



## **Alberni-Clayoquot Regional District**

### **Special Board of Directors Meeting Public Consultation Session Wednesday, March 14, 2012**

**Time: 6:00 p.m.**

**Place: 3008 Fifth Avenue  
Port Alberni, BC**

---

## **AGENDA**

### **Pages**

**1. CALL TO ORDER:**

**2. PUBLIC CONSULTATION:**

- a/ Introduction and Overview  
Alberni-Clayoquot Regional District – R. Dyson
- b/ Overview of 2012-2016 Alberni-Clayoquot Regional District  
Financial Plan – T. Fong
- c/ Overview of 2012-2016 Alberni-Clayoquot Regional Hospital  
District Financial Plan – T. Fong
- d/ Public Input and Questions

**3. ADMINISTRATION:**

- a/ Request for Decision  
Re: Beaver Creek Improvement District Conversion to a Local  
Service of the Alberni-Clayoquot Regional District..... 1-8

**4. 2012 – 2016 REGIONAL DISTRICT FINANCIAL PLAN:**

- a/ Administrative Memo  
Re: 2012 GIA Applications (Deferred) ..... 9-26
- b/ Administrative Memo  
Re: Legal Fees..... 27-28

Alberni-Clayoquot Regional District Special Board Meeting  
Public Consultation - Wednesday, March 14, 2012

---

**Pages**

c/	Administrative Memo Re: West Coast Multi Plex Referendum .....	29-30
d/	Administrative Memo Re: 2011 Actual Carry Forward Amounts .....	31-32
e/	Administrative Memo Re: 2012-2016 Financial Plan Backup Information .....	33-38
f/	Bylaw No. F1100, 2012 to 2016 Financial Plan Bylaw • 2 <sup>nd</sup> Reading .....	39-40
	(Financial Plan Attached Separately)	
g/	2012 Alberni-Clayoquot Regional District Draft Requisition Summary .....	41

5. **ADJOURN:**



## REQUEST FOR DECISION

**To:** Board of Directors Alberni Clayoquot Regional District  
Board of Directors Beaver Creek Improvement District

**From:** Russell Dyson, CAO Alberni Clayoquot Regional District

**CC:** Don Sutherland, Ministry of Community, Sport & Cultural Development  
Stephanie Hutchison, Vancouver Island Health Authority

**Date:** February 27, 2012

**Subject:** Beaver Creek Improvement District Conversion to a Local Service of the  
Alberni Clayoquot Regional District

---

### Desired Outcome:

That the Board's of the Alberni Clayoquot Regional District (ACRD) and the Beaver Creek Improvement District (BCID) adopt the resolutions required of each organization (as outlined in appendix A) to convert the Improvement District to a local service area of the Alberni Clayoquot Regional District effective June 1, 2012.

### Summary:

It is now four months since the referendum, in which the majority of BCID ratepayers voted in favour of converting to a Regional District service. A Joint BCID – ACRD Conversion Committee has been meeting since the start of January to consider the steps required for conversion and plan for needed infrastructure improvements. The ACRD committed \$800,000 to infrastructure upgrades in 2012 and has applied for an additional \$810,000 grant for a total of \$1.61 million in water system improvements for Beaver Creek. Expenditure of these funds is dependent on conversion as the ACRD cannot spend monies on services it is not responsible for. It is proposed that June 1<sup>st</sup> be the conversion date to enable upgrades to the water system to commence in 2012, but resolutions need to be adopted by both the BCID and ACRD in March.

### Background:

The following outlines relevant events and actions within the last year leading up to the conversion process:

1. For the last year the ACRD has cooperated with the BCID to consider governance options, develop plans to replace infrastructure, find means of alleviating boil water advisories and eventually complying with VIHA 4-3-2-1 requirements. The Regional District cannot manage and improve the system until conversion takes place. There is nothing to gain or lose for the ACRD from conversion – there is no vested interest. The Regional District is a vehicle for service delivery that ensures assets remain for the benefit of the ratepayers.

## Request for Decision

---

The ACRD provides higher level of administration and financial control, with better access to grants and Municipal Financial Association borrowing power. The ratepayers of BCID have chosen the regional option through a democratic process. The will of the referendum should be respected and both governments should work toward an expedient conversion.

2. A conversion analysis was conducted to compare governance options for the Beaver Creek Improvement District. Tom Reid compared governance options – a local service area or continuation of the BCID. His report was supported by a comprehensive water system analysis completed by Koers & Associates Engineering Ltd. (Koers) that identified specific infrastructure needs and costs. The reports were readily available, presented to the public and were the basis for the ratepayers to consider options in the referendum. The system analysis completed by Koers, outlined the necessary infrastructure upgrades and costs for full replacement of infrastructure over time. This analysis assumed a regional water supply. BCID presented an alternative whereby the Improvement District would be managed and water system improvements completed by a private contractor - Corix, with a treatment facility for the Stamp River Supply.
3. On October 29, 2011 the BCID conducted a referendum with the question: “Are you in favour of conversion to a regional service area? Yes or No” The results were as follows: Yes: 454 No: 165 Spoiled: 2. This is a convincing result which satisfies the Ministry of Community, Sport and Cultural Development’s need for public consultation.
4. Cost efficiencies may be possible through a regional district service area in terms of administration and operation, but are subject to existing contracts entered into by the BCID. Tax and toll increases are inevitable in order to replace infrastructure and provide for required higher levels of water treatment. These cost implications were clearly outlined in the Tom Reid report. The security of gas tax funds and other grants will reduce the tax burden significantly from Mr. Reids estimates. The Regional District strives to provide quality services at an affordable price.
5. A joint conversion committee has been meeting regularly since January with Directors Glenn Wong and John McNabb as the ACRD representatives and Wayne Hasler and Kelly Schutte as the appointed BCID representatives. The purpose of the committee is to develop a plan to move forward with the conversion of the BCID to a local service area of the ACRD.
6. In order to assist the joint committee staff has consulted with the Comox Valley Regional District as they recently completed a conversion of the Royston Improvement District. The Ministry of Community Services has also been helpful in identifying required steps outlined in the Action Plan of Schedule B in this report.
7. A reasonable conversion date would be June 1, 2012, based on the steps required as outlined in Appendix B. Resolutions are required from both organizations (Appendix A) in March in order to complete the required action plan by June.
8. The committee has also been considering ways to move forward with infrastructure upgrades. Two critical works are 1. the replacement of the Kitsuksis Reservoir and 2. addressing water

## Request for Decision

---

quality. The ACRD allocated \$800,000 from gas tax funds for improvements in 2012.

Replacement of the Kitsuksis Reservoir is determined as the first priority for these funds. BCID has commissioned Koers to design the works and prepare tender documents. Upon conversion the ACRD can apply existing gas tax funds to have the structure built and operational within 2012 (estimated to cost \$620,000). This is a great opportunity to demonstrate a commitment to address failing infrastructure and work cooperatively towards common goals. BCID Trustees have been questioning the advice to proceed with a 250,000ig glass lined reservoir as recommended by Koers. *Please note a separate report addresses this issue.*

9. The first step in addressing water quality is to deal with the persistent boil water advisories. As well as health concerns, this is a tremendous burden on staff resources. The first step needs to address these incidents. The most cost effective and immediate alternative is a connection to the City of Port Alberni with an agreement for temporary water use. The BCID approached the City of Port Alberni in 2010 and received agreement in principle to access City water.
10. In order to use City water a pump station is required between the two systems. The ACRD applied for a \$810,000 strategic gas tax grant through the Union of BC Municipalities on behalf of the Beaver Creek water system. This is over and above the \$800,000 commitment by the ACRD and would amount to a total of \$1.61 million in infrastructure improvements. The ACRD established this as their number one priority for grant applications ahead of other projects benefitting other electoral areas of the region. While the application was not approved in the first round (the City received \$11 million for sewage upgrades) the application is still available for consideration. We have spoken with the funding representative and there are a number of improvements we can make to the application, including first nations support and clarifying the future of the waterworks and benefits of the grant. These matters are being addressed. In the event that the strategic gas tax funds are not available as of May, 2012, it is recommended that the Board of Directors of the ACRD consider their own gas tax funds as an alternative to complete the pump station within 2012.
11. While the City of Port Alberni connection would eliminate boil water occurrences and free up staff time and resources determination of a plan to satisfy the VIHA 4-3-2-1 standard is required. BCID contracted Koers to evaluate water treatment options in 2010. The report assessed treatment of the Stamp River supply, groundwater wells and a regional alternative. An additional report prepared by Koers for the ACRD to develop a regional water system, determined that the regional option was the most cost effective solution for the BCID.
12. VIHA oversees water quality and treatment requirements and determines the 4-3-2-1 standard. I have spoken with Stephanie Bruvall, Environmental Health Officer. She will be meeting with representatives of the BCID and ACRD shortly.
13. The current CUPE contract negotiated by the BCID includes a clause to provide secure employment to BCID union members through a conversion. As the ACRD assumes all BCID contracts post conversion ACRD requests complete transparency and full disclosure regarding all contracts and any negotiations.

## Request for Decision

---

14. Post conversion it is proposed that an Advisory Committee be established to include the BCID Trustees and other local residents. The Advisory Committee would provide input on budgets and work plans, working closely with the Area Director. This model was adopted by the Comox Valley Regional District for the former Royston Improvement District. In order to realize efficiencies and increase accountability, the BCID office will be closed. The ACRD will work toward a smooth transition with public notice and information regarding this process.
15. Traditionally, the province supports the conversion process financially. Based on population the ACRD should receive a grant of \$15 - \$20,000. There has been no commitment to date. Once resolutions are adopted, the ACRD will make a formal request for transition funding.

The attached Action Plan (Schedule B) outlines steps in the conversion process to be followed upon adoption of the resolutions. The following actions will be addressed in the next month in regard to water and infrastructure issues:

- Stephanie Bruvall, Environmental Health Officer has just returned from an extended leave. We spoke about the conversion process and the needs to address water quality issues and the 4-3-2-1 requirements. She will be meeting with the joint conversion committee to discuss the state of water supply for BCID and plans to satisfy the requirements.
- The ACRD will approach the City of Port Alberni to negotiate terms of a water supply agreement on March 12, 2012. This will determine detailed costs and conditions in order to use water on an emergency basis for the avoidance of boil water advisories.
- The ACRD will continue to pursue "strategic gas tax funding" for the pump station required to utilize City of Port Alberni water. In the event that this is not successful by the end of May 2012, options to complete the works, with the ACRD's available gas tax funds, will be presented to the Board of Directors (assuming a reasonable agreement with the City is secured). In the meantime required works, land security and any potential costs associated with the pump station will be confirmed.
- Engineered drawings for the Kitsuksis reservoir are being prepared by Koers at the expense of the BCID, with tender documents prepared, the Regional District can proceed to tender and commence construction upon the completion of conversion. BCID is proposing a cheaper epoxy lined reservoir, in order to construct a larger 500,000ig reservoir, clarity on volume and materials needs to be provided. *A separate report addresses this matter to enable the planning and design to proceed with clear purpose.*

### Time Requirements – Staff & Elected Officials:

Once resolutions are adopted Finance and Administrative staff will work with the Improvement District to implement the strategy outlined in Appendix B of this report. The majority of the transitional work will occur through the months of March – August. Assistance can be provided by qualified consultants and the Regional District has \$5,000 available for this purpose. The conversion committee will continue to meet and track progress.

## Request for Decision

---

### Financial:

Transfers of assets and property required of the conversion will need some legal services and registration costs will be incurred. It is anticipated that the external expenditures by the ACRD will be recovered from a provincial grant (\$15,000) but these monies have not yet been committed. Until transition occurs, all ACRD costs are being funded through the ACRD Administration function and allocated to all electoral areas accordingly. Upon conversion a local service will be established with all future costs allocated to the service area. For 2012 the BCID funds from their current budget will apply.

The ACRD committed \$800,000 to infrastructure upgrades in 2012 and has applied for an additional \$810,000 grant for a total of \$1.61 million in water system improvements for Beaver Creek. It is proposed that June 1<sup>st</sup> be a target date for conversion to enable work to commence in 2012 as these funds cannot be used for works that are not the responsibility of the ACRD.

### Policy or Legislation:

The ACRD has supported the conversion process and offered to assume responsibility for the BCID through a local service area. A referendum conducted in October by the BCID demonstrates the majority of ratepayers support conversion. The Local Government Act establishes the required procedures which will be followed. Resolutions are required by both organizations to complete the process by June 1, 2012.

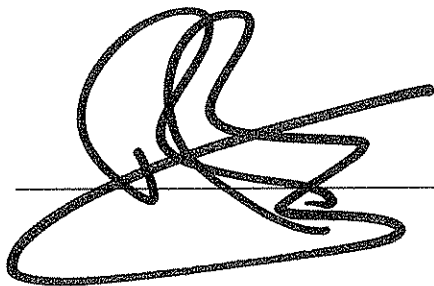
### Options Considered:

Options were considered for the governance of the BCID and the referendum results favoured conversion to a local service area of the ACRD.

### Recommendation:

That the Board's of the Alberni Clayoquot Regional District (ACRD) and the Beaver Creek Improvement District (BCID) adopt the resolutions required of each organization (as outlined in appendix A) to convert the Improvement District to a local service area of the Alberni Clayoquot Regional District effective June 1, 2012.

Submitted by: \_\_\_\_\_

A large, stylized handwritten signature in black ink, written over a horizontal line.

## **APPENDIX A Resolutions**

### **ACRD Conversion Resolution**

THAT the Board of Directors' approve the conversion of the Beaver Creek Improvement District to a local service area of the Alberni-Clayoquot Regional District;

AND FURTHER THAT the Board request the Ministry of Community, Sport and Cultural Development to initiate the conversion process with an Order in Council;

AND FURTHER THAT the Board request the Ministry of Community, Sport and Cultural Development to exempt the Alberni-Clayoquot Regional District from electorate approval process;

AND FURTHER THAT the Board set the transfer date for the service at June 1, 2012;

AND FURTHER THAT the Board request a Restructure Implementation Grant from the Ministry of Community Sport and Cultural Development to assist the Regional District with the administrative costs associated with the conversion;

### **BCID Conversion Resolution**

THAT the Trustees request the Alberni-Clayoquot Regional District to convert the Beaver Creek Improvement District to a local service area of the Alberni-Clayoquot Regional District;

AND FURTHER THAT the Trustees request the Ministry of Community, Sport and Cultural Development to initiate the conversion process with an Order in Council.

AND FURTHER that the Trustees agree with the transfer date of the service at June 1, 2012.

## APPENDIX B

### Action Plan

**Action Plan for the Beaver Creek Improvement District (BCID) conversion into a local service area of the Alberni-Clayoquot Regional District (ACRD).**

**Proposed conversion date: June 1, 2012**

1. March 2012 - The ACRD and BCID pass the resolutions (attached as Appendix A) for the conversion;
2. March 2012 – Press release explaining the transition, planned infrastructure and how services to be delivered;
3. March 2012 - The ACRD forward the adopted resolutions to the Province and request an Order in Council (OIC) to dissolve the BCID and transfer ownership/authority of the service to the ACRD;
4. March 2012 – Staff of the two organizations work out logistics, filing, software, billing, office space;
5. March 2012 - Inform the Province of any specific issues with regards to the conversion, including the establishment of an Advisory body;
6. March 2012 – Negotiate agreement with the City of Port Alberni for access to water for boil water incidents, fine tune costs and connection details, lobby UBCM for funding;
7. March 2012 - The ACRD give three readings to a Service Area Establishment Bylaw and send for approval by the Inspector of Municipalities, Ministry of Community, Sport and Cultural Development;
8. April 2012 – Staff prepare transfer documents for assets with legal assistance;

# Request for Decision

9. May 2012 – Determine pump station strategy and funding, develop final drawings (subject to City of Port Alberni agreement);
10. May 2012 – Orientation of BCID/ACRD staff to records, systems and procedures;
11. May 31, 2012 – Audited Financial Statements need to be completed by the BCID;
12. May 31, 2012 – Inventory of BCID assets needs to be completed, this includes office equipment;
13. June 1, 2012 – The Order in Council (OIC) issued by the Province revoking the BCID letters patent and amending the ACRD's Letters Patent to include the Beaver Creek Water service. The OIC transfers all rights, property and assets to the ACRD, this includes all agreements, bylaws etc.;
14. June 2012 – Request the Land Titles Office to transfer the ownership of all lands, easements and rights of way from the BCID to the ACRD;
15. June 2012 – Commence the wind down of the BCID Office for closure on August 31<sup>st</sup>, develop press release;
16. June/July 2012 - The ACRD Board adopts the Beaver Creek Water Advisory Committee Bylaw with Terms of Reference;
17. June 2012 – Integrate field work and procedures with ACRD Manager of Environmental Services;
18. July 2012 – Tender construction of Kitsuksis reservoir;
19. August 2012 – Tender construction of pump station;
20. Attached as Appendix B are the required actions for the transfer of Administration and Finance from the BCID to the ACRD.



## Administrative Memo

**To:** Board of Directors

**From:** Wendy Thomson, Manager of Administrative Services

**Meeting Date:** March 14, 2012

**Subject:** **2012 Grant-in-Aid Applications**

### Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors consider the following grant-in-aid applications that were deferred at the February 8<sup>th</sup> Special Committee-of-the-Whole Meeting: Alberni Valley Chamber of Commerce, Canadian Red Cross Society & West Coast Aquatic Management Association.

### Background

The Alberni-Clayoquot Regional District (ACRD) Board of Directors considers Grant-in-Aid Applications once a year from local non-profit organizations that provide a benefit to one or more electoral areas in the region or the entire regional district. This year the Regional District received 19 Grant-In-Aid applications.

At a Special Committee-of-the-Whole meeting held on February 8, 2012, Directors considered the 2012 Grant-in-Aid applications. The following grant-in-aid applications were deferred:

No.	Organization	Amount Requested	Benefiting Areas
GIA 1	Alberni Valley Chamber of Commerce	\$13,000.00	Entire Region
GIA 7	Canadian Red Cross Society	\$ 5,015.00	Entire Region
GIA 17	West Coast Aquatic Management Association	\$52,000.00	Entire Region

These Grant-in-Aid Applications are attached for consideration by the ACRD Board of Directors.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

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

**Alberni-Clayoquot Regional District  
Deferred Grant-in-Aid Applications – 2012**

---

**Desired Outcomes:**

To consider and award grant-in-aids to assist local non-profit organizations which provide a benefit to the region.

**Time Requirements**

Some staff time required to advise the applicants of the outcome of their application and to process the grants.


**Financial**

Grants-in-Aid awarded are in the 2012 ACRD Financial Plan.

**Policy or Legislation**

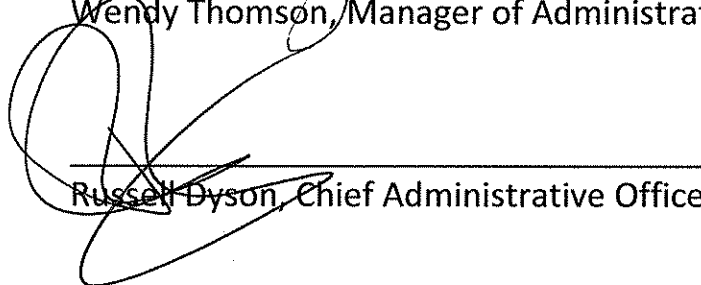
Alberni-Clayoquot Regional District Grant-in-Aid Policy.  
Local Government Act  
Hospital District Act

Submitted by:



Wendy Thomson, Manager of Administrative Services

Approved by:



Russell Dyson, Chief Administrative Officer

P:\Wendy's Files\RFD\2012\deferred GIA.docx



## Grant-in-Aid Application Form

Name of Organization <b>ALBERNI VALLEY CHAMBER OF COMMERCE</b>	
Mailing Address: <b>2533 PORT ALBERNI HIGHWAY</b>	
Contact Name: <b>MIKE CARTER</b>	Phone Number: <b>250 724 6535</b>
Email Address: <b>Manager@AVCOC.com</b>	

Grant Requested: <b>\$ 13,000</b>	<input checked="" type="checkbox"/> Grant Assistance Amount \$ <b>13,000</b>	<input type="checkbox"/> In-Kind Assistance Details: _____
--------------------------------------	---	---

1. Is your organization non-profit? ☒ yes ☐ no

2. Is your organization a registered non-profit society in BC? ☒ yes ☐ no  
 we are registered under the Canadian Boards of Trade Act  
 If yes, please provide your Society Registration Number: **000104-0-M**

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:  
**The AVCOC provides professional visitor services & information to visitors and locals. We coordinate over 40 volunteer Ambassadors who meet & greet visitors at the Grove, on the Frances Barkley and during special events (cruise ships, parades). We organize events: all candidates meetings, community awards, Fantasy Auction. We direct visitors to businesses, accommodations, attractions & other service providers throughout the Pacific Rim region and further. We provide picnic & washroom facilities to the public. We promote the region's economic growth.**

4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Entire Regional District | <input type="checkbox"/> City of Port Alberni \$ 2000              |
| <input type="checkbox"/> District of Tofino                  | <input type="checkbox"/> District of Ucluelet \$ 1000              |
| <input type="checkbox"/> Electoral Area "A" (Bamfield)       | <input type="checkbox"/> Electoral Area "B" (Beaufort) \$ 1000     |
| <input type="checkbox"/> Electoral Area "C" (Long Beach)     | <input type="checkbox"/> Electoral Area "D" (Sproat Lake) \$ 2000  |
| <input type="checkbox"/> Electoral Area "E" (Beaver Creek)   | <input type="checkbox"/> Electoral Area "F" (Cherry Creek) \$ 2000 |

PROPOSED TOTAL \$13,000

5. Please describe how the services provided by your organization fill a need in the community:

*Businesses & attractions need promotion. We provide the promotion and advise on how to get there. We provide welcoming packages to potential investors & those considering a move to Port Alberni. We meet & greet over 50,000 travellers each year & make them feel welcome. We publish "Invest Alberni" magazine. Our Visitor Centre is a very welcoming building at the entrance to town.*

6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

*Applied to City of P.A. for \$84,000/yr. - a re-instatement to past level.  
Grant: \$20,000 Ministry of Tourism*

7. Has your organization received a Grant-in-Aid in the past from the Regional District?  
☒ yes    ☐ no    If yes, complete the following:

Year: 2011    Amount: \$4,000  
 Year: 2010    Amount: \$1,000

8. Please include with your application, copies of the following:

- (a) Annual Report;
- (b) A copy of your organizations current year budget and latest financial statement;
- (c) A brief report outlining what the Grant-in-Aid would be used for.

6. Submit your completed Grant-in-Aid Application, including the above documentation to:

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

The **Deadline** to Submit Grant-in-Aid Applications is **January 31<sup>st</sup>** of each year.

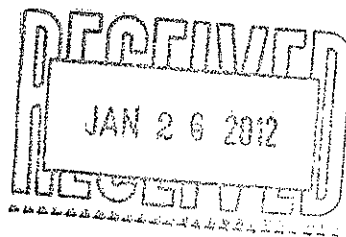
Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required, please call (250) 720-2700.

*Mike Carter*  
 Signature of Applicant

*Jan. 25/12*  
 Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas:



January 26, 2012

2533 Port Alberni Hwy  
Port Alberni, BC V9Y 8P2  
Tel: 250.724.6535  
Fax: 250.724.6560  
avcoc@alberni.net

Attention: Chairperson, Glenn Wong and Regional District Directors

Re: Alberni Valley Chamber of Commerce Visitor Centre Operations  
-Grant in Aid Application

Dear Mr. Wong:

The Alberni Valley Chamber of Commerce would like to thank you for your support over recent years, and now that we have provided a new Visitor Centre building for the community we are applying for a Grand In Aid to help fund basic operations.

In that it is well understood that we deliver visitor services promoting the whole Pacific Rim area, we feel strongly that visitor services should be supported on a regional basis. Our application for \$13,000 comes with a proposed share formula that includes the whole district.

There are still unfinished projects to be done such as repatriate the cedar sign and establish a picnic area. These projects will be accomplished as funds become available. We have cut the budget to the bone by cutting back employee salaries by 20% and we are launching some new revenue generating streams that will help the bottom line.

Our Grant in Aid application is solely for basic operations of the Visitor Centre, and as you already know we have not been able to balance our operations budget for the last two years, since the city unilaterally decreased our Fee for Service agreement amount during construction.

Directing potential investors, potential new citizens and the travelling public to the services and attractions they need while providing an exceptional rest stop are what we do. We ask for your support to be able to reach this goal.

Sincerely

Mike Carter  
Executive Director, Alberni Valley Chamber of Commerce on behalf of the board

avcoc.com





**Alberni-Clayoquot Regional District  
Grant-in-Aid  
Application Form**

<b>Name of Organization:</b> Canadian Red Cross Society, Western Zone	
<b>Mailing Address:</b> Canadian Red Cross Society Western Zone 3-2525 McCullough Rd Nanaimo, BC V9S 4M9	
<b>Contact Name:</b> Diane Marwick, Health Equipment Loan Program Coordinator	<b>Phone Number:</b> (250) 756-9363 ext. 222
<b>Email Address:</b> <a href="mailto:diane.marwick@redcross.ca">diane.marwick@redcross.ca</a>	

<b>Grant Requested:</b>	<input checked="" type="checkbox"/> <b>Grant Assistance</b>	<input type="checkbox"/> <b>In-Kind Assistance</b>
	<b>Amount:</b> \$5,015	<b>Details:</b>

1. Is your organization non-profit? ☒ yes ☐ no

2. Is your organization a registered non-profit society in BC? ☒ yes ☐ no

**If Yes, please provide your Society Registration Number:**

BC Society Number: 26916

Charitable Registration Number: 119219814RR0001

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:

The Health Equipment Loan Program (HELP) serves communities throughout the Alberni-Clayoquot Regional District by providing free short-term loans of medical equipment to everyone who is referred to the program by a medical professional.

Located in Port Alberni, the regional HELP program is run by five specially trained volunteers who are supported by a small number of professional staff working out of the Nanaimo Regional Office. Current hours of operation are Wednesdays and Thursdays between 10:00 am and 2:00 pm, and the Canadian Red Cross is committed to both increasing the program's capacity and strengthening our connection with local communities.

For those dealing with serious injury, illness, or end of life issues, access to proper medical equipment is vital in preventing further damage, maximizing the chances of recovery, and providing comfort while maintaining dignity and independence.

After being referred to the program, HELP clients are introduced to a variety of mobility, bathroom, and safety aids. Once their needs are identified, clients are provided with free short-term loans of medical equipment for a period of up to three months or on an ongoing basis for those with palliative conditions.

Some examples of the medical equipment provided by HELP are:

- Bath transfer equipment
- Bed transfer equipment
- Raised toilet seats
- Walkers
- Bath chairs
- Commodes
- Safety rails
- Toilet safety frames
- Wheelchairs

By supporting the Health Equipment Loan Program, the Alberni-Clayoquot Regional District will benefit local communities by:

- Ensuring that free short-term loans of mobility, bathing, and safety aids are available to all residents who are referred to the program by a medical practitioner.
- Allowing ill or injured residents to identify their specific medical equipment needs by introducing them to a variety of products.
- Supporting the recovery of clients who are at risk for re-injury by providing them with appropriate equipment.
- Enabling persons with palliative conditions to spend their final days at home with loved ones.
- Alleviating the burden on the local healthcare system by enabling patients to recover at home.
- Preventing low-income clients from suffering any undue financial hardship by providing equipment free of charge.

- Reducing the financial costs associated with serious injury or illness by facilitating community equipment sharing.
- Encouraging volunteerism and strengthening community engagement.

**4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Entire Regional District | <input type="checkbox"/> City of Port Alberni              |
| <input type="checkbox"/> District of Tofino                  | <input type="checkbox"/> District of Ucluelet              |
| <input type="checkbox"/> Electoral Area "A" (Bamfield)       | <input type="checkbox"/> Electoral Area "B" (Beaufort)     |
| <input type="checkbox"/> Electoral Area "C" (Long Beach)     | <input type="checkbox"/> Electoral Area "D" (Sproat Lake)  |
| <input type="checkbox"/> Electoral Area "E" (Beaver Creek)   | <input type="checkbox"/> Electoral Area "F" (Cherry Creek) |

**5. Please describe how the services provided by your organization fill a need in the community:**

There is no other program in the Alberni-Clayoquot Regional District which provides free short-term loans of medical equipment to all those in need.

In 2010-11, the Port Alberni HELP Depot provided **474 clients** throughout the Regional District with **841 pieces of medical equipment**. The distribution of those who were served by HELP in 2010-11 is as follows:

Area	Number of Clients Served
Ahousat	34
Bamfield	3
Port Alberni	409
Tofino	4
Ucluelet	11
Loans to Individuals from Outside the Port Alberni Depot's Service Area	13
<b>Total</b>	<b>474</b>

The need for HELP has steadily increased over the last decade and, with the baby-boomer generation approaching their senior years, the need for short-term loans of medical equipment will rise dramatically in the coming decade.

Approximately 70% of those who rely of the Health Equipment Loan Program are over the age of 65. While a medical emergency can strike anyone at anytime, seniors experience injury and illness at a disproportionately high rate. Falls are the most common source of injury for persons over the age of 65, and in British Columbia one out of every three seniors suffers at least one fall

each year<sup>1</sup>. The results can be catastrophic, and prompt access to medical equipment is of paramount importance in both the recovery process and ensuring the comfort and continued independence of vulnerable community members.

According to BC Stats, the 5,526 persons aged 65 and older living in the Alberni-Clayoquot Regional District constituted 17.5% of the population in 2010<sup>2</sup>. By 2020, that number is projected to rise by 24%<sup>3</sup>. The senior demographic is the only one which will experience growth during this time, and this dramatic demographic shift will place significant stress on local health care resources.

The Canadian Red Cross is committed to meeting the growing needs of local residents through the Health Equipment Loan Program and will continue to increase its service capacity in order to do so. The funds requested in this proposal will help us reach that goal.

**6. Please list all other grants received and/or applied for from other Governments or Service Organizations:**

The Health Equipment Loan Program receives financial support from a number of sources. Each funding cycle, grant applications are submitted to community and private foundations, provincial gaming grants, and governing bodies at the local, regional, and provincial level.

The Alberni-Clayoquot Regional District is the only local funder which will receive a grant application from the Health Equipment Loan Program. There will be no “double –dipping”.

Small monetary donations are also accepted from appreciative service-users, but these are usually relatively small and are not sufficient to cover the costs associated with the HELP program.

The program also receives significant support from local volunteers. In 2010-11, the four volunteers at the Port Alberni Depot dedicated 378 hours of service to their communities. In financial terms (378 hours @ \$12/hr) this equates to a contribution of \$4,536.00. This lean infrastructure means that HELP is able to make extremely efficient use of any donated funds.

**7. Has your organization received a Grant-in-Aid in the past from the Regional District?**

☐ yes ☒ no

If yes, complete the following:

Year: \_\_\_\_\_ Amount: \_\_\_\_\_

Year: \_\_\_\_\_ Amount: \_\_\_\_\_

**8. Please include with your application, copies of the following:**

**(a) Annual Report;**

<sup>1</sup> BC Injury Research and Prevention Unit (2010). *Fall Prevention* (<http://www.injuryresearch.bc.ca/categorypages.aspx?catid=1&subcatid=7>).

<sup>2</sup> [http://www.bcstats.gov.bc.ca/data/sep/rd/Rd\\_23.pdf](http://www.bcstats.gov.bc.ca/data/sep/rd/Rd_23.pdf)

<sup>3</sup> [http://www.bcstats.gov.bc.ca/data/sep/rd/Rd\\_23.pdf](http://www.bcstats.gov.bc.ca/data/sep/rd/Rd_23.pdf)

Included in the application package.

**(b) A copy of your organizations current year budget and latest financial statement;**

Included in the application package.

**(c) A brief report outlining what the Grant-in-Aid would be used for.**

Please see attached.

**6. Submit your completed Grant-in-Aid Application, including the above documentation to:**

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

The **Deadline** to Submit Grant-in-Aid Applications is **January 31st** of each year.

Late applications will not be accepted and returned to the applicant.  
If you have any questions regarding this application or the information required,  
please call (250) 720-2700.

Dione Maniuk  
Signature of Applicant

January 17, 2012  
Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas:



**Grant-in-Aid  
Application Form  
Attachment**

**(c) A brief report outlining what the Grant-in-Aid would be used for:**

The Canadian Red Cross is seeking a Grant-in-Aid of \$5,015 for the local Health Equipment Loan Program. These funds will be used to purchase medical equipment which will be provided to residents throughout the Alberni-Clayoquot Regional District who are dealing with serious injury, illness, or end of life issues.

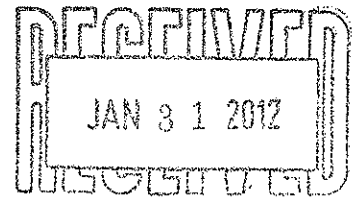
A breakdown of the equipment to be purchase is as follows:

<b>Item:</b>	<b>Brand:</b>	<b>Quantity:</b>	<b>Cost Per Unit:</b>	<b>Total Cost:</b>
Four-Wheeled Walker	Evolution	10	\$230.00	\$2,300.00
Two-Wheeled Walker	Guardian	8	\$100.00	\$800.00
20 x 16 Wheelchair	Medline	3	\$200.00	\$600.00
18 x 18 Wheelchair	Medline	3	\$170.00	\$510.00
18 x 16 Wheelchair	Medline	3	\$155.00	\$465.00
Elevating Footrests		2	\$170.00	\$340.00
				<b>\$5,015.00</b>



Alberni-Clayoquot  
Regional District

## Grant-in-Aid Application Form



Name of Organization <u>West Coast Aquatic Management Association</u>	
Mailing Address: <u>3-4310 10th Ave, Port Alberni, BC, V9X 4X4</u>	
Contact Name: <u>Andrew Day</u>	Phone Number: <u>250-724-3600</u>
Email Address: <u>day@westcoastaquatic.ca</u>	

Grant Requested: <u>\$52,000.00</u>	<input checked="" type="checkbox"/> Grant Assistance <input type="checkbox"/> In-Kind Assistance
Amount <u>\$52,000.00</u>	Details: _____

1. Is your organization non-profit? ☒ yes ☐ no
2. Is your organization a registered non-profit society in BC ☒ yes ☐ no

If yes, please provide your Society Registration Number: S-0044428

3. Please describe the services and benefits that your organization provides to the Alberni-Clayoquot Region:

Services provided include:  
-co-ordinating government, community and  
local stakeholders related to aquatic resource  
management  
-producing spatial plans in Clayoquot & Barkley  
sounds  
-produce map/atlas of region  
-assist local government in planning and  
policy related to aquatic resources →

4. Which of the following areas in the Alberni-Clayoquot Region receive a benefit from the services your organization provides:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Entire Regional District | <input type="checkbox"/> City of Port Alberni              |
| <input type="checkbox"/> District of Tofino                  | <input type="checkbox"/> District of Ucluelet              |
| <input type="checkbox"/> Electoral Area "A" (Bamfield)       | <input type="checkbox"/> Electoral Area "B" (Beaufort)     |
| <input type="checkbox"/> Electoral Area "C" (Long Beach)     | <input type="checkbox"/> Electoral Area "D" (Sproat Lake)  |
| <input type="checkbox"/> Electoral Area "E" (Beaver Creek)   | <input type="checkbox"/> Electoral Area "F" (Cherry Creek) |

· training and capacity building  
· economic development and raising profile  
of Alberni Clayoquot Regional area.

5. Please describe how the services provided by your organization fill a need in the community:

Fill a critical need as the only  
organization that bring diverse governments,  
people and resources together to produce  
health and wealth from the marine  
environment.

6. Please list all other grants received and/or applied for from other Governments or Service Organizations:

DFO-NTC \$ 70,000  
Local Government \$152,000  
Private Donations \$550,000

7. Has your organization received a Grant-in-Aid in the past from the Regional District?  
☒ yes    ☐ no    If yes, complete the following:

Year: 2011    Amount: 52,000  
 Year: 2010    Amount: 52,000

8. Please include with your application, copies of the following:

- (a) Annual Report;  
 (b) A copy of your organizations current year budget and latest financial statement;  
 (c) A brief report outlining what the Grant-in-Aid would be used for.

6. Submit your completed Grant-in-Aid Application, including the above documentation to:

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

The Deadline to Submit Grant-in-Aid Applications is January 31<sup>st</sup> of each year.

Late applications will not be accepted and returned to the applicant.

If you have any questions regarding this application or the information required,  
 please call (250) 720-2700.

S. Falconer  
 Signature of Applicant

Jan 31, 2011  
 Date

For Office Use Only		
Amount Awarded:	Date Approved:	Participating Areas:

**Re: Description of How Grant-in-Aid Will Be Used, Report on 2011-2012, and Budget**

January 23, 2012

Dear Mayors, Directors, and Corporate Secretary:

These are exciting times at West Coast Aquatic, as we continue our work to increase the health and wealth of the west coast region. We are now getting close to producing a strategy that will establish the area and the people who live and work here as leaders in ocean use and management.

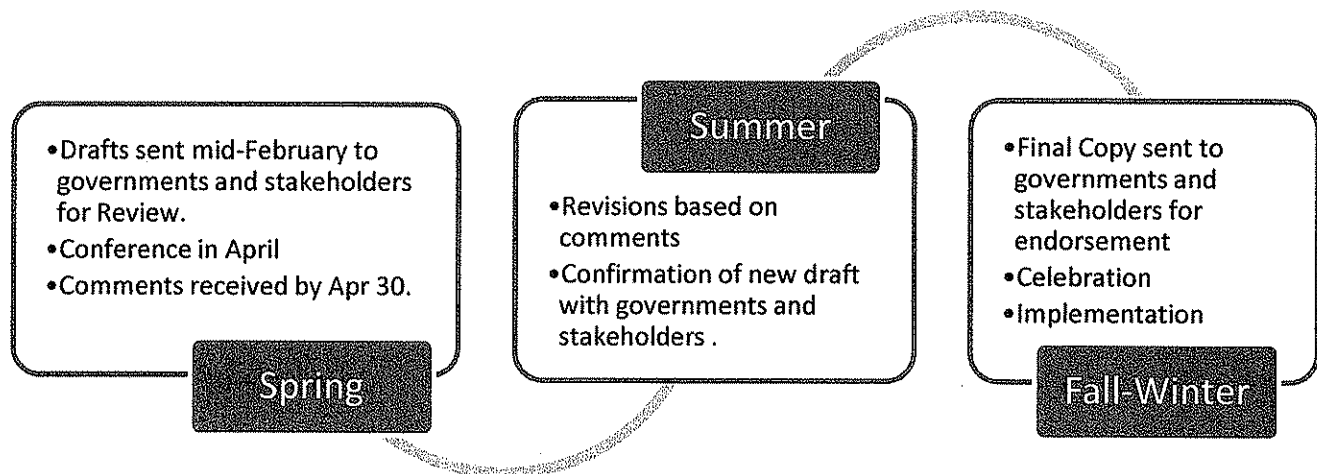
As part of our grant-in-aid application for 2012-2013, we would like to familiarize you with our intended products and timelines over the next year, as well as review how the grant in aid was used in 2011-2012.

**The Year Ahead: 2012-2013**

In 2001, Federal, Provincial, Nuu-chah-nulth and Local Governments gave WCA a mandate to produce an integrated strategy to improve the health and wealth of the west coast. To accomplish this mandate, WCA has been working for the past several years to produce:

- ✓ A shared set of values to guide actions and decisions (draft attached)
- ✓ A vision, goals, and objectives (draft attached)
- ✓ Action plans to address priority issues (draft attached)
- ✓ Spatial (map) plans (technical framework attached)
- ✓ Ways to track the health of the area and its uses over time (technical framework attached).
- ✓ An information database and library of social-ecological science.

The Grant in Aid will help us achieve our goal of finalizing a Strategy in 2012-2013. The following shows our proposed steps and timelines for the coming months.



To take advantage of existing opportunities, we will be using your Grant-in-Aid to help implement key elements of the Strategy throughout 2012-13. For instance, we will continue to:

- Facilitate and coordinate the Barkley Alberni wild salmon pilot.
- Work with DFO and communities to implement community economic mitigation funding related to the Pacific Salmon Treaty agreement.
- Work with the Province, local governments, First Nations and stakeholders regarding an approach to float homes
- Continue to develop spatial plans and related products in Barkley and Clayoquot Sounds.
- Finish an Atlas and develop plans for an on-line information management system.
- Develop proposals and leverage further funding.

These activities, and the Coastal Strategy, are activities that fill a critical need in the community: we are the only organization that brings diverse governments, people and resources together to produce health and wealth from the marine environment. The WCVI ocean economy is worth over \$650million and its stewardship and proper development are critical to the health and wealth of communities in the ACRD area.

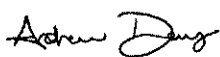
#### **The Year in Review: 2011-2012**

Thus far, local government's grant-in-aid has been of key importance in enabling us to leverage other funding. We use the grant-in-aid to cover part of our core costs. In 2011-2012, this included partial costs of board meetings, offices, staff, contractors, indirect costs, and community engagement. For each \$1 dollar that local governments have invested, we have leveraged approximately \$20 additional dollars. Funds have contributed to community well-being in tangible ways:

- ✓ created employment in communities,
- ✓ contributed to local economies through purchasing of local goods and services and tax revenue
- ✓ helped our team contribute to local events and community spirit
- ✓ raised the profile of the ACRD area internationally
- ✓ produced products for use by local government staff and directors now and in the future.

We wish to thank you for your continued support for West Coast Aquatic and our vision of making the west coast the best coast. By supporting this work, you will be recognized at home and abroad as leaders in creating ocean health and wealth for generations to come.

Best Wishes,



Andrew Day  
Managing Director

No. 3, 4310-10<sup>th</sup> Avenue  
 Port Alberni, BC, V9Y 4X4  
 Ph. 250.724.3600  
 Fax 250.724.7168  
 info@westcoastaquatic.ca  
 www.westcoastaquatic.ca



## Westcoast Aquatic Management Association 2012-2013 Budget

<b>REVENUE</b>	
DFO- NTC	\$ 70,000
Local Government	\$ 52,000
Private Donations	\$ 550,000
<b>TOTAL REVENUE</b>	<b>\$ 672,000</b>
<b>EXPENDITURES</b>	
Operating Costs (accounting, legal, board meetings, office, phone, insurance, materials, etc.)	\$ 42,000
Travel and Community Engagement	\$ 30,000
Indirect Costs (HST, medical/dental, training etc.)	\$ 15,000
Personnel	\$ 460,000
Consultants & Contractors (science, website, data management, communications, technical advisory, facilitation, etc.)	\$ 125,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 672,000</b>
<b>REVENUE - EXPENDITURES</b>	<b>\$ -</b>



## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** March 8, 2012  
**Subject:** Legal Fees

This memo is in response to the February 8<sup>th</sup> Committee of the Whole request for further information regarding legal fees. The Regional District budgets for legal fees in two different ways, either as a separate account in the service or as part of the operating costs. The services that budgeted directly for legal fees in 2011 are as follows:

Service	Actual	Budget	Plan 2012
General Government Service	\$1,300	\$100,000	\$100,000
Regional Planning	\$2,400	\$2,000	\$2,000
Building Inspection	\$100	\$1,000	\$1,000
Rural Planning	\$17,500	\$25,000	\$20,000
<b>Total</b>	<b>\$21,300</b>	<b>\$128,000</b>	<b>\$123,000</b>

In total the Regional District paid \$56,000 to the lawyers in 2011. Of this amount \$34,700 was charged directly to the operating costs of various services such as West Coast Landfill, Long Beach Airport and Salmon Beach.

There was some mention by Directors of creating a separate reserve fund for the legal fees but I feel that it would not provide us with any more transparency than what we are currently doing and would be cumbersome to administer.

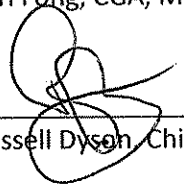
I do not anticipate the General Government legal fees to be \$100,000 in 2012 and would feel comfortable with the Board of Directors reducing the amount to \$50,000 but in principle I prefer having the \$100,000 legal contingency, as in prior years, in case a legal issue arises during the year.

If the Board desires to reduce the legal fees to \$50,000 then a motion will need to be made to this effect when we are going through the Financial Plan.

Submitted by: \_\_\_\_\_

  
Teri Fong, CGA, Manager of Finance

Approved by: \_\_\_\_\_

  
Russell Dyson, Chief Administrative Officer





## MEMORANDUM

**To:** Board of Directors  
**From:** Teri Fong, CGA, Manager of Finance  
**Date:** March 8, 2012  
**Subject:** West Coast Multiplex Referendum

This memo is in response to the West Coast Multiplex Society request for the Regional District to conduct a referendum on the West Coast Multiplex project.


Staff estimates that the referendum would cost approximately \$7,500 and would be paid by the District of Tofino, District of Ucluelet and Area C – Long Beach. The proposed service would be setup separately as is permitted under section 797.3 of the Local Government Act.

The cost breakdown between the areas, based on land and improvements would be as follows:

Area	Amount
District of Tofino	\$3,932
District of Ucluelet	\$2,425
Area C – Long Beach	\$1,143
<b>Total</b>	<b>\$7,500</b>

If the Board wishes to proceed with this referendum then a motion will need to be made to setup this separate proposed function and include the \$7,500 required to conduct the referendum when we are going through the Financial Plan.

Submitted by: \_\_\_\_\_

  
Teri Fong, CGA, Manager of Finance

Approved by: \_\_\_\_\_

  
Russell Dyson, Chief Administrative Officer





## MEMORANDUM

**To:** Board of Directors

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

**Date:** March 7, 2012


**Subject:** 2011 Actual Carry Forward Amounts

The following adjustments were made to the 2011 actual amounts since first reading as a result of finalizing the 2011 financial data:

Service	Page	Line	Adj. Made	New Amount
E911 Telephone System	2	6 - Operating	+\$52	\$258,999
General Government	3	5 - Cond. Grants	+\$7,000	\$299,224
General Government	3	9 - Other source	-\$229	\$84,642
General Government	3	15 - Labour	+\$382	\$638,400
General Government	3.1	54 - Recovery of Admin costs	+\$15,000	-\$273,249
Regional Planning	9	11 - Labour	+\$515	\$66,503
Building Inspection	10	10 - Labour	+\$670	\$156,291
Mgmt of Dev. - Rural	12	14 - Labour	+\$3,609	\$203,425
AV & Bam Waste Mgmt	16	5 - Tipping fees	+\$1,012	\$1,580,492
AV Airport	17	1 - Surplus	+10,346	\$45,465
WC Waste Mgmt	25	4 - Curbside Garbage	+\$55	\$122,919
WC Waste Mgmt	25	6 - Tipping fees	+\$4,689	\$488,879
Port Alberni Arena	26	8 - Debt pymt	-\$149	\$237,199
Bamfield Water System	30	8 - Operating	+\$9,669	\$88,569
Salmon Beach Power	36	8 - Debt pymt	+\$5,136	\$523,054
Salmon Beach Power	36	13 - Amortization	+\$1,366,983	\$1,438,930
Salmon Beach Trans	40	7 - Debt pymt	-\$19	\$14,102
Sproat Lake Parks	49	9 - Debt pymt	-\$19	\$13,341
Sproat Lake Parks	49	10 - Operating	-\$521	\$27,427
Sproat Lake Grants	50	10 - Special Events	+\$520	\$599

The 2011 trial balance has now been completed and sent to the auditor therefore no further adjustments are anticipated.

Submitted by:

  
Teri Fong, CGA, Manager of Finance

Approved by:

  
Russell Byson, Chief Administrative Officer





## REQUEST FOR DECISION

To: Board of Directors

From: Teri Fong, CGA, Manager of Finance

Meeting Date: March 14, 2012

Subject: 2<sup>nd</sup> Reading of 2012-2016 Financial Plan

---

### Recommendations:

That the Board of Directors give second reading to Bylaw cited as '2012 to 2016 Financial Plan Bylaw No. F1100', go through the attached budget document page by page making any motions to amend and then vote on second reading as amended.

That the Board of Directors include the following amending motions:

1. General Government page 3, line 11 – increase capital fund contribution by \$50,000 to a total of \$60,000 and page 3.2, line 66 – increase board room upgrades by \$85,000 to a total of \$85,000.
2. Arena contributions:
  - a. Port Alberni page 26, line 2 – increase parcel tax by \$67 to a total of \$162,122.
  - b. Sproat Lake page 26, line 3 & page 47, line 6 – decrease contribution to Port Alberni by \$16 to a total of \$31,508 and page 47, line 2 – decrease parcel tax by \$16 to a total of \$33,379.
  - c. Beaver Creek page 26, line 4 & page 55, line 6 - decrease contribution to Port Alberni by \$40 to a total of \$24,411 and page 55, line 2 – decrease parcel tax by \$40 to a total of \$27,145.
  - d. Cherry Creek page 26, line 5 & page 61, line 6 – decrease contribution to Port Alberni by \$11 to a total of \$20,158 and page 61, line 2 - decrease parcel tax by \$11 to a total of \$22,589.
3. Management of Development, Rural Areas page 12.1, line 34 – increase OCP rewrites by \$5,000 to a total of \$30,000.
4. Long Beach Airport page 22.2, line 62 – decrease runway sweeper by \$75,000 to a total of \$225,000.
5. West Coast Landfill page 25.2, line 57 – increase power line improvements by \$3,000 to a total of \$8,000.
6. Bamfield Volunteer Fire Department page 29, line 3 – decrease contracts with other governments by \$10,000 and page 29, line 10 – decrease operating costs by \$10,000
7. Bamfield Water System page 30, line 3 – increase sale of service by \$5,000 to a total of \$105,000 and page 30, line 8 – increase operating costs by \$5,000 to a total of \$101,650.
8. Millstream Water System page 34, line 20 – increase reservoir cleaning by \$33,000 to a total of \$53,000.

### **Budget Overview:**

The Alberni-Clayoquot Regional District is required by Section 815 of the Local Government Act to adopt a five year financial plan by March 31<sup>st</sup> of each year. The attached draft 2012-2016 Financial Plan, Bylaw F1100, is submitted for public consultation and review as part of the process for adoption.

The tax requisition of the proposed budget is \$3.5 million, which is 3.8% higher than the prior year. It should be noted that the 2012 budget for the Regional Hospital District is 8.3% lower than the prior year and will therefore help to offset the increased Regional District requisition. This decrease in the Hospital District will not completely offset the increase in the Regional District because the requisition in the Hospital District is only \$2.1 million as opposed to the \$3.5 million in the Regional District.

The financial plan also includes a new section; a reconciliation from the Financial Plan balance to the Annual Surplus/Deficit for each of the services. The Financial Plan, as required by the Local Government Act, is created on a cash flow basis and does not include all items that are required by the Public Sector Accounting Board for the Financial Statements. This presentation is included to allow reconciliation between the Financial Plan and the Financial Statement. The Annual Surplus/Deficit also demonstrates whether the Financial Plan is budgeting for the amortization of assets, as well as whether the surplus and reserve is used to cover the cost of the current year's operations.

The following are for your consideration when reviewing the proposed budget:

- **E9-1-1 Telephone System**, page 2 – The North Island 911 Corporation board approved a 0% net change in the total requisition for 2012.
- **General Government Services**, page 3, line 15 – The labour and benefits includes a temporary full time secretary position until the end of 2012 to finalize the records management system, assist with the development of new meeting procedures as well as managing our grant applications.
  - Page 3, line 22 & 23 – Includes remuneration for the new Maa-nulth directors, as details of their participation are determined the budget will be amended to reflect the costs and contributions.
  - Page 3.1, line 31 – The computer expenses include funding for an Information System Coordinator contract position as the IT requirements of the Regional District have exceeded our in house expertise and the current contractor that provides on-call IT services is no longer available to assist us.
  - Page 3.1, line 42 – An amount of \$5,000 has been setup for costs of conducting committee meetings such as Salmon Beach, Bamfield Water, the Fire Departments, and the Parks Commissions as recommended by the CAO.
  - Page 3.2, line 66 – A consultant has provided us an estimate for the board room renovations with a total cost of \$85,000. This includes \$60,000 for the renovation itself and \$25,000 in audio/visual improvements and furniture. Staff recommends that an additional \$50,000 be contributed to the capital fund to cover the cost of this renovation and that the remainder be spent out of the existing capital fund balance.

- **Grants-in-aid** – There are three applications that have been deferred and therefore have not been included to date; Chamber of Commerce for \$13,000, Canadian Red Cross Society \$5,015, and West Coast Aquatic for \$52,000. A decision on these applications is requested.
  - **Sproat Lake Marine Patrol**, page 15, line 11 - The contribution from the Alberni Valley has been increased by \$2,000 to a total of \$28,000 to ensure the program is able to continue at operate at the same capacity as it has in the past couple of years. This increase was recommended by Director Penny Cote of Sproat Lake.
- **Regional Parks**, page 8, line 19 – A Regional Trails & Parks Plan has been budgeted for \$50,000 and will be paid for using an existing capital reserve fund.
- **Regional Planning**, page 9.1, line 25 – Aerial photos are planned for 2012 in partnership with many other outside groups including Island Timberlands, Parks Canada and adjacent Regional Districts. The Regional District share of the photos is \$50,000 and the cost is shared between Regional and Rural planning. This project is undertaken every five years.
- **Building Inspection**, page 10, line 3 – Revenues from building permits returned to an average level in 2011 after a peak in 2010. This decrease in revenues resulted in an increased tax requisition in 2012. Staff will be reviewing building inspection fees this year and will bring a report to the Board for your consideration.
- **Electoral Area Administration**, page 11, line 20 & 21 - We are continuing to accumulate the gas tax rebate money and the associated interest. At the end of 2011 we have approximately \$2.1 million dollars and we will be receiving an addition \$900,000 over the next two years.
  - At the October Board of Directors meeting \$800,000 was committed to a Beaver Creek water upgrade, but this is dependant of the conversion of the Beaver Creek Improvement District.
  - The Board has previously stated that the main priorities for the gas tax funding include water systems and implementation of the Solid Waste Management Plan.
- **Management of Development – Rural Areas**, page 12.1 – 2011 has been an ambitious year with the Official Community Plans being reviewed in Bamfield, Beaufort, Sproat Lake, Beaver Creek and Cherry Creek. These projects are all well on their way and are expected to be presented to the Board of Directors in the spring of 2012. It has been determined that an additional \$5,000 will be required to complete the Bamfield OCP project with Vancouver Island University as the cost of the travel required for the open houses is more than expected. If the Board does not want to increase the requisition amount then \$5,000 of the zoning bylaw rewrite could be transferred to 2013.
- **Vancouver Island Regional Library**, page 13, line 2 – At the February 1, 2012 Electoral Area Directors meeting a motion was passed to recommend to the Board of Directors that the establishing bylaw apportionment be changed from 100% land and improvements to 50% population and 50% land and improvements. Staff is preparing a report of the procedure required to make this amendment and will present it later this spring. This amendment cannot be completed in time for the 2012 budget as the Inspector must approve the amendment before adoption.
- **Alberni Valley Emergency Planning**, page 14 – There has been discussions in the past regarding the purchase of a generator for the Regional District office or possibly sharing a generator with the City of Port Alberni. No money has been budgeted for this in the 2012-2016 Financial Plan

as the budget for emergency planning has already increased due to the amount of public education that occurred last year. A preliminary estimate of \$55,000 was received for a generator for the Regional District office only. If the Board desires to purchase this equipment this year then a motion is required to include this equipment in the budget.

- **Alberni Valley Landfill**, page 16, line 5 – A review of the tipping fees needs to be completed this year as both Nanaimo and Comox-Stratchona are increasing their rates. Staff will prepare a report for the Board later this spring.
  - Page 16, line 14 – The Bamfield Transfer Station budget is estimated at \$63,000 for 2012 and the Bamfield electoral area will pay \$60,000 of the \$76,000 tax requisition for this service.
- **Alberni Valley Regional Airport**, page 17.1, line 34 – Infrastructure improvement of \$100,000 have been planned for 2012 including removing trees, leveling the ground and planting grass on both sides of the air strip. This large project will reduce the amount of maintenance required in future years.
- **Alberni Valley Tourism Marketing**, page 18 – The 2% hotel room tax lapsed on January 31<sup>st</sup>, 2012. The program is now in the process of being wound down by the Alberni Valley Tourism committee.
- **Alberni Valley Water Study**, page 19 – An additional \$5,000 has been requisitioned from both Beaver Creek and Cherry Creek to continue with the study. The City of Port Alberni is also budgeting for some water study costs separately.
- **Custom Transit**, page 20, line 8 - The proposed budget by BC Transit has decreased by 3.6% but in a letter from them they recommend building in a contingency to mitigate the risks of unanticipated costs. The Regional District proposed budget includes a 1% contingency.
- **Long Beach Airport**, page 22, line 14 - Reduced labour costs by \$12,000 as Manager Environmental Services wage allocation was reviewed and it was determined that only 10% of his time will be spent on LBA in 2012 as opposed to the 20% that was originally allocated.
  - Page 22, line 16 - Increased operations contract by \$12,000 to recognize the increased amount of time the contract manager will spend overseeing the ACAP runway repaving project.
  - Page 22.2, line 62 – The runway sweeper budget has been reviewed and it was determined that \$225,000 would be an adequate budget, therefore a motion to reduce the budget by \$75,000 has been included.
- **West Coast Emergency Planning**, page 23 – Although this is one service the costs of Bamfield and Long Beach's programs are tracked separately and each area is taxed only for the costs associated with their specific program.
- **West Coast Landfill**, page 25.2, line 57 – Parks Canada is requiring that an environmental assessment be completed before the power line improvement work is performed therefore an additional \$3,000 is required for this project.
- **Arena Parcel Tax** – The 2012 arena parcel tax for the City of Port Alberni, Sproat Lake, Beaver Creek & Cherry Creek is \$27.61 per parcel.

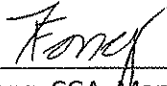
- **Fire Departments** – The Fire Chiefs of Sproat Lake, Beaver Creek, and Bamfield have all expressed a desire to continue the contract with the Fire Services Coordinator for an additional six months and have budgeted for this expense in their operating grant amounts.
  - **Bamfield Volunteer Fire Protection** – The contract with Huu-ay-aht First Nations for fire protection expires in June and it is unknown at this time if the contract will be renewed and if it is renewed what the value of the contract will be, therefore a motion to remove the contract has been recommended. The budget will be amended if the contract is renewed, based on the figures in the agreement, and the operating grant to the fire department will be adjusted accordingly.
  - **Mountain Ranch Road Fire Protection**, page 32 & **Granville Road Fire Protection**, page 60 – the requisitions have been increased this year to match the tax rate of the Beaver Creek Fire Department of \$0.784 per \$1,000 of assessed values.
  - **Sproat Lake Volunteer Fire Department**, page 52.1 – a seismic upgrade of the Harold Bishop Fire Hall is planned for 2012 with \$200,000 of grant money coming from the Provincial government.
- **Bamfield Water System**, page 30 – The 2012 has been reviewed and recommended by the Bamfield Water Committee.
- **Millstream Water System**, page 34, line 20 – The reservoir cleaning costs have been determined to be \$53,000 and therefore a motion to increase the amount by \$33,000 has been included.
- **Salmon Beach**, pages 35-41 – The Salmon Beach proposed budget was presented to their residents by the Salmon Beach Committee at both their May and September general meetings.
  - **Salmon Beach Power**, page 36 – nearly 1/3 of the Salmon Beach owners prepaid their power parcel tax and therefore only the remaining owners are responsible for the debt. The cost per parcel in 2012 is \$269.13.
  - **Salmon Beach Sewage**, page 39, line 22 – The 2012 budget includes \$125,000 worth of sewage upgrades that are required to address the issues that the current system is experiencing.
- **Sproat Lake Community Park**, page 49 – This is a draft budget as the Sproat Lake Parks Commission has not yet provided their budget for 2012. The budget has been created to keep the tax requisition similar to that of the prior year.
- **Parks & Recreation contributions**, pages 50, 58 & 62 – The City of Port Alberni has kept the contribution amounts the same as in the prior year but express a desire to increase the contribution amounts from the Alberni Valley electoral areas in the future.

#### **Tax Summary:**

The following is a summary of the preliminary tax requisitions by area with comparisons to 2011:

Area	2012 Tax Requisition	2011 Tax Requisition	% Changes
City of Port Alberni	\$698,396.00	\$709,622.00	-1.61%
District of Tofino	\$406,586.00	\$398,165.00	+2.11%
District of Ucluelet	\$246,150.00	\$241,337.00	+1.99%

Area A – Bamfield	\$346,011.00	\$359,834.00	-3.99%
Area B – Beaufort	\$67,887.00	\$63,141.00	+7.52%
Area C – Long Beach	\$612,110.00	\$715,167.00	-16.84%
Area D – Sproat Lake	\$1,014,796.00	\$933,183.00	+8.75%
Area E – Beaver Creek	\$515,774.00	\$506,077.00	+1.92%
Area F – Cherry Creek	\$296,277.00	\$265,451.00	+11.61%

Submitted by:   
Teri Fong, CGA, Manager of Finance

Approved by:   
Russell Dyson, Chief Administrative Officer



Alberni-Clayoquot Regional District

**Bylaw No. F1100**

---

***A bylaw to adopt the 2012 to 2016 Financial Plan***

The Board of Directors for the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“2012 to 2016 Financial Plan Bylaw No. F1100”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the 2012 to 2016 Financial Plan.

Read a first time this                      22<sup>nd</sup>   day of                      February, 2012.

Read a second time this                      day of                      , 2012.

Read a third time this                      day of                      , 2012.

Adopted this                      day of                      , 2012.

\_\_\_\_\_  
Chairperson

\_\_\_\_\_  
Chief Administrative Officer

