



## Electoral Area Directors Committee Meeting

Thursday, February 23, 2023

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

1:30 pm

### Regular Agenda

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Watch the meeting live at <https://www.acrd.bc.ca/events/23-2-2023/>

Register to participate via Zoom Webinar at:

[https://portalberni.zoom.us/webinar/register/WN\\_YtZyklwQ3iHU2illa6pAQ](https://portalberni.zoom.us/webinar/register/WN_YtZyklwQ3iHU2illa6pAQ)

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- |   | <b>PAGE #</b> |
|---|---------------|
| <b>1. <u>CALL TO ORDER</u></b>  |               |
| <b>Recognition of Territories.</b>  |               |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. |               |
| Introductions - Committee Members and Staff present in the Boardroom.   |               |
| <b>2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2023</u></b>  |               |
| <b>3. <u>APPROVAL OF AGENDA</u></b><br><i>(motion to approve, including late items requires 2/3 majority vote)</i>                  |               |
| <b>4. <u>MINUTES</u></b>  |               |
| a. <b>Electoral Area Directors Committee Meeting held November 3, 2022</b>  | <b>3 – 4</b>  |
| <i>THAT the minutes of the Electoral Area Directors Committee meeting held on November 3, 2022 be received.</i>                     |               |
| <b>5. <u>REQUEST FOR DECISIONS</u></b>  |               |
| a. <b>REQUEST FOR DECISION</b><br>Annual Review – Electoral Area Directors Committee Terms of Reference, 2023                       | <b>5 – 8</b>  |

*THAT the Electoral Area Directors Committee re-confirm their Terms of Reference for 2023 as presented.*

**b. REQUEST FOR DECISION**

**9 - 25**

**2023 – 2027 Draft Financial Plan – Electoral Area Sub Regional Services**

*THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget, as presented, be included in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the Electoral Area Directors Committee recommend the Electoral Area Administration proposed budget, as presented, be included in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the Electoral Area Directors Committee recommend the Management of Development – Rural Areas proposed budget, as presented, be included in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the Electoral Area Directors Committee recommend the Vancouver Island Regional Library proposed budget, as presented, be included in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.*

**6. REPORTS**

**7. LATE BUSINESS**

**8. QUESTION PERIOD**

**Questions/Comments from the public:**

- **Participating in Person in the Board Room**
- **Participating in the Zoom meeting**
- **Emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca)**

**9. ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 30, 2022

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

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- DIRECTORS PRESENT:** Penny Cote, Director, (Chair) Electoral Area “D” (Sproat Lake)  
Bob Beckett, Director, (Vice-Chair), Electoral Area “A” (Bamfield)  
Fred Boyko, Director, Electoral Area “B” (Beaufort)  
Susan Roth, Director, Electoral Area “E” (Beaver Creek)
- REGRETS:** Vaida Siga, Director, Electoral Area “C” (Long Beach)
- STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Mike Irg, General Manager of Planning & Development  
Alex Dyer, Planning Manager  
Amy Anaka, Planner  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/30-11-2022/>

### 1. **CALL TO ORDER**

The Chairperson called the meeting to order at 1:33 pm.

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions- Committee Members and Staff present in the Boardroom.

### 2. **APPROVAL OF AGENDA**

*MOVED: Director Beckett*

*SECONDED: Director Boyko*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. **MINUTES**

- a. **Electoral Area Directors Committee Meeting – July 27, 2022.**

*MOVED: Director Boyko*  
*SECONDED: Director Beckett*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on July 27, 2022 be received.*

**CARRIED**

**4. REQUEST FOR DECISIONS**

- a. **Administrative Memorandum regarding Zoning Bylaw Review Project – November 2022 Update and next Steps.**

*MOVED: Director Boyko*  
*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee receive the Zoning Bylaw Review Project - November 2022 Update and Next Steps.*

**CARRIED**

**5. QUESTION PERIOD**

Questions/Comments from the public. The Executive Assistant advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

**6. ADJOURN**

*MOVED: Director Boyko*  
*SECONDED: Director Roth*

*THAT this meeting be adjourned 3:20 pm.*

**CARRIED**

Certified Correct:

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Penny Cote,  
Chairperson

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Daniel Sailland,  
Chief Administrative Officer



## REQUEST FOR DECISION

**To:** Electoral Area Directors Committee

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

**Meeting Date:** February 23, 2023

**Subject:** Annual Review – Electoral Area Directors Committee Terms of Reference, 2023

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**Recommendation:**

THAT the Electoral Area Directors Committee re-confirm their Terms of Reference for 2023 as presented.

**Desired Outcome:**

To review and re-confirm the terms of reference for the Electoral Area Directors Committee for 2023.

**Background:**

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a Committee.

The Electoral Area Directors Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that assists the ACRD Board of Directors with decision making including budget, policy, infrastructure needs and other issues related to electoral area services including Building Inspection, Management of Development – Rural Areas, Regional Library, Community Works Funding Allocation and Electoral Area Administration.

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. All amendments to a Committee's terms of reference require approval by the ACRD Board of Directors.

**Time Requirements – Staff & Elected Officials:**

Minimal

**Financial:**

n/a

**Strategic Plan Implications:**

n/a

**Policy or Legislation:**

*Local Government Act* and ACRD Procedures Policy applies.

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

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



## **Alberni-Clayoquot Regional District**

### **Terms of Reference Electoral Area Directors Committee**

#### **1. Purpose**

- 1.1 The Electoral Area Directors Committee has been established to consider issues and to make recommendations to the Alberni-Clayoquot Regional District (ACRD) Board pertaining to services paid for by one or more of the following electoral areas within the region: Electoral Area “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

#### **2. Duties/Mandate**

- 2.1 The Electoral Area Directors Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- Building Inspection
- Management of Development – Rural Areas
- Regional Library
- Community Works Funding Allocation
- Electoral Area Administration

- 2.2 The Committee will explore, consider and make recommendations to the Board on possible future services within the areas defined in section 1.1.

- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services with the areas defined in section 1.1.

- 2.4 Committee deliberations and recommendations to the ACRD Board of Directors will be guided by the ACRD’s Strategic Plan.

#### **3. Membership**

- 3.1 Membership on the Committee is as follows:

- Director - Electoral Area “A” (Bamfield)
- Director - Electoral Area “B” (Beaufort)
- Director - Electoral Area “C” (Long Beach)
- Director – Electoral Area “D” (Sproat Lake)

- Director – Electoral Area “E” (Beaver Creek)
- Director – Electoral Area “F” (Cherry Creek)

#### **4. Appointment and Term**

- 4.1 The appointment and term of Committee Members coincides with the Director’s term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.

#### **5. Committee Chair & Vice-Chair**

- 5.1 The Committee will elect a Chair and Vice-Chair from amongst its Members at the first meeting of each year.

#### **6. Meeting Procedures**

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.
- 6.2 A quorum for a meeting of the Committee shall be the majority of the Members of the Committee.
- 6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedure Bylaw.

#### **7. Reporting to the Board**

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

#### **8. Resources**

- 8.1 On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.

**Terms of Reference – Electoral Area Directors Committee - 2023**

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- 8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

<b>Approved by the ACRD Board:</b>	November 12, 2015
<b>Revised by the Board:</b>	February 10, 2021





## REQUEST FOR DECISION

**To:** Electoral Area Directors Committee

**From:** Teri Fong, CPA, CGA, Chief Financial Officer

**Meeting Date:** February 23, 2023

**Subject:** 2023-2027 Draft Financial Plan – Electoral Area Sub-Regional Services

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### Recommendation:

***THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget, as presented, be included in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the Electoral Area Directors Committee recommend the Electoral Area Administration proposed budget, as presented, be included in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the Electoral Area Directors Committee recommend the Management of Development – Rural Areas proposed budget, as presented, be included in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the Electoral Area Directors Committee recommend the Vancouver Island Regional Library proposed budget, as presented, be included in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.***

### Desired Outcome:

To provide an opportunity for the Electoral Area Directors to ask questions and then confirm support for electoral area sub-regional services for inclusion in the first reading of the 2023-2027 Alberni-Clayoquot Regional District Financial Plan bylaw.

### Summary:

Staff presented an overview of the Draft 2023-2027 ACRD Financial Plan to the Committee of the Whole on February 9, 2023. At that meeting all services were discussed though in-depth questions were asked to be held to these later meetings to provide an opportunity for service participants to learn more about the draft plan. This meeting provides an opportunity for Directors to ask more service specific questions, request further information and make changes prior to the drafting of the bylaw. The Electoral Area Services section of the draft financial plan has been extracted from the overall plan and is included as part of this report. Each service will be discussed independently and then at the conclusion of each discussion staff will be requesting the Directors confirm that the service budget is ready for the draft bylaw. This report is to further the discussion regarding the following services:

- Building Inspection
- Electoral Area Administration
- Management of Development – Rural Areas
- Vancouver Island Regional Library

**Financial:**

The overall financial implications of the existing plan including the components discussed in this report can be found on the ACRD’s website using the following link: [2023-2027 Draft Financial Plan](#).

**Strategic Plan Implications:**

Numerous Strategic Plan targets are included in the work plans for these services. For a detailed listing of 2023 targets included in the Draft Financial Plan please refer to the 2021 Strategic Plan section, pages 14-18, of the 2023-2027 Draft Financial Plan found in the link above.

**Policy or Legislation:**

The *Local Government Act* requires that the Regional District annually adopt a five-year financial plan by March 31<sup>st</sup> following a public consultation process.

**Options Considered:**

If the Committee wishes to amend any of these services prior to directing staff to incorporate them into the first reading of 2023-2027 ACRD Financial Plan Bylaw, then the following motion template is recommended:

***That the Electoral Area Directors Committee amend the \_\_\_\_\_ service, to be included in the 2023-2027 Alberni-Clayoquot Regional District Financial Plan, as follows: \_\_\_\_\_.***

Submitted by: Teri Fong  
Teri Fong, CPA, CGA, Chief Financial Officer

Reviewed by: Wendy Thomson  
Wendy Thomson, General Manager of Administrative Services

Approved by: Daniel Sailland  
Daniel Sailland, MBA, Chief Administrative Officer



## Building Inspection

### Budget Highlights

Building Bylaw PS1011 was adopted in May 2021 to improve efficiencies in the delivery of the building inspection service, modernize and update the bylaw, and to update application fees. Based on building permit activity in 2022 and new applications at the start of 2023, a high level of activity is anticipated again this year. Building Bylaw PS1011 included an increase in building permit fees as the Board provided direction to transition this service towards a more user pay model with less reliance on tax requisitions. Due to this change, there was an increase in building permit fees collected in 2022.

Administrative support – to keep up with the activity in this service the department has used temporary part time administrative support which, to date, has been funded by the COVID restart funding as well as the increased building permit fees. The draft plan includes a permanent addition to this part time support to help ensure the department is operating efficiently and the building inspectors can focus on the technical components of the work. Due to the increased building permit fees this position has been added without tax implications in 2023.

### Financial Summary

2022 Requisition	2023 Requisition	Change \$	Change %
\$111,049	\$92,021	-\$19,028	-17.13%

There is no requisition limit on this service.

### Overview

This service provides building and plumbing inspection and enforcement. Permit applications are reviewed for compliance with the BC Building Code regulations and ACRD zoning and building bylaws. Woodstove inspection services for Wood Energy Technology Transfer Inc (WETT) are also provided through this service. Through contract, the ACRD provides building inspection periodically for the City of Port Alberni as well as for some Treaty First Nation in the ACRD.



## Legislation

This service was established soon after the creation of the Regional District and is administered through Building Bylaw PS1011.

## Participants

All Electoral Areas

## Operating Budget

Service	Account Type	GLCategory	2022 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
040 - Building Inspection Services	Revenues	101 - Appropriated Surplus from Prior Years	(\$9,000)	(\$9,000)					
		103 - Conditional Grant	(\$3,084)	(\$1,000)	(\$1,000)	(\$1,020)	(\$1,040)	(\$1,104)	(\$1,126)
		106 - Contracts with Other Governments	(\$10,107)						
		121 - Other Sources	(\$1,551)						
		124 - Fees & Charges	(\$189,693)	(\$115,000)	(\$120,000)	(\$122,400)	(\$124,848)	(\$140,716)	(\$143,531)
		126 - Surplus (Deficit) from Prior Years	(\$40,435)	(\$40,435)	(\$87,598)				
		127 - Tax Requisition	(\$111,049)	(\$111,049)	(\$92,021)	(\$213,865)	(\$224,269)	(\$227,790)	(\$242,402)
		<b>Total</b>	<b>(\$364,918)</b>	<b>(\$276,484)</b>	<b>(\$300,620)</b>	<b>(\$337,285)</b>	<b>(\$350,157)</b>	<b>(\$369,611)</b>	<b>(\$387,058)</b>
	Expenses	220 - Contribution to Capital Fund	\$1,551		\$2,000	\$2,040	\$2,081	\$2,122	\$5,412
		247 - Labour & Benefits	\$251,524	\$230,984	\$252,120	\$288,215	\$300,506	\$313,417	\$326,894
		250 - Legal Costs	\$374	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
		256 - Office Operations	\$9,816	\$15,000	\$16,000	\$16,320	\$16,646	\$16,979	\$17,319
		257 - Operating Costs	\$14,056	\$10,500	\$10,500	\$10,710	\$10,924	\$17,092	\$17,434
		<b>Total</b>	<b>\$277,320</b>	<b>\$276,484</b>	<b>\$300,620</b>	<b>\$337,285</b>	<b>\$350,157</b>	<b>\$369,611</b>	<b>\$387,058</b>
	<b>Total</b>		<b>(\$87,598)</b>						



Building Inspection Capital Budget

CAPITAL FUND	2022 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Balance, beginning of year	\$ 108,915	\$ 108,915	\$ 74,668	\$ 61,038	\$ 63,578	\$ 20,959	\$ 23,281
Contribution from operating fund	-	-	2,000	2,040	2,081	2,122	5,412
Interest earnings	1,551	600	500	500	300	200	200
<i>Less - capital expenditures</i>							
CityView software upgrade	1,870	18,000	16,130	-	-	-	-
Vehicle	33,928	45,000	-	-	45,000	-	-
Total capital expenditures	35,798	63,000	16,130	-	45,000	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 74,668</b>	<b>\$ 46,515</b>	<b>\$ 61,038</b>	<b>\$ 63,578</b>	<b>\$ 20,959</b>	<b>\$ 23,281</b>	<b>\$ 28,893</b>



## Electoral Area Administration

### Budget Highlights

The Electoral Area Directors will continue to have the ability in 2023 to mail out information pamphlets to their constituents regarding activities, programs, and services within their electoral areas. Funds have also been budgeted for Electoral Area Directors to attend the Association of Vancouver Island and Coastal Communities Convention (AVICC) and Union of British Columbia Municipalities Convention (UBCM). In 2023, the AVICC Convention will be held in Nanaimo and the UBCM Convention will be held in Vancouver.

*2023 By-Election* - General local elections are held every four years on the third Saturday in October. The last general local election was held on October 15, 2022. The ACRD conducts elections in the six electoral areas in the region. All election costs including additional staff resources are budgeted through this service. In November 2022, the Supreme Court of BC ruled the October election of director for Electoral Area “F” (Cherry Creek) invalid due to the close vote and several incomplete voter registration forms. A by-election for director of Cherry Creek will be held on Saturday, March 11, 2023.

*Canada Community-Building Funds* – A more comprehensive approach to the allocation of CCBF was developed in 2022 and the draft 2023-2027 financial plan has included those identified priorities. UBCM and the Federal Government have requested that most of the existing funds be spent by March 31, 2024. These projects are budgeted in 2 ways; grants to outside organizations are budgeted in the operating budget whereas projects for ACRD services are budgeted using a reserve fund model. The Grants-in-Aid line in the EA Admin operating budget includes the following grants to outside organizations:

1. Sproat Lake Community Association Hall upgrade \$62,000 – this is the funds remaining from a previous allocation.
2. Sproat Lake Community Association multi-purpose court upgrade \$13,081 – this is the funds remaining from a previous allocation and this project is expected to be completed this spring.
3. Beaver Creek Community Club Hall upgrade \$8,220 – this is the funds remaining from a previous allocation and this project is expected to be completed this spring.
4. Cherry Creek Waterworks District for Cherry Creek Fire Hall \$600,000 – the Cherry Creek Fire Chief has advised the plan to begin construction in 2023 following a referendum for the remaining funding portion of the project.

The reserve fund includes the following 2023 projects:

1. Bamfield Centennial Park playground upgrade of \$100,000 – this project is recommended to be moved from 2025 to 2023 due to the safety concerns identified by the recent Municipal Insurance Association visit to the site.
2. Bamfield Development Plan of \$100,000 – this project is also subject to a current grant application.
3. Bamfield Liquid Waste Management Plan of \$145,800 – this project is underway and expected to be completed in 2023.



4. Bamfield Water System Upgrades of \$359,967 – this project is also subject to a current grant application. If successful, these funds will be reallocated to another project within the service area or available for reallocation to another project.
5. Beaver Creek Nordstrom Park Development of \$100,000 – this project was originally scheduled for 2022 however staff recommend that it be deferred to 2024 to provide time for a community consultation process that will occur in 2023 as part of the Park Management Plan development.
6. Beaver Creek Volunteer Fire Hall Upgrade of \$350,000 – this project is currently in the design stage.
7. Cherry Creek Maplehurst access development of \$240,468 – this project is currently awaiting permitting and is expected to proceed this year.
8. Climate Action Plan development of \$63,000 – this a new initiative identified in 2023 as a result of the Provincial requirements related to CleanBC 2030 initiative. This project will be a combination of staff time and consultant expertise.
9. Electoral Area Official Community Plan (OCP) development of \$92,000 – the budget of this project has been increased from \$50,000 to \$92,000 to fund the staff time for developing the OCP's.
10. GIS system for assessment management of \$100,000 – this project will leverage funds from other grant opportunities to further develop the asset management component of the ACRD's GIS system.
11. Long Beach Airport water system upgrades of \$107,963 – this is a continuation of a previous project to upgrade the fire suppression system.
12. Millstream water system upgrades of \$39,237 – this project has been delayed until 2024 due high construction costs for small projects. The project was tendered in late 2022 and it was decided to wait until 2024 to see if better pricing would result.
13. Parks and trail signage of \$50,000 – this project will proceed upon finalization of the signage guidelines.
14. Parks management plans of a total of \$125,000 – this project is spread out over four years and park management plans will be created for both regional and community park amenities.
15. Sproat Lake Volunteer Fire Department Hall #3 Harold Bishop upgrade of \$500,000 – this project is also subject to a current grant application.
16. West Coast Multi-Use Path of \$731,990 – this project is shovel ready and waiting for other grant funding in order to complete.

### Financial Summary

2022 Requisition	2023 Requisition	Change \$	Change %
\$116,164	\$97,146	-\$19,019	-16.37%

There is no requisition limit on this service.



### Overview

This service includes the administration of Canada's Community-Building Fund. In addition, the costs for mail outs including newsletters to the individual electoral areas and elections are paid for through this service.

### Legislation

Section 338(2)(b) of the *Local Government Act* provides the authority for this service.

### Participants

All Electoral Areas





Operating Budget

Service	Account Type	GL Category	2022 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	
015 - Electoral Area Administration	Revenues	101 - Appropriated Surplus from Prior Years	(\$183,803)	(\$183,803)	(\$683,301)					
		103 - Conditional Grant	(\$485,994)	(\$483,700)	(\$504,900)	(\$504,920)	(\$504,940)	(\$505,004)	(\$505,026)	
		121 - Other Sources	(\$148,655)	(\$40,000)	(\$20,000)	(\$20,000)	(\$20,000)	(\$40,000)	(\$20,400)	
		126 - Surplus (Deficit) from Prior Years	(\$1,536)	(\$1,536)	(\$20,318)					
		127 - Tax Requisition	(\$116,164)	(\$137,665)	(\$97,146)	(\$109,987)	(\$114,778)	(\$180,385)	(\$136,250)	
		135 - Transfer from Stabilization Reserve	(\$45,000)	(\$45,000)						
		136 - Transfer from Community-Building Fund Reserve	(\$167,228)	(\$147,300)						
		<b>Total</b>	<b>(\$1,148,380)</b>	<b>(\$1,039,004)</b>	<b>(\$1,325,664)</b>	<b>(\$634,907)</b>	<b>(\$639,718)</b>	<b>(\$725,389)</b>	<b>(\$661,676)</b>	
	Expenses	206 - Area 'A' - Bamfield Administration			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,020
		207 - Area 'B' - Beaufort Administration			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,020
		208 - Area 'D' - Sproat Lake Administration	\$1,445	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,060
		209 - Area 'F' - Cherry Creek Administration	\$268	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,040
		210 - Area 'C' - Long Beach Administration			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,020
		211 - Area 'E' - Beaver Creek Administration			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,020
		220 - Contribution to Capital Fund	\$86,608		\$523,900	\$523,900	\$523,900	\$523,900	\$523,900	\$534,378
		224 - Elected Official's Costs	\$22,608	\$37,000	\$37,000	\$37,740	\$38,495	\$39,838	\$40,851	
		226 - Elections/Referenda	\$106,477	\$80,000	\$12,000			\$80,000		
		240 - Grants-in-Aid	\$150,502	\$833,803	\$683,301					
		247 - Labour & Benefits	\$76,854	\$79,201	\$60,464	\$64,267	\$68,324	\$72,651	\$77,267	
		<b>Total</b>	<b>\$444,762</b>	<b>\$1,039,004</b>	<b>\$1,325,664</b>	<b>\$634,907</b>	<b>\$639,718</b>	<b>\$725,389</b>	<b>\$661,676</b>	
		<b>Total</b>		<b>(\$703,619)</b>						



CANADA COMMUNITY-BUILDING FUND							
RESERVE	2022 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Balance, beginning of year	\$ 3,774,902	\$ 3,753,401	\$ 3,593,872	\$ 1,169,384	\$ 239,347	\$ 691,747	\$ 1,197,747
Contribution from operating fund	-	-	523,900	523,900	523,900	523,900	534,378
Contribution to operating fund	167,229	-	-	-	-	-	-
Interest earnings	86,608	18,800	17,800	5,300	3,500	7,100	11,000
<i>Less - project allocations</i>							
Alberni Valley Electoral Areas flood plain bylaw	-	-	-	100,000	-	-	-
Bamfield Centennial Park playground upgrade	-	-	100,000	-	-	-	-
Bamfield Development Plan	-	-	100,000	-	-	-	-
Bamfield Liquid Waste Management Plan	4,200	150,000	145,800	-	-	-	-
Bamfield Water System upgrades	-	359,967	359,967	500,000	-	-	-
Bamfield westside fire hall upgrade	-	-	-	400,000	-	-	-
Beaver Creek Community Park - Nordstrom park development	-	100,000	-	100,000	-	-	-
Beaver Creek Volunteer Fire Dept hall upgrade	-	-	350,000	-	-	-	-
Broadband connectivity study	-	-	-	20,000	-	-	-
Cherry Creek Maplehurst access development	9,532	250,000	240,468	-	-	-	-
Climate Action Plan development	-	-	63,000	-	-	-	-
Electoral Area Official Community Plan development	-	-	92,000	50,000	50,000	-	-
GIS system for asset management - capacity building	-	100,000	100,000	-	-	-	-
Great Central Lake boat launch & parking	-	-	-	200,000	-	-	-
Long Beach Airport water system upgrades	46,177	154,140	107,963	-	-	-	-
Millstream Water System upgrades	40,500	79,737	-	39,237	-	-	-
Parks and trails signage	-	50,000	50,000	-	-	-	-
Parks management plans	-	25,000	25,000	50,000	25,000	25,000	-
Sproat Lake Volunteer Fire Dept hall #3 upgrade	-	500,000	500,000	-	-	-	-
West Coast Multi Use Path	-	731,990	731,990	-	-	-	-
Total capital expenditures	100,409	2,500,834	2,966,188	1,459,237	75,000	25,000	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 3,593,872</b>	<b>\$ 1,271,367</b>	<b>\$ 1,169,384</b>	<b>\$ 239,347</b>	<b>\$ 691,747</b>	<b>\$ 1,197,747</b>	<b>\$ 1,743,125</b>



Electoral Area Administration Rate Stabilization

ELECTORAL AREA ADMINISTRATION	2022 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
<b>STABILIZATION RESERVE</b>							
Balance, beginning of year	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ -	\$ -	\$ -
Contribution from operating budget	-	-	-	-	-	-	-
Interest earnings	-	-	-	-	-	-	-
Transfer to operating budget	45,000	45,000	-	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



## Management of Development – Rural Areas

### Budget Highlights

This service has been very active over the past few years with several projects underway or planned for 2023. The primary focus in the first half of the year is the completion of the Zoning Bylaw Review project and associated minor amendments to the Official Community Plans (OCPs). Additional projects include the Bamfield Development Plan and implementing a multi-year project to undertake comprehensive updates to all six Electoral Area Official Community Plans.

Development activity continues to be significant and development application numbers are anticipated to be comparable to 2022. The number of development permit and temporary use permit applications have both increased over the past few years with further increases in development permits anticipated following updates to the area OCPs. Between subdivision and rezoning applications there are 137 potential new lots under various stages of approval. Based on the number of current rezoning applications and public hearings involved with the Zoning Bylaw Review and OCP amendments, planning staff expect to hold up to 27 public hearings over the next year.

Junior Planner – over the past couple of year the ACRD has had many 6-month temporary postings for a Junior Planner. This position has been mostly grant funded with Provincial COVID Restart Funding and other UBCM grant programs offsetting the costs as the department completed some longer-term planning exercises such as the Housing Needs Report. There is approximately \$32,000 worth of COVID Restart Funding remaining to allocate towards this temporary position in 2023. Based on the temporary nature of these postings there has been significant turnover in staff as people look for permanent employment. This approach has resulted in significant time being required to recruit and train staff and is proving to be relatively ineffective.

In an attempt to retain staff to maintain a level of service equal with the development activity in the region, the 2023 draft plan includes a permanent Junior Planner position starting in July. This would assist in processing the significant number of applications the ACRD has been receiving and enable existing staff to focus on the many long-term projects such as the Zoning Bylaw Review and OCP updates. Staff propose increasing planning application fees to assist in offsetting these additional resource costs.

### Grants

The following Canada Community Building Funding (CCBF) has been allocated to the following projects in 2023:

- Bamfield Development Plan - \$100,000. A grant application for this project has also been submitted and will replace the CCBF funding if successful.
- Electoral Area OCP Development - \$92,000. This allocation of CCBF funding has been increased from \$50,000 as originally budgeted in 2022 because the funding will be used to offset the costs of the Planner's wages while working on the project. A grant application for this project has also been submitted and will replace the CCBF funding if successful.



### Financial Summary

2022 Requisition	2023 Requisition	Change \$	Change %
\$450,035	\$551,449	\$101,414	22.53%

There is no requisition limit on this service.

### Overview

This service provides development planning for all electoral areas of the Regional District. Official Community Plan and Zoning Bylaw updates are part of this service. Development applications for Official Community Plan amendments, zoning map and text amendments, development permits, temporary use permits, and development variance permits are reviewed by Planning staff and recommendations are made to the Board of Directors. The Board of Variance is also administered through this service and local governments are required to provide a budget for the Board of Variance.

### Legislation

The authority for this service comes from the *Local Government Act*, primarily within Part 14.

### Participants

All Electoral Areas



Operating Budget

Service	Account Type	GLCategory	2022 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
080 - Development-Rural Areas	Revenues	101 - Appropriated Surplus from Prior Years	(\$72,000)	(\$72,000)	(\$32,660)				
		103 - Conditional Grant	(\$12,498)	(\$5,000)	(\$7,000)	(\$7,140)	(\$7,283)	(\$7,428)	(\$5,520)
		106 - Contracts with Other Governments	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)
		121 - Other Sources	(\$1,927)						
		124 - Fees & Charges	(\$56,311)	(\$45,000)	(\$50,000)	(\$51,000)	(\$52,020)	(\$53,060)	(\$54,122)
		126 - Surplus (Deficit) from Prior Years	(\$105,507)	(\$105,507)	(\$35,155)				
		127 - Tax Requisition	(\$450,035)	(\$450,035)	(\$551,449)	(\$671,210)	(\$702,947)	(\$736,550)	(\$773,857)
		136 - Transfer from Community-Building Fund Reserve			(\$192,000)	(\$150,000)	(\$50,000)		
		<b>Total</b>	<b>(\$705,278)</b>	<b>(\$684,542)</b>	<b>(\$875,264)</b>	<b>(\$886,350)</b>	<b>(\$819,249)</b>	<b>(\$804,039)</b>	<b>(\$840,500)</b>
	Expenses	202 - Engagement	\$10,969	\$10,000	\$11,000	\$11,220	\$11,444	\$11,673	\$11,907
		216 - Committee Expenses	\$2,300	\$2,000	\$2,500	\$2,550	\$2,601	\$2,653	\$2,706
		218 - Consultant Costs	\$2,394	\$30,000	\$5,000	\$5,100	\$5,202	\$5,306	\$5,412
		220 - Contribution to Capital Fund	\$3,927	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
		247 - Labour & Benefits	\$546,748	\$575,542	\$634,714	\$644,129	\$675,324	\$708,235	\$742,920
		250 - Legal Costs	\$19,003	\$20,000	\$25,000	\$25,500	\$26,010	\$26,530	\$27,061
		256 - Office Operations	\$17,340	\$23,000	\$23,000	\$23,460	\$23,929	\$24,408	\$24,896
		257 - Operating Costs	\$33,723	\$22,000	\$22,050	\$22,391	\$22,739	\$23,233	\$23,598
		260 - Project Expenses	\$1,060		\$150,000	\$150,000	\$50,000		
		<b>Total</b>	<b>\$637,463</b>	<b>\$684,542</b>	<b>\$875,264</b>	<b>\$886,350</b>	<b>\$819,249</b>	<b>\$804,039</b>	<b>\$840,500</b>
	<b>Total</b>		<b>(\$67,815)</b>						



Management of Development – Rural Areas Capital Budget

CAPITAL FUND	2022 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
Balance, beginning of year	\$ 91,458	\$ 91,458	\$ 93,815	\$ 76,185	\$ 33,625	\$ 30,906	\$ 28,314
Contribution from operating fund	2,000	2,000	2,000	2,040	2,081	2,208	2,252
Interest earnings	1,927	600	600	400	200	200	200
<i>Less - capital expenditures</i>							
LIDAR updates^	-	5,000	5,000	5,000	5,000	5,000	5,000
CityView software upgrade	1,570	16,800	15,230	-	-	-	-
Mapping software^	-	-	-	-	-	-	-
Vehicle	-	-	-	40,000	-	-	-
Total capital expenditures	1,570	21,800	20,230	45,000	5,000	5,000	5,000
<b>BALANCE, END OF YEAR</b>	<b>\$ 93,815</b>	<b>\$ 72,258</b>	<b>\$ 76,185</b>	<b>\$ 33,625</b>	<b>\$ 30,906</b>	<b>\$ 28,314</b>	<b>\$ 25,766</b>
^costs shared with Regional Planning							



## Vancouver Island Regional Library

### Budget Highlights

The Vancouver Island Regional Library (VIRL) Board of Trustees adopted their 2023 Budget on September 24, 2022. A link to VIRL's website and their 2023 Budget can be found by clicking [here](#).

### Financial Summary

2022 Requisition	2023 Requisition	Change \$	Change %
\$513,212	\$559,935	\$46,723	9.10%

There is no requisition limit on this service.

### Overview

The purpose of this service is to provide funding from the six electoral areas for annual contributions to the Vancouver Island Regional Library (VIRL) which administers the service on behalf of 28 member municipalities and 10 regional districts. The member municipalities of the regional district fund their portion of the VIRL budget through their municipal budgets.

### Legislation

This service was established with Bylaw No. 896 in 1994.

### Participants

All Electoral Areas





Operating Budget

Service	Account Type	GLCategory	2022 Actual	2022 Budget	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget
083 - Vancouver Island Library Service	Revenues	103 - Conditional Grant	(\$14,275)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,100)	(\$5,202)
		126 - Surplus (Deficit) from Prior Years	(\$10,866)	(\$10,866)	(\$11,412)				
		127 - Tax Requisition	(\$513,212)	(\$513,212)	(\$559,935)	(\$594,753)	(\$609,710)	(\$622,145)	(\$634,845)
		<b>Total</b>	<b>(\$538,353)</b>	<b>(\$529,078)</b>	<b>(\$576,347)</b>	<b>(\$599,753)</b>	<b>(\$614,710)</b>	<b>(\$627,245)</b>	<b>(\$640,047)</b>
	Expenses	247 - Labour & Benefits	\$3,053	\$4,078	\$4,347	\$4,644	\$4,961	\$5,301	\$5,665
		257 - Operating Costs	\$523,888	\$525,000	\$572,000	\$595,109	\$609,748	\$621,943	\$634,382
		<b>Total</b>	<b>\$526,941</b>	<b>\$529,078</b>	<b>\$576,347</b>	<b>\$599,753</b>	<b>\$614,710</b>	<b>\$627,245</b>	<b>\$640,047</b>
	<b>Total</b>		<b>(\$11,412)</b>						