



**WEST COAST DIRECTORS COMMITTEE – FINANCIAL PLANNING MEETING
THURSDAY, FEBRUARY 18, 2016, 1:00 PM
DISTRICT OF TOFINO COUNCIL CHAMBERS, 121 3RD STREET, TOFINO, 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>ELECTION OF CHAIRPERSON FOR 2016</u>	
4. <u>ADOPTION OF MINUTES</u>	
a. West Coast Directors Committee Meeting – November 30, 2015	3-4
<i>THAT the minutes of the West Coast Directors Committee meeting held on November 30, 2015 be adopted.</i>	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	5-11
Re: West Coast Waste Management - 2016-2020 Financial Plan	
<i>THAT the West Coast Committee recommend West Coast Waste Management proposed budget be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.</i>	
b. REQUEST FOR DECISION	12-16
Re: Long Beach Airport - 2016-2020 Financial Plan	
<i>THAT the West Coast Committee recommend the Long Beach Airport proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.</i>	
c. REQUEST FOR DECISION	17-20
Re: Area "C" Grants-in-Aid - 2016-2020 Financial Plan	
<i>THAT the AREA "C" director recommend the Area "C" Long Beach Grants in Aid proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District</i>	

Financial Plan.

- d. **REQUEST FOR DECISION** **21-22**
Re: Area "C" Emergency Planning - 2016-2020 Financial Plan

THAT the AREA "C" director recommend the Area "C" Emergency Planning proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

- e. **REQUEST FOR DECISION** **23-24**
Re: West Coast Multiplex
(Referred from Feb.10, 2016 Board of Directors Meeting)

THAT the Committee-of-the-Whole include a grant-in-aid in the amount of \$5,000.00 to the West Coast Multiplex Society with the District of Tofino, District of Ucluelet and Area "C" (Long Beach) participating in the grant-in-aid and include in first reading of the 2016 – 2020 Alberni-Clayoquot Regional District Financial Plan;

AND FURTHER the proposal for an allocation of \$20,000 for resources in order for the Regional District to support multiplex planning and programming be referred for consideration by the West Coast Committee at the February 18th Financial Plan Meeting.

- f. **REQUEST FOR DECISION** **25-27**
Re: West Coast Landfill Contract Renewal

THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors renew the West Coast Landfill Operations contract with Berry and Vale Contracting Ltd. for an additional 5 year term, July 1, 2016 to June 30, 2021.

6. **LATE BUSINESS**

7. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE WEST COAST COMMITTEE MEETING

HELD ON MONDAY, NOVEMBER 30, 2015, 2:00 PM

Ucluelet Community Centre, 500 Matteson Drive, Ucluelet, BC

- MEMBERS** Josie Osborne, Mayor, District of Tofino
- PRESENT:** Randy Oliwa, Alternate Director, Councillor, District of Ucluelet
Tony Bennett, Director, Electoral Area "C" (Long Beach)
- REGRETS:** Alan McCarthy, Member of Legislature, Yuułu?it?atḥ Government
- STAFF PRESENT:** Russell Dyson, Chief Administrative Officer
Mark Fortune, Airport Superintendant
- GUESTS:** Samantha Hackett, Geoff Lyons, Riley Varnes, Ryan Orr, West Coast Multiplex Society
Morag Hutcheson, Jackie Godfrey, Parks Canada
Marilyn McEwen, Councillor, Mayco Noel, Councillor, District of Ucluelet
Catherine Thicke, Councillor, Bob MacPherson, CAO, District of Tofino

1. CALL TO ORDER

The Chairperson called the meeting to order at 2:00 pm.

2. APPROVAL OF AGENDA

MOVED: Director Osborne

SECONDED: Director Oliwa

THAT the agenda be approved as circulated.

CARRIED

3. INVITED GUESTS

a. **West Coast Multiplex Society - Update on Multiplex Facility on the West Coast**

The West Coast Multiplex Society delegates provided an update and circulated a summary of their efforts. They requested that the Alberni-Clayoquot Regional District confirm the proposed site for the West Coast Multiplex facility. They propose to complete a business plan and are assessing alternatives for the construction of the facility with a value of \$6 million.

The CAO explained the Regional District service and the operating cost limits. The Society must fund raise 100 per cent of the capital costs.

It was agreed that the Society and Regional District staff will meet in January 2016 to confirm the content of the business plan and recommend the roles of Regional District staff and the Society.

MOVED: Director Osborne

SECONDED: Director Oliwa

THAT the West Coast Committee recommend the Board of Directors of the Alberni-Clayoquot Regional District confirm the availability of the specific site at the Long Beach Airport for the West Coast Multiplex facility.

CARRIED

4. ADJOURN

MOVED: Director Oliwa

SECONDED: Director Osborne

THAT this meeting be adjourned 3:00 pm.

CARRIED

Certified Correct:

Tony Bennett,
Chairperson

Russell Dyson,
Chief Administrative Officer

REQUEST FOR DECISION

To: West Coast Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 18, 2016

Subject: West Coast Waste Management – 2016-2020 Financial Plan

Recommendation:

THAT the West Coast Committee recommend West Coast Waste Management proposed budget be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

2015 Highlights:

The West Coast Waste Management is a well established service that has relatively consistent operating expenses year after year. The projects completed during the year included:

- The Solid Waste Management Committee was re-established in 2015 and began looking at the plan that was developed in 2007. Initiatives that had not yet been implemented from the plan were identified and will be put into action in 2016.
- The ability to operate food waste composting facility was reviewed and found to be cost prohibitive, there were challenges such as bulking amendments and actual volume to support such a facility. Some small initiatives could be under taken to reduce organic waste going into the WCLF.
- Improvements were made to the testing locations at the WCLF and a new testing location was set up to ensure operating permit requirements are met with the assistance of the Landfill engineers.

Upcoming for 2016:

The following items are to be noted when reviewing the budget:

- Line 5 – Tipping fees – the fees need to be reviewed and the fee structure needs to support the diversion of certain waste. The fee structure will be reviewed in 2016 and the plan is to have changes in place by the end of 2016. No increase in tipping fee revenue is planned.
- Line 11 – Administration charge – reduced by \$10,000 – staff completed the annual review and found time spent on WCLF required the reduction.
- Line 16 – reduced \$4,000 – Wages and benefits – staff completed the annual review and found time spent on WCLF required the reduction.
- Line 21 – Central West Coast Forest Society – illegal dumping on Kennedy Flats – request to continue \$3,500 (letter attached) and \$1,500 will be for any other cleanup that may occur.
- Line 22- School Program – Staff will plan to utilize these funds in 2016 to tie in with any organic diversion initiatives.
- Line 25-30 – in 2016 staff will investigate options for the WCLF service, cardboard ban should

occur within a year and other initiatives will follow as they are discussed with the West Coast committee.

- Line 48 – increased the capital contribution by \$10,000, the outcome of the asset management plan should provide a clear annual contribution to capital once complete, based on the current budget it is recommended that we increase this in 2016 without increasing the tax requisition.
- Line 35 & 38 – water monitoring and professional fees associated with that activity should increase slightly as a new site was added in 2015.
- Line 52 – MOE design criteria – could have an impact on the WCLF, the 2016 cost are associated with the engineering cost to review impacts and the 2017 budget shows possible expenditures stemming from the possible changes. Expectation is that the impact will be minimal.
- Line 53 – Sandhill creek – our geotechnical consultant requested the monitoring of the water flow and monitoring infrastructure may need to be installed.
- Line 56 – Screen Well – improvements need to be taken to prevent debris from entering leachate pipe and plugging up, when the water level of the pond allows there will be screens put in place.

Background:

The budget was developed with input from the following people:

- The ACRD Environmental Services department and CAO
- West Coast Landfill contractor – Berry and Vale Contracting Ltd
- West Coast Landfill engineer – McGill and Associates Engineering
- Solid Waste Management Plan Consultant – Carey McIver

Policy or Legislation:

The Ministry of Environment sets the regulations for items such as closure/post closure plans, solid waste management plans, landfill criteria for municipal solid waste, operational certificates and annual reporting requirements.

Disclosure:

The prior year actual balances may still change as 2015 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



CENTRAL
WESTCOAST
FOREST
SOCIETY

1920 #2 Lyche Road
Po Box 641 Ucluelet BC, V0R 3A0
250-726-2424
info@clayoquot.org
clayoquot.org

January 20, 2016

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

Dear West Coast Committee,

Central Westcoast Forest Society (CWFS) is a local charitable non-profit based in Ucluelet on the west coast of Vancouver Island. CWFS focuses on salmon habitat restoration and enhancement, research and education and the development of recreational and educational opportunities and infrastructure on Vancouver Island.

For over 20 years CWFS has been working on ecological restoration in the Kennedy Flats Watershed, on the west coast of Vancouver Island. The watershed comprises 12,937 hectares of land and over 420 km of fish bearing streams. Bound by the Pacific Ocean to the west and Kennedy Lake to the east, the watershed supports Chinook, Chum, Pink, Coho, and Sockeye Salmon; Rainbow, Steelhead, and Cutthroat Trout. The area also supports a diversity of wildlife and focal species intrinsic to our area. Historical timber harvesting introduced an extensive network of roads, covering over 253 km in this watershed. Scattered throughout this road network are numerous illegal dumping sites. Every year, household garbage is illegally dumped in the Kennedy Flats Watershed. Illegally dumped materials can have serious effects on the environment, wildlife habitat and the ability of others to use and enjoy outdoor recreational areas. Harmful chemicals can be released and enter waterways and fish bearing streams. Wildlife can be injured, poisoned, or killed as a result of foraging through garbage. Illegal dumping sites can lead to the habituation of Black Bears and increase the likelihood of human-bear conflict.

In 2015, Central Westcoast Forest Society received \$3,500 from the ACRD to address illegal dumping in the Kennedy Flats Watershed. In July 2015, this funding went towards a volunteer community clean up day, truck fees, and signage to mark fish bearing streams. In total 2.2 tons of garbage were removed. With your support we propose to do another volunteer community clean-up day this spring, removing garbage from many of the remaining locations and any new garbage deposited over the fall and summer months. We would also like to create a series of signs to discourage and prevent individuals from illegal dumping at major dumping locations.

Please consider making a financial contribution to this effort.

Thank you for your support and consideration.

Sincerely,

Mandala Smulders
Project Manager



Organics Diversion Strategy Costs and Implementation Schedule

	Action	Cost Estimate	Schedule
1.	Using communication tools developed by Metro Vancouver and the BC Ministry of Environment (MOE), implement a Food Waste Reduction Campaign.	\$3,000	2016
2.	Expand the current backyard composter program to include enhanced education activities such as a compost coaching and Bear Smart programs.	\$3,000	2016
3.	Engage in linking up social service organizations (e.g. Mustard Seed) with ICI locations that have “waste” food.	ACRD Staff	2016
4.	Undertake a study of wood waste generation and diversion options on the West Coast.	\$3,000	2016
5.	Assess current yard waste generation and disposal practices in the residential and commercial sectors	Included above	2016
6.	Review the viability of establishing a food waste composting facility at the West Coast landfill when there is a need for local biosolids management upon completion of the District of Tofino Liquid Waste Management Plan (estimated to be in four or five years). Consider the potential to include fish waste to improve the economies of scale of a composting facility.	ACRD Staff	2020
7.	Assess the cost-benefit of transferring food waste to a composting facility in the Alberni Valley when and if a facility is established there.	ACRD Staff	2018
8.	Develop and implement a comprehensive communications program to provide information on the organics diversion strategy to local politicians, the public and the business community.	\$2,500	2016



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
WEST COAST WASTE MANAGEMENT
PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 94,576	\$ 94,736	Surplus (deficit) from prior years	\$ 116,136	\$ -	\$ -	\$ -	\$ -	1
2	123,265	123,264	Tax requisition	110,864	102,900	113,000	123,300	133,700	2
3			<i>Fees & charges</i>						3
4	124,744	123,000	Curbside garbage	127,000	129,500	132,100	134,700	137,400	4
5	527,883	490,000	Tipping fees	490,000	595,000	595,000	595,000	595,000	5
6	652,627	613,000	Total fees & charges	617,000	724,500	727,100	729,700	732,400	6
7	3,700	2,000	Grant in lieu of taxes	2,000	2,000	2,000	2,000	2,000	7
8	50,552	55,000	Multi Materials BC funding	50,000	50,000	50,000	50,000	50,000	8
9	9,024	-	Other sources	-	-	-	-	-	9
10	\$ 933,744	\$ 888,000	TOTAL REVENUE	\$ 896,000	\$ 879,400	\$ 892,100	\$ 905,000	\$ 918,100	10
EXPENDITURES									
11	\$ 39,000	\$ 39,000	Administration charge	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	11
12	24,098	20,000	Capital fund contribution	30,000	30,000	30,000	30,000	30,000	12
13	74,260	70,000	Closure & post closure fund contribution	70,000	70,000	70,000	70,000	70,000	13
14			<i>Labour & related costs</i>						14
15	336	1,000	Convention/professional development	1,000	1,000	1,000	1,000	1,000	15
16	22,360	37,000	Labour & benefits	33,000	33,700	34,400	35,100	35,800	16
17	1,158	2,000	Vehicle operation	2,000	2,000	2,000	2,000	2,000	17
18	23,854	40,000	Total labour & related costs	36,000	36,700	37,400	38,100	38,800	18
19			<i>Promotion & education</i>						19
20	90	6,000	Advertising & public education	6,000	6,000	6,000	6,000	6,000	20
21	3,500	5,000	Illegal dumping prevention	5,000	5,000	5,000	5,000	5,000	21
22	-	5,000	School program	5,000	5,000	5,000	5,000	5,000	22
23	3,590	16,000	Total promotion & education	16,000	16,000	16,000	16,000	16,000	23



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
WEST COAST WASTE MANAGEMENT (continued)
PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
	EXPENDITURES (continued)								
24	<i>Recycle, reduce, reuse</i>								
25	\$ -	\$ -	Backyard composting program	\$ -	\$ -	\$ -	\$ -	\$ -	25
26	-	8,000	Disposal bans	8,000	5,000	5,000	5,000	5,000	26
27	-	15,000	Feasibility study - food waste composting	15,000	-	-	-	-	27
28	37,791	39,000	Residential recycling pickup	39,000	39,800	40,600	41,400	42,200	28
29	-	-	Share sheds	10,000	1,000	1,000	1,000	1,000	29
30	20,194	40,000	SWMP plan & implementation	20,000	20,000	20,000	20,000	20,000	30
31	57,985	102,000	Total recycle, reduce & reuse	92,000	65,800	66,600	67,400	68,200	31
32	<i>Residual waste management</i>								
33	406,123	412,000	Operations contract	412,000	420,200	428,600	437,200	445,900	33
34	20,865	20,000	Other operating costs	25,000	25,000	25,000	25,000	25,000	34
35	9,937	10,000	Professional fees	12,000	10,000	10,000	10,000	10,000	35
36	116,972	117,000	Residential garbage pickup	117,000	119,300	121,700	124,100	126,600	36
37	9,488	7,000	Utilities	10,000	10,400	10,800	11,200	11,600	37
38	31,436	35,000	Water monitoring	37,000	37,000	37,000	37,000	37,000	38
39	-	-	Wood waste grinding	10,000	10,000	10,000	10,000	10,000	39
40	594,821	601,000	Total residual waste management	623,000	631,900	643,100	654,500	666,100	40
41	\$ 817,608	\$ 888,000	TOTAL EXPENDITURES	\$ 896,000	\$ 879,400	\$ 892,100	\$ 905,000	\$ 918,100	41
42	\$ 116,136	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	42
43	98,358	90,000	Add: Transfer to reserves	100,000	100,000	100,000	100,000	100,000	43
44	18,453	18,500	Deduct: Estimated amortization not included	18,500	18,500	18,500	18,500	18,500	44
45	94,576	94,736	Surplus from previous year	116,136	-	-	-	-	45
46	\$ 101,465	-\$ 23,236	ANNUAL SURPLUS/(DEFICIT)	-\$ 34,636	\$ 81,500	\$ 81,500	\$ 81,500	\$ 81,500	46

(for Financial Reporting purposes)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 WEST COAST WASTE MANAGEMENT (continued)
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
CAPITAL FUND									
47	\$ 391,767	\$ 391,767	Balance, beginning of year	\$ 398,647	\$ 359,447	\$ 213,547	\$ 212,147	\$ 210,747	47
48	20,000	20,000	Contribution from operating fund	30,000	30,000	30,000	30,000	30,000	48
49	4,098	2,900	Interest earnings	2,800	2,100	1,600	1,600	1,600	49
50	Less - capital expenditures								
51	-	5,000	Clearing for fire set back	5,000	5,000	5,000	5,000	5,000	51
52	-	5,000	Design Criteria - MOE	5,000	100,000	-	-	-	52
53	16,977	20,000	Leachate investigation & remediation	20,000	45,000	10,000	10,000	10,000	53
54	-	-	Power line improvements	-	10,000	-	-	-	54
55	-	-	Landfill gas management plan	-	-	-	-	5,000	55
56	-	-	Screen well	12,000	-	-	-	-	56
57	-	10,000	Service improvements	10,000	10,000	10,000	10,000	10,000	57
58	241	20,000	Vegetation treatment & enhancement	20,000	8,000	8,000	8,000	8,000	58
59	17,218	60,000	Total capital expenditures	72,000	178,000	33,000	33,000	38,000	59
60	\$ 398,647	\$ 354,667	BALANCE, END OF YEAR	\$ 359,447	\$ 213,547	\$ 212,147	\$ 210,747	\$ 204,347	60
CLOSURE & POST CLOSURE FUND									
61	\$ 393,099	\$ 393,099	Balance, beginning of year	\$ 467,359	\$ 541,159	\$ 615,459	\$ 690,359	\$ 765,759	61
62	70,000	70,000	Contribution from operating fund	70,000	70,000	70,000	70,000	70,000	62
63	4,260	3,200	Interest earnings	3,800	4,300	4,900	5,400	6,000	63
64	-	-	Less - closure costs	-	-	-	-	-	64
65	\$ 467,359	\$ 466,299	BALANCE, END OF YEAR	\$ 541,159	\$ 615,459	\$ 690,359	\$ 765,759	\$ 841,759	65

REQUEST FOR DECISION

To: West Coast Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance
Mark Fortune, Airport Superintendent

Meeting Date: February 18, 2016

Subject: Long Beach Airport – 2016-2020 Financial Plan

Recommendation:

THAT the West Coast Committee recommend the Long Beach Airport proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

2015 Highlights:

The Long Beach Airport is a complex operation with many regulatory demands. The projects completed during the year included:

- The Long Beach Airport has established a new aircraft movement record in 2015 of 7144, with a peak month of July hitting 1096 movements alone. The last three years have shown unprecedented growth at the airport with 6081 movements in 2014 and 4827 movements recorded in 2013.
- Runway 11/29, CYAZ primary runway Obstacle Limitation Surface (OLS) has been re-established to None Precision Approach with status. Once approved by Transport Canada the approach surface designation will allow for lower limits to be applied to the Nav Canada instrument approaches.
- Runway 11/29 secured a BC Air Access Program (BCAAP) grant application to reestablish runway lights and navigation aids on the airport primary runway.

Upcoming for 2016:

The following items are to be noted when reviewing the budget:

- Line 2 – Portion of surplus requested by the LBA advisory committee to be brought forward for marketing initiatives.
- Line 9 – Gas Tax funding of \$250,000 was allocated in 2014 to upgrades of the Long Beach Airport Water System. The remaining \$154,140 will be utilized to complete infrastructure upgrades associated with water and the possible connection to Parks Canada's new water supply.
- Line 11 – The Long Beach Airport Advisory Committee is investigating marketing initiatives to promote the airport and therefore a budget has been provided to assist with the initiatives and support the Committee. As identified in line 2 combined 2015 & 2016 amounts to budget \$20,000 in 2016.
- Line 18 – The Airport will conducting Fire Department training in 2016 which will culminate in a Live Emergency Response Plan exercise scheduled for the fall of 2016. The aim is to have both participating jurisdictions Tofino and Ucluelet fire departments trained to respond to airport

emergencies.

- Consulting and legal fees budget will also be used for engineering fees associated with the development of grant applications for the Airport Capital Assistance Program (ACAP).
- Line 61 references \$15,000 to conduct a LIDAR aerial survey of the Long Beach Airport and associated OLS surfaces within Parks Canada property. The aim of the program is to work with Parks Canada to lower the OLS clearing requirements / costs for future approach surface maintenance.
- Line 63 references the BCAAP runway lighting program that has been awarded to Raylec Power for \$ 1,479,824.40. Tentative completion of the project, September 2016.
- Line 70 & 71 – An ACAP application was approved in 2015 for the purchase of a new single axle 4x4 snow plow truck with 19' plow blade. The Plow truck is nearing completion and delivery is expected prior to March 2016.
- Due to the successful BCCAP navigational aid project grant the capital reserve fund will be significantly depleted in 2016, this will limit capital improvements at the LBA. Revenues are conservatively estimated and with the increased flights and improvements made the revenue should increase over time.

Background:

This budget was developed with input from the following people:

- The Airport Superintendent and CAO
- Long Beach Airport engineer – McGill and Associates Engineering

Financial:

There is no change in the residential rate for the Long Beach Airport and is \$0.166 per \$1,000 of assessed value, the tax requisition maximum is \$290,007, budget as presented is \$288,579.

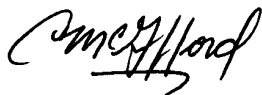
Policy or Legislation:

Transport Canada sets the safety regulations for the airport.

Disclosure:

The prior year actual balances may yet change as 2015 invoices are still trickling in and year-end adjustments are still being completed.

Submitted by: _____
Mark Fortune, Airport Superintendent



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
LONG BEACH AIRPORT
PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 108,871	\$ 106,418	Surplus (deficit) from prior years	\$ 140,421	\$ -	\$ -	\$ -	\$ -	1
2			Committed Surplus from prior year	\$ 10,000	\$ -	\$ -	\$ -	\$ -	
3	278,283	278,282	Tax requisition	288,579	275,700	272,000	275,300	274,100	3
4	193,385	130,000	Sale of services	130,000	150,000	160,000	170,000	180,000	4
5	42,874	58,800	Contracts with other Governments	40,000	-	-	-	-	5
6	97,476	1,603,140	Government grants	1,563,140	160,000	250,000	100,000	100,000	6
7	8,966	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	7
8	15,353	-	Other revenue	-	-	-	-	-	8
9	-	154,140	Transfer of Gas Tax	154,140	-	-	-	-	9
10	\$ 745,208	\$ 2,331,780	TOTAL REVENUE	\$ 2,327,280	\$ 586,700	\$ 683,000	\$ 546,300	\$ 555,100	10
EXPENDITURES									
11	\$ 14,000	\$ 14,000	Administration charge	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000	11
12	-	10,000	Airport advisory initiatives	20,000	10,000	10,000	10,000	10,000	12
13			Airport operation						13
14	1,600	10,000	Access road maintenance	5,000	5,000	5,000	5,000	5,000	14
15	5,886	12,000	Building repair and maintenance	12,000	12,000	12,000	12,000	12,000	15
16	-	10,000	Consulting & legal	10,000	10,000	10,000	10,000	10,000	16
17	-	3,000	Convention/professional development	3,000	3,000	3,000	3,000	3,000	17
18	-	8,000	Emergency services training	16,000	16,000	5,000	5,000	5,000	18
19	1,020	5,000	Equipment	5,000	5,000	5,000	5,000	5,000	19
20	11,540	12,000	Insurance	13,000	13,000	13,000	13,000	13,000	20
21	94,209	87,000	Labour & related costs	101,000	103,000	105,100	107,200	109,300	21
22	3,762	4,000	Office operations	4,000	4,000	4,000	4,000	4,000	22
23	700	5,000	Operation contracts	5,000	5,000	5,000	5,000	5,000	23
24	21,641	32,000	Other operating	32,000	32,000	32,000	32,000	32,000	24
25	18,965	19,000	Tractor lease	19,000	11,000	-	-	-	25
26	9,286	10,000	Utilities	11,000	11,500	12,000	12,500	13,500	26
27	8,315	7,000	Vehicle operation	9,000	9,000	9,000	9,000	9,000	27
28	-	3,000	Weather station	3,000	3,000	3,000	3,000	3,000	28
29	176,924	227,000	Total airport operation	248,000	242,500	223,100	225,700	228,800	29



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 LONG BEACH AIRPORT (continued)
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			EXPENDITURES (continued)						
30	256,139	250,000	Capital fund contribution from operating	265,000	125,000	150,000	160,000	165,000	30
31	97,476	1,757,280	Capital fund contribution from grants	1,717,280	160,000	250,000	100,000	100,000	31
32			Water system operation						32
33	\$ 12,794	\$ 18,000	Contractor	\$ 18,000	\$ 10,000	\$ 10,200	\$ 10,400	\$ 10,600	33
34	4,998	7,000	Labour & related costs	7,000	7,100	7,200	7,300	7,400	34
35	28,568	45,000	Operating	35,000	15,000	15,300	15,600	15,900	35
36	3,888	3,500	Utilities	4,000	4,100	4,200	4,300	4,400	36
37	50,248	73,500	Total water system operation	64,000	36,200	36,900	37,600	38,300	37
38	\$ 594,787	\$ 2,331,780	TOTAL EXPENDITURES	\$ 2,327,280	\$ 586,700	\$ 683,000	\$ 546,300	\$ 555,100	38
39	\$ 150,421	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	39
40	353,615	2,007,280	Add: Transfer to reserves	1,982,280	285,000	400,000	260,000	265,000	40
41	16,651	16,500	Principal debt payments	16,500	16,500	9,500	-	-	41
42	180,196	185,000	Deduct: Estimated amortization not included	185,000	185,000	185,000	185,000	185,000	42
43	108,871	106,418	Surplus from previous year	140,421	-	-	-	-	43
44	\$ 231,620	\$ 1,732,362	ANNUAL SURPLUS/(DEFICIT)	\$ 1,673,359	\$ 116,500	\$ 224,500	\$ 75,000	\$ 80,000	44
			(for Financial Reporting purposes)						
			CAPITAL FUND						
45	\$ 693,989	\$ 691,236	Balance, beginning of year	\$ 647,640	\$ 19,260	\$ 4,360	\$ 33,460	\$ 47,760	45
46	250,000	250,000	Contribution from operating fund	265,000	125,000	150,000	160,000	165,000	46
47	97,476	1,757,280	Grants & other contributions	1,717,280	160,000	250,000	100,000	100,000	47
48	6,139	3,600	Interest earnings	2,500	100	100	300	600	48
49			<i>Less - capital expenditures</i>						49
50	-	3,500	Access road signage	3,500	-	-	-	-	50
51	38,110	50,000	Access road upgrade	5,000	-	75,000	75,000	75,000	51
52	-	15,000	Apron II & taxiway foxtrot upgrade	15,000	-	-	-	-	52
53	-	-	Building assessment / abatement	30,000	-	-	-	-	53
54	-	-	Chemical applicator*	-	160,000	-	-	-	54
55	20,610	20,000	Drainage culvert repairs	20,000	10,000	20,000	10,000	5,000	55



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 LONG BEACH AIRPORT (continued)
 PARTICIPANTS: TOFINO, UCLUELET, and ELECTORAL AREA 'C'

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
CAPITAL FUND (continued)									
56	10,828	15,000	Fire suppression upgrade	70,000	20,000	5,000	5,000	5,000	56
57	\$ 144,800	\$ 60,000	Flightway clearing	\$ 60,000	\$ 30,000	\$ 10,000	\$ 10,000	\$ 10,000	57
58	-	40,000	GPS upgrades	-	-	-	-	-	58
59	738	2,000	House renovation	15,000	5,000	-	-	-	59
60	21,990	10,000	Infrastructure report - obstacle limitations	10,000	10,000	-	10,000	-	60
61			LiDAR survey	15,000					61
62	-	7,000	Maintenance & terminal building upgrades	7,000	-	-	-	-	62
63	58,366	1,697,520	Navigational aids^	1,697,520	5,000	5,000	5,000	5,000	63
64	-	1,000	Parking lot & access road paving	5,000	-	1,000	1,000	1,000	64
65	-	-	Perimeter fencing*	-	-	100,000	100,000	100,000	65
66	39,110	40,000	Runway friction*	-	-	-	-	-	66
67	2,168	40,000	Runway 11/29 strip rehabilitation	40,000	-	-	-	-	67
68	-	60,000	Runway 16/34 cracksealing & panel repair	45,000	45,000	-	-	-	68
69	-	10,000	Runway painting & signs	10,000	-	-	25,000	-	69
70	-	290,000	Snow plough & plough truck setup*	290,000	-	-	-	-	70
71	-	-	Snow plough & plough truck	6,000					71
72	-	-	Taxiway H, C, F upgrade*	-	-	150,000	-	-	72
73	-	50,000	Urgent infrastructure repairs	15,000	-	-	-	-	73
74	37,143	70,000	Vegetation management - outside boundary	70,000	15,000	5,000	5,000	10,000	74
75	24,086	30,000	Water system - maintenance	30,000	-	-	-	-	75
76	-	154,140	Water - system upgrades	154,140	-	-	-	-	76
77	399,964	2,667,175	Total capital expenditures	2,613,160	300,000	371,000	246,000	211,000	77
78	\$ 647,640	\$ 34,941	BALANCE, END OF YEAR	\$ 19,260	\$ 4,360	\$ 33,460	\$ 47,760	\$ 102,360	78

*eligible for 100% ACAP funding
 ^eligible for 2/3 Build Canada Fund

REQUEST FOR DECISION

To: West Coast Committee
From: Andrew McGifford, CPA, CGA, Acting Manager of Finance
Meeting Date: February 18, 2016
Subject: Area "C" Grants in Aid – 2016-2020 Financial Plan

Recommendation:

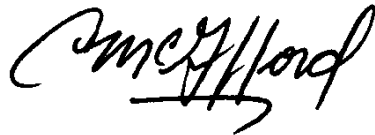
THAT the AREA "C" director recommend the Area "C" Long Beach Grants in Aid proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

Background:

The request for funding to support a purchase of a new vehicle by Wheels for Wellness for the West Coast was requested by the Area "C" director and contribution to the organization to purchase the new vehicle was based on the requirement of \$30,000. The contribution if made based on land and improvements has been attached for the areas that benefit from the service.

Financial:

The residential tax rate has would be impacted \$4,172 per \$1,000 of assessed value.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
LONG BEACH GRANTS-IN-AID
PARTICIPANTS: ELECTORAL AREA 'C'**

Draft
on February 14, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 500	\$ 500	Surplus (deficit) from prior years	\$ 1,000	\$ -	\$ -	\$ -	\$ -	1
2	500	500	Tax requisition	4,172	-	-	-	-	2
3	\$ 1,000	\$ 1,000	TOTAL REVENUE	\$ 5,172	\$ -	\$ -	\$ -	\$ -	3
EXPENDITURES									
4	\$ -	\$ -	Administrative charge	\$ -	\$ -	\$ -	\$ -	\$ -	4
5	\$ -	\$ 1,000	Beaver Creek Community Club	1,000	-	-	-	-	5
6	-	-	Wheels for Wellness	4,172	-	-	-	-	6
7	\$ -	\$ 1,000	TOTAL EXPENDITURES	\$ 5,172	\$ -	\$ -	\$ -	\$ -	7
8	\$ 1,000	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	8
9	500	500	Deduct: Surplus from previous year	1,000	-	-	-	-	9
10	\$ 500	-\$ 500	ANNUAL SURPLUS/(DEFICIT)	-\$ 1,000	\$ -	\$ -	\$ -	\$ -	10

(for Financial Reporting purposes)

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2015 REQUISITION (BASED ON PLAN ADOPTED ON MARCH 25, 2015)
 Estimate - per discussion

PARTICIPANTS: TOFINO, UCLUELET, YUUIU?H?ATH and ELECTORAL AREAS "C"

TOTAL REQUISITION: \$ 30,000

BASIS OF APPORTIONMENT LAND AND IMPROVEMENTS
 CONVERTED HOSPITAL VALUES

PARTICIPANT	BCAA CODE	2015 CONVERTED VALUES	% SHARE	ADJUSTMENT RE CHANGES TO PREVIOUS YEARS' REQUISITIONS	NET REQUISITION
TOFINO		\$ 98,075,102	56.06%	\$ 16,819	\$ 16,819
UCLUELET		\$ 51,579,006	29.48%	\$ 8,845	\$ 8,845
YUUIU?H?ATH		\$ 958,155	0.55%	\$ 164	\$ 164
AREA C		\$ 24,326,585	13.91%	\$ 4,172	\$ 4,172
		<u>\$ 174,938,848</u>	<u>100.00%</u>	<u>\$ 30,000</u>	<u>\$ 30,000</u>

Residential Tax Rate \$0.017 per \$1,000 of assessed value
 No Tax Limit

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016 REQUISITION (DRAFT FEBRUARY 15, 2016)
 WHEELS FOR WELLNESS

PARTICIPANTS: TOFINO, UCLUELET, YUUIU?II?ATH and ELECTORAL AREAS "C"

TOTAL REQUISITION: \$ 15,000

BASIS OF APPORTIONMENT LAND AND IMPROVEMENTS
 CONVERTED HOSPITAL VALUES

PARTICIPANT	BCAA CODE	2015 CONVERTED VALUES	% SHARE	ADJUSTMENT RE CHANGES TO PREVIOUS YEARS' REQUISITIONS	NET REQUISITION
TOFINO		\$ 98,075,102	56.06%	\$ 8,409	\$ 8,409
UCLUELET		\$ 51,579,006	29.48%	\$ 4,423	\$ 4,423
YUUIU?II?ATH		\$ 958,155	0.55%	\$ 82	\$ 82
AREA C		\$ 24,326,585	13.91%	\$ 2,086	\$ 2,086
		<u>\$ 174,938,848</u>	<u>100.00%</u>	<u>\$ 15,000</u>	<u>\$ 15,000</u>

Residential Tax Rate \$0.009 per \$1,000 of assessed value
 No Tax Limit

REQUEST FOR DECISION

To: West Coast Committee
From: Andrew McGifford, CPA, CGA, Acting Manager of Finance
Meeting Date: February 18, 2016
Subject: Area "C" Emergency Planning – 2016-2020 Financial Plan

Recommendation:

THAT the AREA "C" director recommend the Area "C" Emergency Planning proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

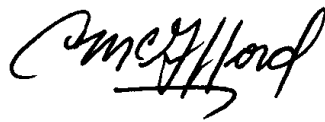
Background:

The ACRD has an agreement with the District of Ucluelet to provide emergency planning service and the cost of the agreement is \$2,000 per year.

In 2016 staff recommends funds are allocated to develop a plan for all of Area "C" and that Yuułu?it?ath Government could provide a contribution and participate in the plan.

Financial:

The residential tax requisition rate would increase from \$0.009 to \$0.026 in 2016.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
WEST COAST EMERGENCY PLANNING
PARTICIPANTS: PORTION OF ELECTORAL AREA 'A' & 'C'**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			REVENUE						
1			<i>Surplus (deficit) from prior years</i>						1
2	\$ 9,394	\$ 9,394	Area A - Bamfield	\$ 1,803	\$ -	\$ -	\$ -	\$ -	2
3	302	302	Area C - Long Beach	178	-	-	-	-	3
4			<i>Tax requisition</i>						4
5	2,106	2,106	Area A - Bamfield	16,012	7,500	7,500	7,500	7,500	5
6	2,198	2,198	Area C - Long Beach	6,322	2,500	2,500	2,500	2,500	6
7			<i>Grant in lieu of taxes</i>						7
8	159	-	Area A - Bamfield	-	-	-	-	-	8
9	178	-	Area C - Long Beach	-	-	-	-	-	9
10	-	-	<i>Other sources - Area A - Bamfield</i>	-	-	-	-	-	10
11	\$ 14,337	\$ 14,000	TOTAL REVENUE	\$ 24,315	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	11
			EXPENDITURES						
12			<i>Administration charge</i>						12
13	\$ 1,500	\$ 1,500	Area A - Bamfield	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	13
14	500	500	Area C - Long Beach	500	500	500	500	500	14
15			<i>Emergency planning costs</i>						15
16	8,356	10,000	Area A - Bamfield	16,315	6,000	6,000	6,000	6,000	16
17	2,000	2,000	Area C - Long Beach	6,000	2,000	2,000	2,000	2,000	17
18	\$ 12,356	\$ 14,000	TOTAL EXPENDITURES	\$ 24,315	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	18
19	\$ 1,981	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	19
20	9,696	9,696	Deduct: Surplus from previous year	1,981	-	-	-	-	20
21	-\$ 7,715	-\$ 9,696	ANNUAL SURPLUS/(DEFICIT)	-\$ 1,981	\$ -	\$ -	\$ -	\$ -	21

(for Financial Reporting purposes)

REQUEST FOR DECISION

To: Committee-of-the-Whole

From: Russell Dyson, Chief Administrative Officer

Meeting Date: February 10, 2016

Subject: West Coast Multiplex

Recommendation:

THAT the Committee-of-the-Whole include a grant-in-aid in the amount of \$5,000.00 to the West Coast Multiplex Society with the District of Tofino, District of Ucluelet and Area "C" (Long Beach) participating in the grant-in-aid and include in first reading of the 2016 – 2020 Alberni-Clayoquot Regional District Financial Plan;

AND FURTHER the proposal for an allocation of \$20,000 for resources in order for the Regional District to support multiplex planning and programming be referred for consideration by the West Coast Committee at the February 18th Financial Plan Meeting.

Desired Outcome:

To provide the West Coast Multiplex Society with a grant-in-aid in order to assist with the development of a business case for the West Coast Multiplex facility and to consider resources required by the Regional District to support the project.

Background:

Staff met with the West Coast Multiplex Society to discuss next steps for the realization of the facility at the Long Beach Airport. The Society wishes to revise the proposal and undertake a business plan to help facilitate the fundraising.

There is a long history of this project and both the society and ACRD have been engaged for many years. A memorandum of understanding confirms the interest of all West Coast communities and their commitment to cooperation.

The Society is responsible for raising 100% of capital costs. The Regional Districts service is for establishment and operation of a recreation service including multiplex. An agreement needs to be established to clearly outline the rolls of each organization to outline how the transition will occur and who takes responsibility for construction. Further any fundraising for a regional district asset needs to have accountability procedures in place.

The society is concerned about the overall cost for a conventional bricks and mortar structure (estimated to be \$12 million in 2012) and are proposing an acceptable cost for the first phase of the facility would be \$6 million. Changes to the facility will have impact on operating and maintenance and

such decisions need to be made in consultation with the ACRD with full impacts outlined.

There are two needs in order to move this project forward in 2016:

1. The ACRD needs time and resources to participate in the decision process to protect its interest as the owner and operator of the facility. It is proposed that the service area fund \$20,000 for this purpose, it will be applied to staff time and contract resources as needed.
2. A business case / planning process needs to be developed to, it is proposed that the ACRD provide \$5,000 to the Society as a Grant-in-Aid for development of a business plan. This process will:
 - confirm the fundraising strategy and processes for accountability
 - define the specific roles of the society and ACRD and how the transition proceeds from fundraising, through construction to operation
 - Provide for public engagement to confirm acceptance of costing and proposed programming.
 - Engagement and definition of the roles of the communities on the West Coast that are part of the service.

Time Requirements – Staff & Elected Officials:

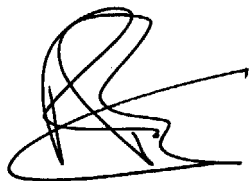
Substantial ACRD resources will be required.

Financial:

Paid for by the participants of the service area: District of Tofino, District of Ucluelet and Area "C" (Long Beach)

Policy or Legislation:

Local Government Act and ACRD Bylaws and Policies apply.



Submitted by: _____
Russell Dyson, Chief Administrative Officer

REQUEST FOR DECISION

To: West Coast Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance/Manager of Environmental Services

Meeting Date: February 18, 2016

Subject: West Coast Landfill Contract Renewal

Recommendation:

THAT the West Coast Committee recommends that the Alberni-Clayoquot Regional District Board of Directors renew the West Coast Landfill Operations contract with Berry and Vale Contracting Ltd. for an additional 5 year term, July 1, 2016 to June 30, 2021.

Desired Outcome:

To extend the West Coast Landfill Operations contract with Berry and Vale Contracting Ltd. for an additional five year term.

Background:

Berry and Vale Contracting Ltd. has been operating the West Coast Landfill on behalf of the Alberni-Clayoquot Regional District since December 2010. Berry and Vale Contracting Ltd. has provided excellent guidance and are a tremendous resource to finding solutions to problems as operational challenges occur.

The West Coast Landfill Operations Contract with Berry & Vale Contracting expires on June 30, 2016. The contract has a renewal option for an additional five year term.

Regional District staff recommends the operating contract be extended for an additional five year term.

Time Requirements – Staff & Elected Officials:

Minimal.

Financial:

The funds for the operation of the West Coast Landfill come from the West Coast Landfill Waste Management budget. Article 21 – Quantities and Prices of the Operations Contract will need to be updated for each year of operation 2016 – 2021. Staff recommends that the increases for the contract year over year are as per CPI Victoria increases (decreases will be considered nil). The increase in the contract for 2016 would be 1.1% as the CPI increase in Victoria for 2015.

Policy or Legislation:

As per Purchasing Policy.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance/
Manager of Environmental Services



Approved by: _____
Russell Dyson, Chief Administrative Officer

BERRY & VALE CONTRACTING LTD

SERVING VANCOUVER ISLAND SINCE 1980

3815 Discovery Drive
Campbell River BC
V9W 4X5
250-287-6387
moe@berryandvalecontracting.ca

Alberni-Clayqout Regional District
3008 5th Avenue
Port Alberni BC

Nov 15/2015

Attention: Andrew McGifford, Russell Dyson and the Board of Directors

Re: Request for Renewal

Gentlemen,

As the end of our contract is approaching (July 2016) we are requesting that the operations contract for the West Coast Landfill be renewed for a further five year term as per the current contract documents.

From our perspective all has gone well at the WCL as we are confident you would agree. We are requesting no changes to the current agreement including our commitment to excavating, hauling and placing the Hazco material at no additional cost to the ACRD. It was our intention to have this completed by the end of this term but lack of waste has not allowed for the efficient use of this product on the slopes and will require more time.

If you have any questions or would like to meet to discuss this further let me know.

Respectfully,

Moe Vale,
Vice President,
Berry and Vale Contracting Ltd