212,704	984,580	157,676	-	14,521,034	14,097,351
Amortization Expense	2,247,664	139,288	146,675	28,172	1,56,612	191,649	-	2,910,060	2,426,385
Effects of Disposals and write down adjustments	2,281,875	14,177	-	62,620	-	-	-	2,358,672	2,002,702
	7,772,651	2,834,115	2,796,883	178,256	1,141,192	349,325	-	15,072,422	14,521,034
Work in Progress									
	-	97,814	-	-	6,007,963	-	-	6,105,777	903,771
Net Book value for the year ended December 31, 2012	\$ 5,578,844	\$ 872,378	\$ 219,591	\$ 156,963	\$ 16,070,173	\$ 686,684	\$ 295,731	\$ 23,880,364	\$ 8,959,881
Less Debt									
Net investment in Assets								17,301,183	8,857,359
								\$ 6,579,181	\$ 102,522



Vancouver Island Regional Library

Box 3333 – 6250 Hammond Bay Road

Nanaimo, BC Canada V9R 5N3

w: virl.bc.ca

Strong Libraries ■ Strong Communities

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

From: "Jessica Hutchinson" <jessica@clayoquot.org>
To: "Warren Warttig" <warren.warttig@interfor.com>, "Don McMillan" <McMillanD@timberwest.com>, "Eric Russcher" <umpire56@hotmail.com>, "Geoff Lyons" <glyons@ucluelet.ca>, "Yuri Zharikov" <yuri.zharikov@pc.gc.ca>, tonben1@telus.net, "Alan McCarthy" <al.mccarthy@telus.net>, "Dave Bailey" <cs.bio@hotmail.com>, "Gary Johnsen" <garyj@toquaht.ca>, "Central Westcoast Forest Society" <info@clayoquot.org>
Sent: Monday, June 9, 2014 8:59:29 AM
Subject: CWFS Update and Minutes

Hello Everyone

Attached are the draft minutes from the last board meeting. Please review and let me know if there are any errors or omissions.

To address some of the items discussed at the last meeting:

-Stickers and merchandise such as t-shirts, hoodies, and hats are getting printed in time for the Fundraiser

-Fundraiser is set for Friday June 27th. Posters and newsletter will be posted today.

-Still looking for silent auction items, if anyone has a donation please let me know.

-Jaime has been looking into offsetting and its potential for CWFS projects. A letter will soon be drafted and sent round.

-Good news: We will be entering a 2 year funding agreement with Ministry of Transportation to address a number of impassable culverts on Hwy 4 in the Conference Creek Watershed and to assess habitat and culvert conditions near the Tofino Cemetery.

-This agreement is allowing for us to purchase an Ipad for research and monitoring in the field.

-Other good news: The smolt traps have had amazing numbers this year, I think it will be a record year for Coho smolts on Lost Shoe Creek!! Dani Francis, a new employee to CWFS, monitored the traps daily with the help of volunteers. Thanks to Alan McCarthy for coming out and helping too!

-All other projects such as the Atleo, Toquaht, Lost Shoe Riparian, Tofino Creeks are moving ahead smoothly as planned. Many of these projects are set to start in July.

-We will be hosting a volunteer day at Big Beach pulling invasive species and planting native veg on July 8th with the Ucluelet Parks and Rec

-The UVIC restoration course for the Atleo and Toquaht crews is scheduled for next week.

-Lastly we are working with NTC and the Hesquiaht Nation on restoration planning for Ah'ta'apq Creek in Hot Springs Cove.

Still waiting on the end of the year financials before we can set a AGM date. I will keep you posted.

Thank you

Jessica

--

Jessica Jean Hutchinson, M.Sc., EP

O: 250-726-2424

C: 250-266-0113



**CENTRAL WESTCOAST FOREST SOCIETY
BOARD OF DIRECTORS MEETING**



CENTRAL
WESTCOAST
FOREST
SOCIETY

MINUTES

May 5th, 2014

CWFS Office 1920 #2 Lyche Rd

Attendance – Board:

Gary Johnson

Tim Sutherland

David Bailey

Erik Russcher

Warren Warttig

Tony Bennett (left @ 8:25)

Geoff Lyons (arrive @ 8:25)

Attendance – Staff:

Jessica Hutchinson

Lily Burke

Jamie Pasco

Call to Order: 7:00

REVIEW OF AGENDA: Additions of CWFS stickers, offsetting, research and monitoring, I-Pads, and Parks Canada tendering process
m/s/c: Warren Warttig, Erik Russcher

PRESENTATIONS/DELEGATIONS

- Jessica Hutchinson:
 - updated on CWFS 2014 Restoration Projects
 - Update provided on CWFS project management: BCH, Barkley Group, WCA
 - Fundraiser briefing:
 - Salmon to Sea to occur June 27 (looking for silent auction items)
 - Partnering with Otilus for music festival at end of August
 - Funding for another film is available
- Warren Warttig:
 - CWFS should develop stickers similar to PSF for branding and public recognition
 - Provided overview of new Fisheries Act and Regulation changes that promotes stream restoration projects for habitat compensation projects (now called offsetting) required by DFO to compensate for impacts caused by industrial activities.
 - I-Pads and apps a very useful tool for CWFS research and monitoring
- Don McMillan:
 - Discussed that there may be opportunity to reassess local tree progeny trials established off of West Main

ADOPTION OF MINUTES from November 21, 2013

m/s/c: Erik Russcher, Gary Johnson

FINANCIAL REPORTS

Jessica Hutchinson presented the financial statements.

OTHER BUSINESS

-AGM date: Board was interested in an earlier AGM, possibly in June.

Jessica Hutchinson to check how soon a Notice to Reader can be completed, then set the AGM date after that

ADJOURNMENT

Motion to adjourn: Erik Russcher (9:05)

Action Items All: Silent Auction items for Salmon to Sea

DRAFT