



Alberni Valley & Bamfield Services Committee Meeting

Thursday, February 20, 2025

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

10:00 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/20-2-2025/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_M66l4UvIS9K_9abcDIVTRA#/registration

PAGE

1. **CALL TO ORDER**

Recognition of Territories.

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 and via Zoom.

2. **ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2025**

3. **APPROVAL OF AGENDA**

(motion to approve, including late items requires 2/3 majority vote)

4. **DECLARATIONS**

(conflict of interest)

5. **MINUTES**

- a. **Alberni Valley & Bamfield Services Committee Meeting held July 24, 2024** 4-6

THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on July 24, 2024 be adopted.

- b. **Alberni Valley & Bamfield Services Committee Meeting held October 16, 2024** 7-9

THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on October 16, 2024 be adopted.

6. REQUEST FOR DECISIONS

- a. **REQUEST FOR DECISION** **10-14**
Annual Review – Alberni Valley/Bamfield Services Committee Terms of Reference, 2025.

THAT the Alberni Valley & Bamfield Services Committee re-confirm their Terms of Reference for 2025 as presented.

- b. **REQUEST FOR DECISION** **15-25**
TFN/ACRD Landfill Working Group – Implementation Options

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board support the TFN/ACRD Landfill Working Group proposed initiatives for 2025 as included in the Draft 2025-2029 Financial Plan.

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board direct staff to work on the development of a Memorandum of Understanding (MOU) with Tseshaht First Nation (TFN) regarding the Landfill Crown Tenure.

- c. **REQUEST FOR DECISION** **26-53**
2025-2029 Draft Financial Plan – Alberni Valley & Bamfield Services

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Aquatics Facility – proposed service budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Emergency Planning proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley & Bamfield Grants-in-Aid proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley & Bamfield Waste Management proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Regional Airport proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Regional Water – proposed service budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Custom Transit proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the McLean Mill Grant-in-aid proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Sproat Lake Marine Patrol proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

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**

9. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, JULY 24, 2024, 10:00 AM

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

DIRECTORS PRESENT: Deb Haggard, Chairperson, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

REGRETS: John Jack, Chief Councillor, Huu-ay-aht First Nations

STAFF PRESENT: Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Mike Irg, General Manager of Planning & Development
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/24-7-2024/>

1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:00 am.

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 and via Zoom.

2. **APPROVAL OF AGENDA**

MOVED: Director Cote

SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Alberni Valley & Bamfield Services Committee Meeting held June 19, 2024

MOVED: Director Cootes

SECONDED: Director Sparrow

THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on June 19, 2024 be adopted.

CARRIED

Director Minions entered the meeting at 10:08 am.

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

a. Request for Decision regarding Alberni Valley Aquatic Centre Governance – 2nd Discussion.

MOVED: Director Cootes

SECONDED: Director Sparrow

THAT the Alberni Valley & Bamfield Services Committee directs staff to add Uchucklesaht Tribe Government as a service participant to the draft Alberni Valley Aquatics Establishing Bylaw.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Beckett

THAT the Alberni Valley & Bamfield Services Committee directs staff to work with City of Port Alberni staff to develop options for location and operational model of a new Aquatic Centre for consideration by this Committee at a future meeting.

CARRIED

MOVED: Director Sparrow

SECONDED: Director Haggard

THAT the Alberni Valley & Bamfield Services Committee approve the design as presented by HCMA.

MOVED: Director Sparrow
SECONDED: Director Haggard

THAT the main motion be amended in bold as follows:
THAT the Alberni Valley & Bamfield Services Committee rescind the above motion as this motion was previously passed at the February 28, 2024 Alberni-Clayoquot Regional District Board of Directors meeting.

CARRIED

The main motion as amended was

CARRIED

8. REPORTS

9. LATE BUSINESS

10. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services 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.

11. ADJOURN

MOVED: Director Sparrow
SECONDED: Director Cootes

THAT the meeting be adjourned at 11:19 am.

CARRIED

Certified Correct:

Deb Haggard,
Chairperson

Heather Zenner,
Manager of Administrative Services



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, OCTOBER 16, 2024, 10:00 AM

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

DIRECTORS

PRESENT:

Deb Haggard, Chairperson, Councillor, City of Port Alberni
Bob Beckett, Director, Electoral Area "A" (Bamfield)
Fred Boyko, Director, Electoral Area "B" (Beaufort)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Susan Roth, Director, Electoral Area "E" (Beaver Creek)
Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)
Sharie Minions, Mayor, City of Port Alberni
John Jack, Chief Councillor, Huu-ay-aht First Nations
Moriah Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer
Teri Fong, Chief Financial Officer
Paulo Eichelberger, Solid Waste Manager
Cynthia Dick, General Manager of Administrative Services
Heather Zenner, Manager of Administrative Services
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:
<https://www.acrd.bc.ca/events/16-10-2024/>

1. CALL TO ORDER

The Chairperson called the meeting to order at 10:00am.

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 and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Cote

SECONDED: Director Sparrow

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Alberni Valley & Bamfield Services Committee Meeting held September 25, 2024

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the minutes of the Alberni Valley & Bamfield Committee meeting held on September 25, 2024 be adopted.

CARRIED

5. PETITIONS, DELEGATIONS & PRESENTATIONS

6. CORRESPONDENCE

7. REQUEST FOR DECISIONS

a. Request for Decision regarding Alberni Valley Aquatic Centre Governance – 3rd Discussion.

Director Jack left the meeting at 10:28am.

Director Jack re-entered the meeting at 10:40pm.

MOVED: Director Boyko

SECONDED: Director Roth

That the Alberni Valley & Bamfield Services Committee recommend the Board of Directors direct staff to schedule a Board of Directors tour of the Echo Aquatics facility.

CARRIED

MOVED: Director Jack

SECONDED: Director Boyko

The Alberni Valley and Bamfield Services Committee recommend the Board of Directors remove apportionment options one (converted land and improvements) and four (parcel tax).

Directors Sparrow, Jack, Boyko, Roth, Minions, Beckett, Cootes, Haggard voted in favour of the motion.

Director Cote voted against the motion.

CARRIED

8. REPORTS

- a. **Update on Sort'nGo Education Program, Report & Presentation
– Paulo Eichelberger, Solid Waste Manager**

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the Alberni Valley & Bamfield Services Committee receives this report.

CARRIED

9. LATE BUSINESS

10. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services 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.

11. ADJOURN

MOVED: Director Sparrow

SECONDED: Director Cote

THAT the meeting be adjourned at 11:43 pm.

CARRIED

Certified Correct:

Deb Haggard,
Chairperson

Heather Zenner,
Manager of Administrative Services



To: Alberni Valley and Bamfield Services Committee

From: Heather Zenner, Manager of Administrative Services

Meeting Date: February 20, 2025

Subject: Annual Review – Alberni Valley & Bamfield Services Committee Terms of Reference, 2025

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee re-confirm their Terms of Reference for 2025 as presented.

Desired Outcome:

To review and re-confirm the terms of reference for the Alberni Valley & Bamfield Services Committee for 2025.

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 Alberni Valley & Bamfield Services 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 Alberni Valley/Bamfield services including: Alberni Valley Emergency Planning, Waste Management, Alberni Valley Regional Airport, Custom Transit, Sproat Lake Marine Patrol and proposed services including Alberni Valley Regional Water (proposed) and Alberni Valley Aquatics (proposed).

At the first Committee meeting each year, all ACRD Committees 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:

Less than one hour of staff time to review the Terms of Reference.

Financial:

N/A

Strategic Plan Implications:

N/A

Policy or Legislation:

Local Government Act and ACRD Procedures Bylaw applies.

Submitted by: Heather Zenner
Heather Zenner, MA, Manager of Administrative Services

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

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



Alberni-Clayoquot Regional District

Terms of Reference Alberni Valley/Bamfield Services Committee

1. Purpose

- 1.1 The Alberni Valley/Bamfield Services Committee has been established to consider issues and to make recommendations to the ACRD Board pertaining to services paid for by one or more of the following areas within the region: City of Port Alberni, Huu-ay-aht First Nation, Uchucklesaht Tribe Government, Bamfield, Beaufort, Sproat Lake, Beaver Creek and Cherry Creek.

2. Duties/Mandate

- 2.1 The Alberni Valley/Bamfield Services 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:

- Alberni Valley Emergency Planning
- Alberni Valley Waste Management
- Alberni Valley Regional Airport
- Alberni Valley Regional Water (proposed)
- Bamfield Waste Management
- Custom Transit
- Sproat Lake Marine Patrol
- Emergency Fire Services Coordinator

- 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 All Committee deliberations and recommendations to the Board will be guided by the ACRD's Strategic Plan.

3. Membership

- 3.1 Membership on the Committee is as follows:

- Director for Electoral Area "A" Bamfield, or his/her alternate

- Director for Electoral Area “B” Beaufort, or his/her alternate
- Director for Electoral Area “D” Sproat Lake, or his/her alternate
- Director for Electoral Area “E” Beaver Creek, or his/her alternate
- Director for Electoral Area “F” Cherry Creek, or his/her alternate
- Two (2) Directors appointed to the Board from the City of Port Alberni, or his/her alternate
- One (1) Director appointed to the Board from the Huu-ay-aht First Nation, or his/her alternate
- One (1) Director appointed to the Board from the Uchucklesaht Tribe Government, or his/her alternate

4. Appointment and Term

- 4.1 The appointment and term of Committee Members coincides with the Directors appointment or elected 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.
- 4.3 The Chair of the Board may appoint persons who are not Directors of the ACRD Board to the Committee as ex-officio non-voting Members. These Members sit without remuneration. The ACRD Board may consider reimbursement for travel expenses for ex-officio non-voting Members upon recommendation from the Committee.

5. Committee 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.
- 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.

Approved by the ACRD Board:	May 15, 2015
Revised by the Board:	March 10, 2021



To: Alberni Valley & Bamfield Services Committee
From: Jenny Brunn, General Manager of Community Services
Meeting Date: February 20, 2025
Subject: TFN/ACRD Landfill Working Group – Implementation Options

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board support the TFN/ACRD Landfill Working Group proposed initiatives for 2025 as included in the Draft 2025-2029 Financial Plan.

THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board direct staff to work on the development of a Memorandum of Understanding (MOU) with Tseshaht First Nation (TFN) regarding the Landfill Crown Tenure.

Background:

As detailed in the attached report, at the June 19, 2024 meeting, the Committee resolved to support the Landfill working group in developing an implementation plan with resource and financial implications related to the initiatives included in the Terms of Reference for consideration by the Committee and Board. Since that meeting, the working group has continued to meet and has developed the attached list of options for implementation. Input from this Committee on concerns or considerations for the listed options is welcomed at this time. Some of these options are very complex, carry high potential cost or resource requirements and will require further investigation.

However, a number of projects have been identified as higher priorities with low complexity that we have added to the 2025 workplan including:

- Equitable Employment Project – meet with regions First Nations, identify barriers and create report
- Working with our Landfill Contractor to improve TFN member recruitment in landfill positions
- Tseshaht Landfill Monitor – develop position scope and hire summer position
- TFN Newsletter – share information on Working Group and initiatives to community
- Annual Open House in TFN – Engage with community on Landfill monitoring and operations
- Land Acknowledgement – install signs

These 2025 initiatives will continue to demonstrate commitment by the ACRD to work with TFN on landfill concerns and build on the work completed over the past two years under the guidance of the working group.

The current 5-year License of Occupation(LOO) will expire July, 2027. The ACRDs joint efforts with TFN on this implementation plan to address their concerns is an important part of the process for a tenure extension at the landfill site. It is suggested that work begin on renewal of the tenure early. This will include discussions with the Province to confirm their process and requirements for a tenure extension and gaining documented support through a Memorandum of Understanding from Tseshaht for continuing to operate the landfill in its current location.

Staff from the Landfill Working Group will continue to report back to the Alberni Valley and Bamfield Services Committee, ACRD Board and TFN Chief and Council with updates.

Financial and Time Requirements – Staff & Elected Officials:

The total budget for the listed 2025 initiatives is \$40,000 plus \$20,000 for the Equitable Employment project which has received grant funding to undertake. Funding for these projects has been included in the draft Financial Plan presented to this Committee. The staff time requirements for these new initiatives are estimated at 325 hours in addition to the staff time dedicated to the landfill working group meetings estimated at 100 hours per year.

Strategic Plan Implications:

This initiative supports Strategic Priority 3.1 to develop protocol agreements with regional First Nations communities to support reconciliation and partnering efforts.

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

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

Action	Options/Ideas	Timeframe	Staff Time	Costs	Complexity
Equal Employment Opportunity Clause: The working group commits to inclusive hiring practices. Particularly, we encourage the involvement of the Tseshaht community in key positions to ensure representation and address local concerns effectively.					
1.a) Identify Barriers to Equitable Employment	Engage a consultant to create a report on barriers to employment and options to reduce these, improve training, implement internships, etc.	2025	30 hrs	\$20K	Med
	Meet with FN Communities (to be part of consultant work)	2025	50 hrs	Incl. above	Med
	Final Report Presented to ACRD Board, TFN Chief and Council	Short	5 hr		Low
	Future initiatives as recommended by report	Med		\$30k+/year?	
1.b) Policy	Adopt Equitable Employment Policy – from report above	Short	10 hrs		Low
1.c) Improve Recruitment	Host a session with ACRD/Tseshaht and NetP – Improve Recruitment/Comms in TFN on available positions	Short	15 hrs		Low
1.d) Current positions at landfill under contract	Work with landfill contractor Berry & Vale (B&V) to hire TFN members in current operations positions	2025	20+ hrs		Low
	Have meetings with Landfill Contractor to discuss barriers, how can we support better recruitment/retention of TFN staff	2025	10 hrs		Med
	Add clause to current (expires sept 2025) or next contract to require TFN members as staff, consult with TFN on contract language at renewal	Short	40 hrs	Legal costs – \$1K	Med/High
1.e) Current positions at ACRD	Implement process to promote and advertise available positions at the ACRD to TFN community members (informed by report)	Short and ongoing	20 hrs		Low
1.f) Landfill Ops Contract	Work towards having Nashuk (TFN company) take over landfill contract as a direct award. Steps need to be identified still.	Long	TBD	TBD	High
Hiring a Tseshaht Landfill Monitor: ACRD will offer employment to a member of the Tseshaht community as a landfill monitor. This role will facilitate transparent and effective communication between landfill operations and the community, serving as a vital liaison.					
2. a) Develop Scope of New Position(s)	Scope could include: illegal dumping site identification, environmental monitoring support work (water samples), native plant species identification, recycling and diversion education, training on heavy equipment and other roles at the landfill.	2025	40 hrs		Med
2. b) Summer Position Pilot Project	ACRD to create a TFN Landfill Monitor as a summer position in 2025 which will inform what will work/not work as far as scope is concerned for a permanent position.	2025	80 hrs	\$20K	Med

2. b) Develop Support Plan	Develop a support plan for hiring, training, check-ins, retention and ensuring on-going success for any individual in the role that has both ACRD and TFN support. Request from TFN that this is 1.5 FTE for a 3- 5 year min contract.	Short	160 hrs	HR Consulting - \$5K	Med
2.c) Vehicle	Purchase or lease vehicle for position	Short	20 hrs	\$45K	Low
2.d) Hire	Recruit and Hire Landfill Monitors.	Short	80 hrs	\$60-90K + benefits	Med
Accessible Information: ACRD and Tseshaht will ensure that information about the landfill's environmental impacts is disseminated through clear, accessible formats such as contributions to Tseshaht community newsletters and online platforms. Regular updates on monitoring and mitigation efforts will be provided to Tseshaht to enable informed decision-making and community participation in environmental stewardship.					
3. a) TFN Newsletter	Submit an article on the landfill and/or landfill working group to the quarterly TFN newsletter. Working group to review	2025 and ongoing	24 hrs		Low
Annual Open Houses: ACRD will organize yearly open houses to allow community members to engage directly with landfill operations, voice concerns, and seek clarifications.					
4.a) Annual Open House	Held at the Great Room or other TFN community location in Spring. Present the annual monitoring results, improvements/initiatives. Receive community feedback/concerns. Provide Food, Prizes. Hybrid/zoom option	2025 and ongoing	30 hrs	\$3K	Low
Strengthening Environmental Protection Measures: ACRD and Tseshaht will implement proactive environmental protection strategies, including waste management practices that minimize pollution. This includes regular monitoring of water quality and ecosystem health in local waterways such as McCoy Creek.					
5.a)	Implement recommendations from PGL Report	underway			Med
Preservation of Native Plant Species: ACRD, in cooperation with Tseshaht, will undertake measures to protect and restore the habitats of native plant species, acknowledging their cultural significance.					
6. a) Plant Assessment	Hire an ethnobotanist to complete an assessment and submit a report on this	Med	TBD	TBD	Med
Closure and Restoration Monitoring: In the event of landfill closure, the Tseshaht community desires oversight of the closure process by one or more community members. Additionally, an independent third party will regularly assess the safety of local resource gathering activities.					
7.a) Siting Study	Undertake an Alternative Landfill Siting Study to determine options for relocation of existing landfill	2025	30 hrs	\$5k + \$25K from MoF	Med
b) Closure Oversight	Develop plan to support TFN oversight of closure process. Should begin ~ 5-10 years prior to closure date	Long	100+hrs	\$	Med
c) Resource Gathering	Complete safety assessment of local resource gathering activities. To begin once the site restoration is completed.	Long		\$\$	Med

Restoration Planning: ACRD and Tseshaht will collaboratively develop a comprehensive site restoration plan, focusing on land healing and prevention of further contamination. These measures are expected to include planting trees to obscure the landfill, other reforestation and restoration plantings and identifying designated areas for exclusive use by the Tseshaht community.					
8. a) Restoration Options Review	Research and present examples of previous landfills that have been closed and what they are being used as now	Med	25 hrs		Low
b) Interim Mitigation Plan	Review surrounding land-use and development plans. Identify options that would mitigate the impact of the current landfill activities for those surrounding properties/areas prior to closure	Med	40 hrs		Med
c) Options Report	Collaborate with TFN in the development of a post-closure Restoration Options Report on benefits and costs for options. Should begin at least 20 yrs prior to closure.	Long	100+hrs	\$\$\$	Med
Environmental Control: ACRD and Tseshaht will collaboratively work on improved environmental control measures, including traffic regulation, dust control, odour reduction, and designated noise-free days.					
9.a) Closure for Noise	Close the landfill on June 21 st to recognize NIPD and an additional noise free day (closed all other stats). Contract amendment, communications to public	Short	20 hrs		Med
	Close the landfill on April 30 th for international no noise day	Short	10 hrs		Med
b) Impacts Report	Create a community impacts report to identify impacts on the community and provide potential solutions.	Short	40 hrs	\$30K	Med
Long-term Healing and Preservation: ACRD and Tseshaht recognize the importance of the area and will collaboratively work on the long-term preservation of the area's resources, emphasizing the prevention of illegal dumping and responsible site management.					
10. a) Land Acknowledgement	Install a sign at the landfill to recognize the territory and the importance of respecting and taking care of the land	2025	10 hrs	\$2K	Low
	At spots that have frequent illegal dumping, install signs about respect and taking care of the land	Short and ongoing	30 hrs	\$10K	Low
Traffic Safety and Community Education: recognize the identified traffic safety concerns, especially on McCoy Lake Road, and will work on mitigation measures, such as speed limit enforcement and enhanced signage.					
11. a) Traffic Assessment and Mitigation Report	Have MoTi complete traffic assessment and create a report to address traffic concerns (which should consider line painting, signage and traffic controls)	Short	15 hrs		Med
Logistical Support: ACRD and Tseshaht will develop a system to respond to littering and illegal dumping on the approaches to the landfill.					
12. a) Illegal Dumping Clean-up	Quantify and identify locations of illegal dumping. Develop an improved plan for cleaning up and addressing illegal dumping. Could be completed by Landfill Monitor role.	Short	30 hrs		Med



To: Alberni Valley & Bamfield Services Committee

From: Jenny Brunn, General Manager of Community Services

Meeting Date: June 19, 2024

Subject: TFN/ACRD Landfill Working Group - Draft Terms of Reference

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District (ACRD) Board of Directors support in principle the Draft Terms of Reference for the ACRD/Tseshah First Nation Landfill Working Group as presented and support the working group in developing an implementation plan with resource and financial implications related to the initiatives included in the Terms of Reference for consideration by the Committee and Board.

Summary:

The ACRD/Tseshah First Nation (TFN) Landfill Working Group was established in late 2022 to address concerns raised by TFN during the landfill land tenure renewal process and provide an opportunity for improved communications and collaboration between the two parties on landfill issues. This group has met quarterly since 2023 and made progress towards a number of initiatives including;

- Installation of additional landfill monitoring wells and private well monitoring,
- Creation of a formal tipping fee waiver agreement for TFN,
- Annual presentation and discussion of the monitoring and operations of the landfill
- Receipt of provincial funding to undertake an alternate landfill siting study
- Engagement on the Solid Waste Management Plan development through the Plan Advisory Committee and staff-to-staff discussions

Other initiatives that staff have begun working on include: exploring equitable employment opportunities, community engagement, addressing traffic concerns, grant opportunities, and information sharing.

Since its inception, the working group has been developing a Terms of Reference (TOR) to guide the collaborative efforts. TFN has also led the creation of a cultural use study which has provided recommendations to assess and mitigate the impacts of the landfill on the Tseshah Community which have been incorporated into the TOR and supported by TFN Chief and Council. These recommendations, as detailed in the attached Draft TOR, include:

- Equal Employment Opportunity
- Hiring a Tseshah landfill monitor
- Provide accessible information
- Conduct annual open houses
- Strengthen environmental protection measures

- Preservation of native plant species
- Closure and restoration monitoring
- Restoration planning
- Environmental Control.
- Long-term healing and preservation
- Traffic safety measures and neighbouring community education.
- Logistical support for littering and illegal dumping

Staff are recommending that the draft TOR for the ACRD/TFN Landfill Working Group are supported in principle and that the Working Group develop an implementation plan to identify the resource and financial implications that will become the work plan for the group and bring the plan back to the AV&B Committee for consideration.

Financial and Time Requirements – Staff & Elected Officials:

Estimated annual staff time that has been required to organize, participate, correspond, and follow-up on the quarterly meetings and related initiatives raised by the landfill working group is estimated at 150 staff hours per year. The additional time and financial requirements for implementing the recommendations to assess and mitigate landfill impacts in the draft TOR will need to be determined based on a detailed implementation plan.

Strategic Plan Implications:

This initiative supports Strategic Priority 3.1 to develop protocol agreements with regional First Nations communities to support reconciliation and partnering efforts.

Submitted by: *Jenny Brunn*
Jenny Brunn, General Manager of Community Services

Reviewed by: *Cynthia Dick*
Cynthia Dick, General Manager of Administrative Services

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

ACRD staff will report on group activities/recommendations to the Alberni Valley and Bamfield Committee and ACRD Board of Directors as required.

TFN Staff will report to TFN Chief, and Council as required.

Group recommendations to political bodies will be made by consensus.

Meeting Procedures:

Meeting Frequency: In general, annually there will be 3-4 meetings of the committee, although periodically more frequent meetings may be required. Meetings are expected to be held mid-day. Meetings may be held in-person or via zoom/Microsoft teams.

One meeting per year will review the Annual reports and include an invitation to the Ministry of Forests (FLNRD) and Ministry of Environment.

Minutes: *Will consist of high level summaries/notes of items discussed. There will be a dedicated minute taker. Group members can/should request that specific comments/items be recorded in the minutes during the meeting if the item is of important note. Members should note if something should be added to the action log, which will be updated by the minute taker. The committee can pass resolutions which will be recorded in the minutes and added to the action log. Draft Minutes and Action Log will be shared within a week of the end of meeting for feedback/input.*

Action Log: *An action log will be attached to each meeting agenda and updated with new items during each meeting. The action log will list each item as an action, identify a lead person responsible for it and the status. At each meeting the action log will be reviewed and the lead person will provide an update and the status of the item changed/updated as required.*

Terms of Reference: *The group will review their terms of reference from time to time and update them as required.*

Resources for this Group:

ACRD will dedicate resources to have staff and technical experts attend meetings and present operational and monitoring data as well as answer questions.

ACRD/TFN will provide administrative staff to support the committee including preparing agendas, recording minutes, circulating notes/minutes to all members.

Assessing and Mitigating the Social and Environmental Impacts of the Alberni Valley SortnGo

The recommendations outlined below are the culmination of insights gathered from the Tseshaht community members who contributed to the 2022/2023 Cultural Use Study. These suggestions are integral to our mission of evaluating and mitigating the social and environmental effects of the Landfill on the Tseshaht community. Accordingly, these recommendations have been thoughtfully incorporated into this Terms of Reference (TOR) to guide our collective efforts.

Equal Employment Opportunity Clause:

- The working group commits to inclusive hiring practices. Particularly, we encourage the involvement of the Tseshaht community in key positions to ensure representation and address local concerns effectively.

Operational Recommendations:

- **Hiring a Tseshaht Landfill Monitor:** ACRD will offer employment to a member of the Tseshaht community as a landfill monitor. This role will facilitate transparent and effective communication between landfill operations and the community, serving as a vital liaison.
- **Accessible Information:** ACRD and Tseshaht will ensure that information about the landfill's environmental impacts is disseminated through clear, accessible formats such as contributions to Tseshaht community newsletters and online platforms. Regular updates on monitoring and mitigation efforts will be provided to Tseshaht to enable informed decision-making and community participation in environmental stewardship.
- **Annual Open Houses:** ACRD will organize yearly open houses to allow community members to engage directly with landfill operations, voice concerns, and seek clarifications.
- **Strengthening Environmental Protection Measures:** ACRD and Tseshaht will implement proactive environmental protection strategies, including waste management practices that minimize pollution. This includes regular monitoring of water quality and ecosystem health in local waterways, such as McCoy Creek.
- **Preservation of Native Plant Species:** ACRD, in cooperation with Tseshaht, will undertake measures to protect and restore the habitats of native plant species, acknowledging their cultural significance.
- **Closure and Restoration Monitoring:** In the event of landfill closure, the Tseshaht community desires oversight of the closure process by one or more community members. Additionally, an independent third party will regularly assess the safety of local resource gathering activities.
- **Restoration Planning:** ACRD and Tseshaht will collaboratively develop a comprehensive site restoration plan, focusing on land healing and prevention of further contamination. These measures are expected to include planting trees to obscure the landfill, other reforestation and restoration plantings and identifying designated areas for exclusive use by the Tseshaht community.
- **Environmental Control:** ACRD and Tseshaht will collaboratively work on improved environmental control measures, including traffic regulation, dust control, odour reduction, and designated noise-free days.
- **Long-term Healing and Preservation:** ACRD and Tseshaht recognize the importance of the area and will collaboratively work on the long-term preservation of the area's resources, emphasizing the prevention of illegal dumping and responsible site management.
- **Traffic Safety and Community Education:** recognize the identified traffic safety concerns, especially on McCoy Lake Road, and will work on mitigation measures, such as speed limit enforcement and enhanced signage.

Logistical Support:

- ACRD and Tseshaht will develop a system to respond to littering and illegal dumping on the approaches to the landfill.



To: Alberni Valley & Bamfield Services Committee
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: February 20, 2025
Subject: 2025-2029 Draft Financial Plan – Alberni Valley & Bamfield Services

Recommendation:

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Aquatics Facility – proposed service budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Emergency Planning proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley & Bamfield Grants-in-Aid proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley & Bamfield Waste Management proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Regional Airport proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Alberni Valley Regional Water – proposed service budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Custom Transit proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the McLean Mill Grant-in-aid proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot

Regional District Financial Plan bylaw.

THAT the Alberni Valley & Bamfield Services Committee recommend the Sproat Lake Marine Patrol proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

Desired Outcome:

To provide an opportunity for the Alberni Valley & Bamfield Services Directors to ask questions and then confirm support for Alberni Valley & Bamfield sub-regional services for inclusion in the first reading of the 2025-2029 ACRD Financial Plan bylaw.

Summary:

Staff presented an overview of the Draft 2025-2029 ACRD Financial Plan to the Committee of the Whole on February 12, 2025. 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 Alberni Valley & Bamfield 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:

- Alberni Valley Aquatics Facility – proposed service
- Alberni Valley Emergency Planning
- Alberni Valley & Bamfield Grants-in-Aid
- Alberni Valley & Bamfield Waste Management
- Alberni Valley Regional Airport
- Alberni Valley Regional Water – proposed service
- Custom Transit
- McLean Mill Grant-in-aid
- Sproat Lake Marine Patrol

Financial:

The overall financial implications of the draft plan including the components discussed in this report can be found on the ACRD's website using the following link: [2025-2029 Draft Financial Plan](#).

Strategic Plan Implications:

The services discussed today align with the 2024-2027 Strategic Plan, specifically to the following strategies:

- 1.1 Enhanced indoor/outdoor recreation facilities and services.
- 1.3 Viable and responsive transportation services.
- 1.4 Support our volunteers.
- 1.5 Leverage grants toward creating regional and community benefit.
- 2.2 Solid Waste Management Plan.

- 2.4 Emergency management and climate adaptation.
- 3.1 First Nations protocol agreements.
- 3.3 Optimize communication platforms and practices.
- 4.1 Strategic advocacy.

Policy or Legislation:

The *Local Government Act* requires that the Regional District annually adopt a five-year financial plan by March 31st 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 the 2025-2029 ACRD Financial Plan Bylaw, then the following motion template is recommended:

That the Alberni Valley & Bamfield Services Committee amend the _____ services, to be included in the 2025-2029 Alberni-Clayoquot Regional District Financial Plan, as follows:

_____.

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

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

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



Alberni Valley Aquatics Facility – Proposed Service

Budget Highlights

The ACRD has undertaken a process to examine the Alberni Valley Aquatics Centre as a potential service. In spring 2023 the ACRD Alberni Valley Aquatic Centre Advisory Committee was created to assist in this process. Since 2023, ACRD retained the services of HDMA Architecture and Design and GDH Solutions to assess the feasibility of a new regional indoor aquatic centre to replace the existing and outdated Echo Aquatic Centre that has been in place for nearly 60 years. The assessment was completed in three phases as follows: phase one- needs and benefits assessment, phase two- outreach on options and phase three- advancing a preferred vision. The Alberni-Clayoquot Regional District Aquatic Centre Feasibility Study Final Report was presented to the Board in 2024, and the Alberni Valley Aquatic Centre Advisory Committee has since been dissolved. The Board of Directors have directed staff to engage a consultant to conduct a feasibility study to renovate the existing Echo Aquatic Centre scheduled for 2025.

If the future discussion is to proceed to a public assent process then a referendum will be conducted in 2026 with the local government election in a manner that allows for the decision to be quantified for each electoral area.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$0	\$0	\$0	0.00%

There is no requisition limit on this service, however only the feasibility of the service can be investigated without an establishing bylaw.

Legislation

An establishing bylaw and electorate approval would be required if the Board decided to proceed with the implementation of this service.

Participants

Port Alberni, Uchucklesaht, Electoral Areas B, D, E & F



Operating Budget

Service	Account Type	GLCategory	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
139 - AV Aquatics Facility - Proposed	Revenues	126 - Surplus (Deficit) from Prior Years	(\$92,377)	(\$92,377)	(\$91,543)				
		137 - Transfer from Growing Communities Fund Reserve	(\$15,523)	(\$19,912)					
		Total	(\$107,901)	(\$112,289)	(\$91,543)				
	Expenses	218 - Consultant Costs	\$16,319	\$112,289	\$91,543				
		257 - Operating Costs	\$39						
		Total	\$16,358	\$112,289	\$91,543				
	Total		(\$91,543)						



Alberni Valley Emergency Planning

Budget Highlights

The Alberni Valley Emergency Program (AVEP) experienced another busy year with activities focusing on emergency preparedness, response and recovery. This program continues to rely heavily on the success of grant applications to advance emergency management initiatives. Grant funding has been instrumental in enhancing emergency readiness by supporting key initiatives, including the Emergency Support Services (ESS) program, Emergency Operations Centre (EOC), FireSmart initiatives, crisis communication, and First Nation engagement. These funding opportunities are essential for strengthening community resilience, addressing emerging challenges and improving preparedness for future emergencies.

The AVEP remains committed to building resilience and increasing regional capacity through the procurement of supplies, program development, community networking, public education initiatives and training opportunities. Recognizing that effective disaster risk reduction requires a whole-of-society approach, the AVEP works diligently to strengthen relationships with First Nations, community organizations, government agencies, and the public to enhance resilience and reduce vulnerabilities to disaster impacts.

With wildfires becoming more frequent and severe province-wide, proactive measures to reduce vulnerabilities, mitigate risks and build resilience are more critical than ever. In 2024, the FireSmart Coordinator has focused on strengthening wildfire resilience through risk reduction initiatives, training, and public education.

Despite ongoing preparedness and emergency planning efforts, future trends indicate that disasters will continue to increase in frequency and complexity. Adequately addressing needs during the response and recovery phases proves to be an extensive, time-consuming process that can impact work plans. In 2024, ACRD personnel responded to multiple emergencies related to wildfires, household/apartment fires, and extreme weather events.

The priorities for 2025 include:

- Advance Emergency Operation Center readiness through training sessions and planned exercises.
- Dedicate resources to enhance volunteer management practices, including recruitment, training, retention and recognition activities, to support the growth and capabilities of the Alberni Valley Emergency Support Services (ESS) program.
- Improve wildfire resiliency through the implementation of FireSmart principles and initiatives.
- Participate in public education opportunities to improve personal preparedness and community resilience. Initiatives include Hike to High Ground Event, Tsunami Preparedness Week, Emergency Preparedness Week, Shakeout, and community events.
- Adhere to new legislative requirements and implement regulations as they become available.
- Expand and strengthen working relationships with community organizations, First Nations, government agencies and neighbouring jurisdictions.



Grants

Food Security Emergency Planning in the ACRD – The Regional District is engaged in a multi-phase project that will develop two food security needs assessments in the region – one assessment concentrating on the Alberni Valley and including a livestock emergency plan to comply with the legislative requirements of the *Emergency & Disaster Management Act*, and one assessment focusing on the West Coast including both the Long Beach and Bamfield areas. The project is being led by the ACRD’s Sustainability Planner and is grant-funded with \$220,000 from the Province’s Food Security Emergency Planning & Preparedness Fund, administered by the Investment Agriculture Foundation. The project will be completed by January 2026.

Growing Community Building Capacity & Strengthening Resilience in the ACRD ESS program – The 2024 grant project will be completed early in the year. An application has been submitted to the 2025 intake to increase capacity through the procurement of supplies, delivery of training and implementation of volunteer recruitment and retention activities.

Regional: Building Capacity & Improving Resiliency in the ACRD’s EOC – The 2024 grant project will be completed early in the year. An application to the 2025 intake will be submitted to receive training support and improve readiness through the purchase of EOC supplies and equipment. This application includes the request for the funding of Starlink infrastructure as an addition to the emergency communication system.

Regional: Strengthening FireSmart within the ACRD – The first part of the year will see the completion of the 2023-2025 FireSmart program. An application to the 2025 intake will be submitted for a program to run from 2025-2027. The proposed grant application will focus on proactive wildfire risk reduction practices, supporting activities such as public education campaigns, critical infrastructure and home assessments, residential debris removal, vegetation management, the FireSmart rebate program, infrastructure mitigation projects, and training for local emergency and fire services. This application has not been included in the financial plan at this time and will be added by way of a bylaw amendment if the grant application is successful.

Indigenous Engagement Requirements in EDMA funding – this project focuses on outcomes that include strengthening relationships, enhancing cultural awareness across emergency management practices and developing the West Coast Emergency Cultural Awareness and Safety Plan. A partnership relationship has been developed with the municipalities and many of the First Nations within the region to improve cultural awareness, broaden traditional knowledge regionally, recognize diversity and foster a shared understanding of culturally safe emergency management practices.

Developing an ACRD Public Notification Plan: An Emergency Communications Strategy - improving crisis communication through the development of Emergency Communication and Public Notification Plan. The project includes the developing of key, standardized, hazard-specific public messages and



associated social media graphics to bolster communication. The strategy will expedite communication and deliver consistent, unified messages throughout the region.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$262,524	\$337,236	\$74,446	28.33%

There is no requisition limit on this service.

Overview

The Alberni Valley Emergency Program develops, maintains, and implements emergency plans and other preparedness, response and recovery measures for emergencies and disasters within the Alberni Valley.

Legislation

The *Local Government Act* and *Emergency and Disaster Management Act* applies to this service. This service was established with Bylaw No. 788 in 1992.

Participants

Port Alberni, Electoral Areas B, D, E & F



Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
043 - Emergency Planning- Alberni Valley	Revenues	103 - Conditional Grant	(\$377,218)	(\$798,358)	(\$745,959)	(\$531)	(\$541)	(\$557)	(\$574)
		106 - Contracts with Other Governments			(\$50,000)				
		121 - Other Sources	(\$5,032)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)
		126 - Surplus (Deficit) from Prior Years	(\$71,388)	(\$71,388)	(\$24,226)				
		127 - Tax Requisition	(\$262,791)	(\$262,790)	(\$337,236)	(\$388,527)	(\$398,749)	(\$409,898)	(\$413,263)
		Total	(\$716,429)	(\$1,134,536)	(\$1,159,421)	(\$391,058)	(\$401,291)	(\$412,455)	(\$415,837)
	Expenses	202 - Engagement	\$7,758	\$16,200	\$17,500	\$17,997	\$18,392	\$18,944	\$19,512
		218 - Consultant Costs	\$2,457	\$5,000	\$5,000	\$11,041	\$11,262	\$11,599	\$11,947
		227 - Emergency Planning Costs	\$10,645	\$13,500	\$13,000	\$14,222	\$14,550	\$14,957	\$15,375
		235 - Protective Services Expenses	\$3,689	\$7,000	\$2,000	\$2,040	\$2,081	\$2,143	\$2,208
		247 - Labour & Benefits	\$357,062	\$368,574	\$341,282	\$319,935	\$328,467	\$337,506	\$344,053
		250 - Legal Costs		\$1,500	\$1,500	\$1,530	\$1,656	\$1,706	\$1,757
		256 - Office Operations	\$1,998	\$7,850	\$4,500	\$4,610	\$4,723	\$4,864	\$5,010
		257 - Operating Costs	\$11,131	\$13,700	\$19,200	\$19,682	\$20,161	\$20,735	\$15,974
		260 - Project Expenses	\$297,464	\$701,212	\$755,439				
		Total	\$692,203	\$1,134,536	\$1,159,421	\$391,058	\$401,291	\$412,455	\$415,837
	Total			(\$24,226)					



Alberni Valley & Bamfield Grants-in-Aid

Budget Highlights

The ACRD Board may provide grant funds to a Registered Organization, Registered Charity, Non-profit or not-for-profit, Society or societies for services, and projects or initiatives that provide a social, economic, recreational, or environmental benefit to the communities within the Alberni-Clayoquot region. The ACRD adopted a new Grant-in-Aid Policy in 2024, a copy of the policy can be found [here](#). The following is the financial plan for the Alberni Valley & Bamfield Grants-in-Aid category. The recommended budget has been based on the same funding level as a combination of Alberni Valley only grants from 2024 and the Alberni Valley and Bamfield category from last year as these two categories have now been combined.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$78,587	\$78,000	-\$587	-0.75%

Overview

The purpose of grants-in-aid is to provide financial resources that can be awarded for assistance to registered non-profit and other organizations that provide programs and services which serve the local community or provide a regional benefit.

Legislation

The authority for this service is provided through the Local Government Act, section 263(1)(c). The application and approval process is outlined in the ACRD's Grant-in-Aid Policy.

Participants

Port Alberni, Electoral Areas A, B, D, E & F



Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
103 - Alberni Valley & Bamfield Grants-in-Aid	Revenues	106 - Contracts with Other Governments	(\$325)	(\$325)					
		127 - Tax Requisition	(\$59,087)	(\$59,087)	(\$78,000)	(\$80,340)	(\$82,750)	(\$85,233)	(\$87,790)
		Total	(\$59,412)	(\$59,412)	(\$78,000)	(\$80,340)	(\$82,750)	(\$85,233)	(\$87,790)
	Expenses	240 - Grant-in-Aids	\$59,412	\$59,412	\$78,000	\$80,340	\$82,750	\$85,233	\$87,790
		Total	\$59,412	\$59,412	\$78,000	\$80,340	\$82,750	\$85,233	\$87,790
	Total								

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
074 - Alberni Valley Grants-in-Aid	Revenues	127 - Tax Requisition	(\$19,500)	(\$19,500)					
		Total	(\$19,500)	(\$19,500)					
	Expenses	240 - Grant-in-Aids	\$19,500	\$19,500					
		Total	\$19,500	\$19,500					
	Total								



Alberni Valley & Bamfield Waste Management

Budget Highlights

The overall cost of this service will continue to increase due to the need to meet environmental and legislative requirements, the need to meet diversion targets of the Solid Waste Management Plan, increased levels of service and inflation. This service is almost completely funded through tipping fees and charges, sales of recovered materials, return on investment and a small tax requisition of \$87,720 from the Alberni Valley and \$100,000 from Bamfield. Surplus from 2024 is a result of higher-than-expected revenues and recoveries. Staff have continued to project conservative revenue estimates for 2025 in consideration of the uncertainty in the economy which can have significant impacts on waste services.

Waste Education and Engagement –2024 education focus was on presentations and community booths, along with building online interaction through social media. In 2025, Let’s Talk Trash, will continue to provide a combination of remote and in-person waste education, coupled with mentoring of community champions on both the West Coast and the Alberni Valley. Work in 2025 will focus on communications support; community outreach and informed educational campaigns; work with School District 70; and engagement at our local recycling depots.

Bamfield Waste Management and Transfer Station – Costs related to transportation of waste have continued to rise. West Bamfield is serviced through Lady Rose Marine Services, while East Bamfield is now serviced by a local hauler from Port Alberni as of Fall 2024. West Bamfield costs continue to increase with over \$66,000 in 2024 for hauling waste and recycling via the inlet. Staff will look to present a summary of costs and options to the Bamfield Services Committee in 2025 to get direction on reducing costs or increasing tax requisitions for this service.

Landfill Working Group – The ACRD received a 5-year License of Occupation for this site in 2022 and has established a landfill working group with participation from the ACRD and Tseshaht First Nation. The group continued to meet quarterly during 2024 and work on developing a list of actions that can be implemented to address environmental, social and economic issues raised as concerns. Work on an equitable employment project and toward other employment opportunities will move forward in 2025 along with communications and engagement in the community on the landfill and efforts towards land acknowledgement.

Solid Waste Management Plan (SWMP) - work continued throughout 2024 with the development of Guiding Principles, Goals, Targets and draft Strategies including the Options Analysis and Feasibility Report. Phase 2 of Public Engagement also took place towards the end of 2024 with nineteen meetings held in ten communities during the engagement period which focused on sharing information regarding the progress to date, the solid waste system overview and consulting the public on the proposed strategies for feedback and support. A detailed staff report to determine next steps for the SWMP will be brought to the Board in spring 2025.



Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$186,000	\$187,720	\$1,720	0.92%

The tax limit of Alberni Valley & Bamfield Waste Management is \$0.50 per \$1,000 of assessed value. For 2025 the estimated requisition maximum is \$4,072,651.

Overview

The purpose of this service is to fund operations including the Alberni Valley Landfill, 3rd Avenue Recycling Depot, and Bamfield Transfer Station as well as the collection services for Alberni Valley curbside recycling collection and Bamfield waste and recycling hauling. This service also funds general solid waste management activities including planning, regulatory compliance, diversion initiatives, and reporting requirements. This service receives revenues from tipping fees, Recycle BC revenues and from the sale of recovered resources (e.g. Scrap metal, electronics, oil, batteries and paint).

Legislation

This service was established through Letters Patent under section 766 of the Municipal Act in 1973.

Participants

Port Alberni, Electoral Areas A, B, D, E & F



Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
060 - Alberni Valley Landfill	Revenues	103 - Conditional Grant	(\$4,571)	(\$3,000)	(\$3,000)	(\$3,090)	(\$3,183)	(\$3,278)	(\$3,377)
		121 - Other Sources	(\$681,505)	(\$302,368)	(\$434,848)	(\$435,172)	(\$414,640)	(\$399,569)	(\$406,595)
		124 - Fees & Charges	(\$3,209,035)	(\$2,911,407)	(\$3,001,171)	(\$3,116,975)	(\$3,249,658)	(\$3,376,892)	(\$3,509,132)
		126 - Surplus (Deficit) from Prior Years	(\$543,848)	(\$543,848)	(\$520,869)				
		127 - Tax Requisition	(\$186,000)	(\$186,000)	(\$187,720)	(\$189,474)	(\$191,264)	(\$193,089)	(\$194,951)
		Total	(\$4,624,960)	(\$3,946,622)	(\$4,147,608)	(\$3,744,711)	(\$3,858,744)	(\$3,972,828)	(\$4,114,055)
	Expenses	202 - Engagement	\$64,732	\$70,760	\$80,954	\$82,953	\$85,010	\$87,260	\$85,638
		215 - Closure & Post Closure Fund Contribution	\$306,410	\$170,670	\$277,507	\$287,457	\$299,532	\$313,949	\$328,826
		218 - Consultant Costs	\$27,873	\$54,012	\$38,240	\$38,679	\$89,129	\$59,703	\$60,894
		220 - Contribution to Capital Fund	\$828,409	\$669,616	\$763,838	\$281,926	\$253,301	\$291,299	\$327,641
		245 - Insurance			\$1,500				
		247 - Labour & Benefits	\$482,485	\$442,098	\$426,792	\$439,598	\$452,601	\$466,012	\$479,915
		250 - Legal Costs	\$4,320	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,150
		256 - Office Operations	\$44,066	\$39,742	\$39,400	\$39,832	\$40,277	\$40,735	\$41,957
		257 - Operating Costs	\$2,221,749	\$2,314,584	\$2,386,929	\$2,439,461	\$2,506,681	\$2,578,140	\$2,649,382
		259 - Professional Fees	\$68,420	\$70,000	\$15,000	\$15,000	\$10,000	\$10,000	\$10,300
		260 - Project Expenses	\$18,000	\$23,541	\$24,066	\$24,604	\$25,155	\$25,909	\$26,687
		266 - Repairs & Maintenance	\$37,626	\$86,600	\$88,382	\$90,201	\$92,058	\$94,820	\$97,665
		Total	\$4,104,091	\$3,946,622	\$4,147,608	\$3,744,711	\$3,858,744	\$3,972,828	\$4,114,055
		Total			(\$520,869)				



Alberni Valley & Bamfield Waste Management Capital Budget

CAPITAL FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 6,774,737	\$ 6,774,737	\$ 7,478,864	\$ 7,760,702	\$ 6,787,627	\$ 5,640,928	\$ 4,932,228
Contribution from operating fund	469,516	469,516	538,638	66,926	69,601	134,999	177,041
Interest earnings	349,968	200,100	225,200	215,000	183,700	156,300	150,600
<i>Less - capital expenditures</i>							
Bamfield bins	88,256	110,000	-	-	-	-	-
Filling plan capital work	-	200,000	200,000	1,000,000	1,000,000	1,000,000	-
Hydro pole replacements	-	-	-	-	400,000	-	-
Landfill gas management	-	-	72,000	-	-	-	-
Leachate upgrades	-	-	100,000	100,000	-	-	-
Monitoring & observation well drilling	27,101	100,000	-	-	-	-	-
Recycling depot - 3620 3rd avenue	-	20,000	100,000	20,000	-	-	-
Site security & sustainable development	-	250,000	-	-	-	-	-
Transfer station upgrades	-	-	10,000	135,000	-	-	-
Total capital expenditures	115,357	680,000	482,000	1,255,000	1,400,000	1,000,000	-
BALANCE, END OF YEAR	\$ 7,478,864	\$ 6,764,353	\$ 7,760,702	\$ 6,787,627	\$ 5,640,928	\$ 4,932,228	\$ 5,259,869
ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT							
	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
CLOSURE & POST CLOSURE FUND							
Balance, beginning of year	\$ 3,122,451	\$ 3,122,451	\$ 3,424,230	\$ 3,701,737	\$ 3,989,194	\$ 4,288,726	\$ 4,602,675
Contribution from operating fund	170,670	170,670	172,207	173,757	177,232	182,549	182,549
Interest earnings	131,109	96,200	105,300	113,700	122,300	131,400	140,800
Less - closure costs	-	-	-	-	-	-	-
BALANCE, END OF YEAR	\$ 3,424,230	\$ 3,389,321	\$ 3,701,737	\$ 3,989,194	\$ 4,288,726	\$ 4,602,675	\$ 4,926,024



Alberni Valley Regional Airport

Budget Highlights

The ACRD received a cut permit late in 2023 to address obstructions on the Obstacle Limitation Surface (OLS) for Runway 30. The clearing of this approach was delayed due to issues with road permit access, bird nesting windows and painted turtle management protocols throughout the summer months. Substantial clearing took place in the fall followed by a confirmation survey. Airport staff rectified a complex and costly underground power upgrade needed to address 3 hydro poles protruding into the OLS by establishing a two-degree offset approach to runway 30.

A reapplication was submitted to the Canadian border Services Agency (CBSA) in 2024 to designate the CBS8 / AVRA airport as a Port of Entry. The Application was denied in late 2024 but CBSA was willing to provide service on a pre-planned and applicant cost recovery basis.

Non-tax revenues continue to increase, with leases increasing from \$120,000 in 2023 to \$138,000 in 2024 along with additional revenues from Airport Maintenance Fees, and fuel sales. Debt repayment schedules are static at \$316,000 per year which will be completed in year 2047. The planned maintenance activities at AVRA in 2024 were reduced due to staff shortage and equipment mechanical failure in the early spring. Once this mechanical issue was rectified, extreme fire hazard conditions in the valley further postponed mechanical works to the fall with an abbreviated schedule. This along with a key vacancy in the department has resulted in a healthy transfer to the Capital Reserve. There is a small reduction in tax requisition proposed for this service in 2025.

Staff will continue to focus on economic development and lease lot expansion of the site in 2025. In the long-term this is likely to require investment in infrastructure to create higher valued lease lots and future development in new areas. The airport area is scheduled to have its copper phone lines replaced in 2025 with high-speed fibre. The introduction of fibre will greatly improve internet access to the Airport Terminal Building and associated tenant lease properties.

Key Projects to be undertaken in 2025:

- Certify AVRA Automated Weather Observing System to improve GPS approach limits.
- Instrument Approach Procedure (IAP) Upgrade with associated lower limits
- Nav Canada certification of the attestation of new IAP
- Crack sealing runway surface
- Fencing and access improvements



Grants

BC Air Access Program (BCAAP) grant fund – The ACRD plans to apply for a BCAAP grant for the construction of an equipment shelter in 2025. The ACRD applied for this project in 2024 and was unsuccessful as the funders felt the project was too large in scope. As a result, staff have reduced the scope of the project from \$900,000 to \$600,000 and will be requesting \$390,000 of grants to support the project. The project will only proceed if the grant is successful.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$620,000	\$610,000	-\$10,000	-1.61%

The tax limit of Alberni Valley Regional Airport is \$0.1483 per \$1,000 of assessed value. For 2025 the estimated requisition maximum is \$1,161,814.

Overview

The Purpose of the service is to operate and maintain the Registered Aerodrome, CBS8, to the Canadian Aviation Regulations. A major capital upgrade was completed in 2021 including runway widening and extension, upgraded lighting and a GPS approach system. This upgrade has enabled expanded operations and improved access for high performance aircraft.

Legislation

This service was established with Bylaw No. 791 in 1992 and amended with Bylaw No. 791-2 in 2015.

Participants

Port Alberni, Electoral Areas B, D, E & F, Uchucklesaht



Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
058 - Alberni Valley Regional Airport	Revenues	103 - Conditional Grant	(\$8,210)	(\$586,515)	(\$392,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,060)
		120 - MFA Reserve Fund Income	(\$2,402)						
		121 - Other Sources	(\$70,134)	(\$18,200)	(\$19,500)	(\$17,800)	(\$13,300)	(\$13,000)	(\$14,280)
		124 - Fees & Charges	(\$203,863)	(\$239,500)	(\$249,500)	(\$253,700)	(\$258,026)	(\$262,482)	(\$267,071)
		126 - Surplus (Deficit) from Prior Years	(\$224,295)	(\$224,295)	(\$140,124)				
		127 - Tax Requisition	(\$620,000)	(\$620,000)	(\$610,000)	(\$610,000)	(\$610,000)	(\$610,000)	(\$610,000)
		Total	(\$1,128,905)	(\$1,688,510)	(\$1,411,124)	(\$883,500)	(\$883,326)	(\$887,482)	(\$893,411)
	Expenses	216 - Committee Expenses	\$238	\$2,600	\$2,500	\$2,550	\$2,601	\$2,653	\$2,706
		218 - Consultant Costs	\$3,560	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
		220 - Contribution to Capital Fund	\$378,905	\$911,486	\$593,779	\$89,918	\$82,161	\$78,213	\$75,466
		245 - Insurance	\$5,734	\$4,400	\$8,000	\$6,180	\$6,365	\$6,556	\$6,753
		247 - Labour & Benefits	\$119,206	\$157,038	\$180,621	\$185,675	\$190,835	\$196,151	\$201,625
		250 - Legal Costs	\$802	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,150
		256 - Office Operations	\$4,781	\$6,750	\$6,900	\$6,912	\$6,924	\$6,937	\$6,950
		257 - Operating Costs	\$139,868	\$185,236	\$195,144	\$167,419	\$168,912	\$170,559	\$172,436
		266 - Repairs & Maintenance	\$20,571	\$85,000	\$88,180	\$88,845	\$89,527	\$90,413	\$91,325
		281 - Debt Repayment - Interest	\$189,000	\$189,500	\$189,500	\$189,500	\$189,500	\$189,500	\$189,500
		282 - Debt Repayment - Principal	\$126,116	\$126,500	\$126,500	\$126,500	\$126,500	\$126,500	\$126,500
		Total	\$988,780	\$1,688,510	\$1,411,124	\$883,500	\$883,326	\$887,482	\$893,411
		Total		(\$140,124)					



Capital Budget

ALBERNI VALLEY REGIONAL AIRPORT	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
CAPITAL FUND							
Balance, beginning of year	\$ 1,182,548	\$ 1,182,548	\$ 1,483,075	\$ 911,855	\$ 796,773	\$ 493,934	\$ 472,147
Contribution from operating fund	314,771	314,771	190,279	78,118	74,861	71,213	67,366
Grants & other contributions	-	584,515	390,000	-	-	-	-
Interest earnings	63,551	12,200	13,500	11,800	7,300	7,000	8,100
<i>Less - capital expenditures</i>							
Equipment shelter	-	899,000	600,000	-	-	-	-
Fencing & access	-	-	120,000	75,000	-	-	-
Fuel system replacement	12,823	-	-	-	235,000	-	-
Gates required for clearing OLS	-	12,000	12,000	-	-	-	-
Instrument approach design and clearing	64,972	300,000	150,000	-	50,000	-	-
Lease lot expansion and development	-	-	80,000	100,000	100,000	100,000	-
Plow truck - purchase used	-	5,000	-	-	-	-	-
Septic tank refurbishment	-	-	28,000	-	-	-	-
Tie-down area, taxi-way and apron replacement	-	-	100,000	-	-	-	-
Vehicle replacement (shared with LBA)	-	-	25,000	-	-	-	-
Watercourse management	-	50,000	50,000	30,000	-	-	-
Total capital expenditures	77,795	1,266,000	1,165,000	205,000	385,000	100,000	-
BALANCE, END OF YEAR	\$ 1,483,075	\$ 828,034	\$ 911,855	\$ 796,773	\$ 493,934	\$ 472,147	\$ 547,613



Alberni Valley Regional Water - Proposed

Budget Highlights

This project has not been identified as a strategic priority and therefore no activity is planned for this proposed service in 2025.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$0	\$0	\$0	0.00%

There is no requisition limit on this service, however only the feasibility of the service can be investigated without an establishing bylaw.

Overview

The Alberni Valley Regional Water proposed service is in the initial investigation stage of examining the possibility of developing a water supply from Sproat Lake to receive a filtration deferral from Island Health. The supply would potentially provide water to the City of Port Alberni, Beaver Creek and Cherry Creek. McElhanney Engineering completed a report in 2017 regarding the terms of reference for developing the concept and costing. Apart from some discussions with Catalyst regarding the utilization of their works to transfer water from the lake to a treatment facility this investigation has been inactive since that time.

Legislation

An establishing bylaw would be required if the Board decided to proceed with the implementation of this service.

Participants

Port Alberni, Electoral Areas E & F



Operating Budget

Service	Account Type	GLCategory	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
122 - AV Regional Water - Proposed	Revenues	126 - Surplus (Deficit) from Prior Years	(\$6,000)	(\$6,000)	(\$6,000)				
		Total	(\$6,000)	(\$6,000)	(\$6,000)				
	Expenses	247 - Labour & Benefits		\$6,000	\$6,000				
		Total		\$6,000	\$6,000				
	Total		(\$6,000)						



Custom Transit

Budget Highlights

The Alberni Valley Custom system delivered over 16,000 trips in 2024, showing how valuable a service this is to residents. This usage showed that the investment in a service expansion for 2025 is strongly justified.

The expansion scheduled for 2024 was delayed due to procurement issues related to bus purchases. When expansion began in January 2025, it included 1,300 annual weekday service hours added to support additional trips during peak weekday service periods. The expansion will also see the introduction of a basic level of Saturday service, giving the Custom Transit system 7 day per week service.

Tax increases resulting from the expansion are being offset by the remaining \$9,900 from the rate stabilization reserve, as well as the remaining \$20,000 in the BC Transit operating reserve in 2025.

Tseshaht First Nation has requested a service agreement to provide service to their members. Staff will work Tseshaht and BC Transit during the year to develop an agreement for consideration by the Board.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$161,762	\$240,366	\$78,604	48.59%

There is no requisition limit on this service.

Overview

The purpose of this service is to provide funding for the delivery of a custom transit (handyDART) service within the Alberni Valley. This is a door-to-door transportation service for eligible clients.

Legislation

Supplementary Letters Patent Division XXI – Urban Transit dated July 28, 1982, provides the authority for this service.



Participants

Port Alberni, Electoral Areas B, D, E & F

Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
050 - Custom Transit	Revenues	103 - Conditional Grant	(\$360,652)	(\$455,117)	(\$566,245)	(\$593,520)	(\$623,050)	(\$649,955)	(\$669,424)
		121 - Other Sources	(\$2,813)						
		124 - Fees & Charges	(\$29,709)	(\$24,240)	(\$40,405)	(\$42,247)	(\$42,988)	(\$44,277)	(\$45,606)
		126 - Surplus (Deficit) from Prior Years	(\$18,374)	(\$18,374)	(\$23,641)				
		127 - Tax Requisition	(\$161,762)	(\$161,762)	(\$240,366)	(\$323,829)	(\$339,134)	(\$323,131)	(\$302,529)
		135 - Transfer from Stabilization Reserve	(\$68,221)	(\$68,221)	(\$11,553)				
		Total	(\$641,531)	(\$727,714)	(\$882,210)	(\$959,596)	(\$1,005,172)	(\$1,017,363)	(\$1,017,559)
	Expenses	220 - Contribution to Capital Fund	\$2,813						
		247 - Labour & Benefits	\$6,443	\$6,850	\$7,568	\$7,748	\$7,932	\$8,121	\$8,316
		257 - Operating Costs	\$608,634	\$720,864	\$874,642	\$951,848	\$997,240	\$1,009,242	\$1,009,243
		Total	\$617,890	\$727,714	\$882,210	\$959,596	\$1,005,172	\$1,017,363	\$1,017,559
	Total		(\$23,641)						

ALBERNI VALLEY CUSTOM TRANSIT	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
STABILIZATION RESERVE							
Balance, beginning of year	\$ 76,761	\$ 76,761	\$ 11,353	\$ -	\$ -	\$ -	\$ -
Contribution from operating budget	-	-	-	-	-	-	-
Interest earnings	2,813	1,300	200	-	-	-	-
Transfer to operating budget	68,221	68,221	11,553	-	-	-	-
BALANCE, END OF YEAR	\$ 11,353	\$ 9,840	\$ -				



McLean Mill Grant-in-aid

Budget Highlights

The contribution for McLean’s Mill is proposed at \$30,000 less a \$100 administration fee, as in prior years. This contribution has been annually provided to the City of Port Alberni to support the McLean’s Mill operation.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$30,000	\$30,000	\$0	0.00%

The requisition limit for this service is \$30,000.

Overview

The purpose of this service is to provide financial resources to the City of Port Alberni for the operations of the McLean Mill Historical Park.

Legislation

This grant-in-aid was established in 1992 with Bylaw 777.

Participants

Electoral Areas B, D, E & F



Operating Budget

Service	Account Type	GLCategory	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
088 - Grants-in-Aid - Mclean Mill	Revenues	127 - Tax Requisition	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)
		Total	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)	(\$30,000)
	Expenses	240 - Grant-in-Aids	\$29,900	\$29,900	\$29,900	\$29,900	\$29,900	\$29,900	\$29,900
		247 - Labour & Benefits	\$100	\$100	\$100	\$100	\$100	\$100	\$100
		Total	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000
	Total								



Sproat Lake Marine Patrol

Budget Highlights

In 2023, the ACRD entered a three-year funding agreement with Transport Canada’s Boating Safety Contribution Grant Program, which provides 75% of the funding for the service. 2025 will be the final year of this grant agreement and as such, an application for future funding will be submitted in October. If grant funding beyond the 2025 season is not secured, either a significant tax increase will be required to continue with full-service levels or a reduction in the scope of the program would have to be considered.

2024 was the first year of a new training partnership with the BC Parks Foundation ambassador program with such courses as Adventure Smart, Leave no Trace, FireSmart, Bare Campsite etc. It also marked the creation of an updated Map Brochure for Sproat Lake. The Marine Patrol will continue providing boating safety education within the Alberni Valley.

Grants

Boating Safety Contribution Program – A grant agreement with Transport Canada’s Boating Safety Contribution Grant Program was entered into in 2023 and will cover 75% of costs for three years. Total funding for eligible costs over three years is \$210,000 including \$64,496 for 2025.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$38,365	\$38,464	\$98	0.26%

The requisition limit for this service is \$0.0101 per \$1,000 of assessed value. The estimated requisition maximum for 2025 is \$79,201.

Overview

The purpose of this service is to provide boating safety awareness through community outreach as well as throughout the summer via a staff kiosk at the Sproat Lake Provincial Park Boat Launch. The summer students who operate this service also provide regular boat patrols around lake providing beach clean-up, conduct water samples, and provide general assistance.



Legislation

This service was established with Bylaw No. E1057 in 2014.

Participants

Port Alberni, Uchucklesaht, Electoral Areas B, D, E & F

Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
076 - Sproat Lake Marine Patrol	Revenues	103 - Conditional Grant	(\$67,414)	(\$66,939)	(\$64,496)				
		121 - Other Sources	(\$3,634)	(\$2,700)	(\$2,800)	(\$2,700)	(\$1,800)	(\$1,200)	(\$1,300)
		126 - Surplus (Deficit) from Prior Years	(\$1,806)	(\$1,806)	(\$979)				
		127 - Tax Requisition	(\$38,365)	(\$38,365)	(\$38,464)	(\$78,247)	(\$78,555)	(\$78,952)	(\$78,790)
		Total	(\$111,219)	(\$109,810)	(\$106,738)	(\$80,947)	(\$80,355)	(\$80,152)	(\$80,090)
	Expenses	220 - Contribution to Capital Fund	\$6,634	\$5,700	\$2,800	\$5,700	\$4,800	\$4,200	\$4,300
		247 - Labour & Benefits	\$82,401	\$78,476	\$79,898	\$51,290	\$51,170	\$51,091	\$52,041
		257 - Operating Costs	\$21,205	\$25,634	\$24,040	\$23,957	\$24,385	\$24,862	\$23,749
		Total	\$110,240	\$109,810	\$106,738	\$80,947	\$80,355	\$80,152	\$80,090
	Total		(\$979)						



Capital Budget

CAPITAL FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 88,273	\$ 88,273	\$ 94,907	\$ 97,707	\$ 83,407	\$ 38,207	\$ 42,407
Contribution from operating fund	3,000	3,000	-	3,000	3,000	3,000	3,000
Grants & other contributions	-	-	-	-	-	-	-
Interest earnings	3,634	2,700	2,800	2,700	1,800	1,200	1,300
<i>Less - capital expenditures</i>							
Patrol boat upgrades	-	-	-	20,000	-	-	-
Storage building renewal	-	-	-	-	50,000	-	-
Total capital expenditures	-	-	-	20,000	50,000	-	-
BALANCE, END OF YEAR	\$ 94,907	\$ 93,973	\$ 97,707	\$ 83,407	\$ 38,207	\$ 42,407	\$ 46,707