



## Electoral Area Directors Committee Meeting

Thursday, February 20, 2025

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/20-2-2025/>

Register to participate via Zoom Webinar at: [https://acrd-bc-ca.zoom.us/webinar/register/WN\\_XK539NxuRRidiEW5H5Wzbw#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_XK539NxuRRidiEW5H5Wzbw#/registration)

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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 and via Zoom.  |               |
| <b>2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2025</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>DECLARATIONS</u></b><br><i>(conflict of interest)</i>  |               |
| <b>5. <u>MINUTES</u></b>  |               |
| a. <b>Electoral Area Directors Committee Meeting held October 16, 2024</b>  | <b>4-7</b>    |
| <i>THAT the minutes of the Electoral Area Directors Committee meeting held on October 16, 2024 be adopted.</i>                      |               |
| <b>6. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10-minute maximum)</u></b>   |               |
| a. <b>Fire Services Components of Financial Plan Presentation – T. Fong</b>   |               |

**7. REQUEST FOR DECISIONS**

- a. **REQUEST FOR DECISION** **8-12**  
Annual Review – Electoral Area Committee Terms of Reference, 2025

*THAT the Electoral Area Directors Committee re-confirm their Terms of Reference for 2025 as presented.*

- b. **REQUEST FOR DECISION** **13-26**  
2025-2029 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 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the Electoral Area Directors Committee recommend the Economic Development 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 Electoral Area Directors Committee recommend the Management of Development – Rural Areas proposed budget, as presented, be included in the first reading of the 2025-2029 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 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.*

- c. **REQUEST FOR DECISION** **27-47**  
Electoral Area Administration

*THAT the Electoral Area Directors Committee recommend the Electoral Area Administration proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.*

**8. LATE BUSINESS**

**9. 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)

10. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, OCTOBER 16, 2024, 1:30 PM

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

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**DIRECTORS PRESENT:** Mike Sparrow, Chairperson, Director, Electoral Area “F” (Cherry Creek)  
Bob Beckett, Vice-Chairperson, Director, Electoral Area “A” (Bamfield)  
Fred Boyko, Director, Electoral Area “B” (Beaufort)  
Vaida Siga, Director, Electoral Area “C” (Long Beach)  
Penny Cote, Director, Electoral Area “D” (Sproat Lake)  
Susan Roth, Director, Electoral Area “E” (Beaver Creek)

**STAFF PRESENT:** Cynthia Dick, General Manager of Administrative Services  
Mike Irg, General Manager of Planning & Development  
Janice Hill, Executive Assistant  
Alex Dyer, Planning Manager  
Amy Needham, Sustainability Planner  
Amy Anaka, Planner 2

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 1:30pm

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 Beckett*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. DECLARATIONS**

**4. MINUTES**

**a. Electoral Area Directors Committee Meeting – September 24, 2024.**

*MOVED: Director Beckett*

*SECONDED: Director Cote*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on September 24, 2024 be adopted.*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

Director Siga joined the meeting at 1:38 pm.

**a. Request for Decision regarding Interim Housing Needs Reports.**

*MOVED: Director Cote*

*SECONDED: Director Beckett*

*THAT the Electoral Area Directors Committee receive the Interim Housing Needs Reports Project update.*

**CARRIED**

**b. Request for Decision regarding Official Community Plan Updates – Project Update and Area C Communications and Engagement Plan.**

*MOVED: Director Siga*

*SECONDED: Director Roth*

*THAT the Electoral Area Directors Committee receive the update on the Official Community Plan Updates Project, and endorse the Area C (South Long Beach) Official Community Plan Update Communications and Engagement Plan.*

**CARRIED**

c. **Request for Decision regarding Agriculture-related Updates to the ACRD Zoning Bylaw.**

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

*THAT the Electoral Area Directors recommend that the Alberni-Clayoquot Regional District Board of Directors amend Zoning Bylaw No. 15 in order to support local agriculture and remove barriers both for the keeping of animals and agri-tourism in Electoral Areas B- Beaufort, E-Beaver Creek, and F-Cherry Creek, to be considered in the 2025 budget process.*

Directors Boyko, Roth, Beckett, Siga, Cote, and Sparrow voted unanimously in favour of the motion.

**CARRIED**

d. **Request for Decision regarding Development and Building Permit Applications Update.**

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

*THAT the Electoral Area Directors Committee receive the Development and Building Permit Applications Update.*

**CARRIED**

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

*THAT the Advisory Planning Commission meeting procedures, including meeting minutes being made public and livestreaming be added to the next Electoral Area Directors Committee meeting agenda.*

**CARRIED**

**8. REPORTS**

**9. LATE BUSINESS**

**10. QUESTION PERIOD**

Questions/Comments from the public. The General Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public received by email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca).

Staff read out an attendee question from Zoom regarding the Interim Housing Needs Report regarding reserve lands.

Staff read out two questions received in Zoom from Charlaine L regarding the agriculture related updates to the ACRD zoning bylaw.

**11. ADJOURN**

*MOVED: Director Roth*

*SECONDED: Director Cote*

*THAT this meeting be adjourned 3:30pm.*

**CARRIED**

Certified Correct:

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Susan Roth,  
Chairperson

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Cynthia Dick,  
General Manager of Administrative Services



**To:** Electoral Area Directors Committee

**From:** Heather Zenner, Manager of Administrative Services

**Meeting Date:** February 20, 2025

**Subject:** Annual Review – Electoral Area Committee Terms of Reference, 2025

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**Recommendation:**

***THAT the Electoral Area Directors Committee re-confirm their Terms of Reference for 2025 as presented.***

**Desired Outcome:**

To review and re-confirm the terms of reference for the Electoral Area Directors 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 Electoral Area Directors Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that assists the ACRD Board of Directors 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).

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 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 - 2022**

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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 |



**To:** Electoral Area Directors Committee

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

**Meeting Date:** February 20, 2025

**Subject:** 2025-2029 Draft Financial Plan – Electoral Area Sub-Regional Services

**Recommendation:**

***THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget, as presented, be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the Electoral Area Directors Committee recommend the Economic Development 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 Electoral Area Directors Committee recommend the Management of Development – Rural Areas proposed budget, as presented, be included in the first reading of the 2025-2029 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 2025-2029 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 2025-2029 Alberni-Clayoquot Regional District 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 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
- Economic Development Grant-in-Aid
- 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: [2025-2029 Draft Financial Plan](#).

**Strategic Plan Implications:**

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

- 1.2 Sustainable land use planning and growth management
- 1.5 Leverage grants toward creating regional and community benefit
- 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 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 2025-2029 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 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



## Building Inspection

### Budget Highlights

Building permit activity in 2024 remained steady and a similar level of activity is anticipated again this year. 108 building permits were issued in 2024 for a total construction value of \$30.5 Million. An updated 2024 BC Building Code was implemented in March 2024 which impacted the Building Inspection workload to administer the revised code and to communicate with contractors and homeowners. Additional updates to the Building Code for this year include additional seismic design requirements, adaptable dwelling provisions, and implementing a minimum Level 1 of the Zero Carbon Step Code for all new dwellings by March 2025. With updates to the Zoning Bylaw in June 2024 to allow secondary suites in all single-family residential zones, the Regional District has seen an increased interest in permitting Accessory Dwelling Units and secondary suites to allow for greater housing flexibility in the region. Additional Building Inspection work expected in 2025 includes building permit renewals, building bylaw enforcement, participating in a project to review process updates that will improve the efficiency and effectiveness of the housing approval process, and policy updates to Building Bylaw PS1011 to align with new Building Code requirements and process updates.

In 2024 the ACRD was required to implement the Public Sector Accounting Standards Board (PSAB) Section 3400. This new regulation changed the revenue recognition practices on revenue, such as building permits, that has related performance obligations. Historically revenue was recognized in the period that it was paid regardless of whether inspections still needed to be completed. Under this new regulation revenue is matched to performance obligations and is only recognized when the performance obligations are satisfied. This new required resulted in a decrease in 2024 revenue of nearly \$50,000. This deferred revenue will be recognized in future years when the performance obligations are met, or the permit lapses based on the criteria in the ACRD's Building Bylaw PS1011.

### Grants

*Development Approvals Program review* – In 2024, the department awarded a grant funded contract to review the processes around our development applications and building permit applications with a lens on identifying new approaches and achieving greater efficiencies. This review is expected to conclude in 2025 and recommendations for possible change will be drawn from this work.

### Financial Summary

| 2024 Requisition | 2025 Requisition | Change \$ | Change % |
|------------------|------------------|-----------|----------|
| \$160,623        | \$165,647        | \$5,024   | 3.13%    |



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 | GL Category                              | 2024 Actual        | 2024 Budget        | 2025 Budget        | 2026 Budget        | 2027 Budget        | 2028 Budget        | 2029 Budget        |
|------------------------------------|--------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 040 - Building Inspection Services | Revenues     | 103 - Conditional Grant                  | (\$3,969)          | (\$1,020)          | (\$1,000)          | (\$1,030)          | (\$1,061)          | (\$1,093)          | (\$1,126)          |
|                                    |              | 121 - Other Sources                      | (\$3,662)          | (\$2,100)          | (\$1,400)          | (\$600)            | (\$700)            | (\$800)            | (\$900)            |
|                                    |              | 124 - Fees & Charges                     | (\$132,661)        | (\$140,000)        | (\$160,000)        | (\$164,800)        | (\$169,744)        | (\$174,836)        | (\$180,081)        |
|                                    |              | 126 - Surplus (Deficit) from Prior Years | (\$48,902)         | (\$48,902)         | (\$32,362)         |                    |                    |                    |                    |
|                                    |              | 127 - Tax Requisition                    | (\$160,623)        | (\$160,623)        | (\$165,647)        | (\$203,796)        | (\$209,667)        | (\$215,908)        | (\$222,348)        |
|                                    |              | <b>Total</b>                             | <b>(\$349,818)</b> | <b>(\$352,645)</b> | <b>(\$360,409)</b> | <b>(\$370,226)</b> | <b>(\$381,172)</b> | <b>(\$392,637)</b> | <b>(\$404,455)</b> |
|                                    | Expenses     | 202 - Engagement                         |                    | \$2,000            | \$1,000            | \$1,000            | \$1,000            | \$1,000            | \$1,030            |
|                                    |              | 220 - Contribution to Capital Fund       | \$5,662            | \$4,100            | \$3,400            | \$2,660            | \$2,822            | \$2,985            | \$3,151            |
|                                    |              | 247 - Labour & Benefits                  | \$284,365          | \$297,425          | \$307,009          | \$316,774          | \$326,822          | \$337,208          | \$347,935          |
|                                    |              | 250 - Legal Costs                        | \$1,766            | \$20,000           | \$20,000           | \$20,000           | \$20,000           | \$20,000           | \$20,600           |
|                                    |              | 256 - Office Operations                  | \$13,538           | \$14,120           | \$15,000           | \$15,300           | \$15,606           | \$16,074           | \$15,897           |
|                                    |              | 257 - Operating Costs                    | \$12,124           | \$15,000           | \$14,000           | \$14,492           | \$14,922           | \$15,370           | \$15,842           |
|                                    |              | <b>Total</b>                             | <b>\$317,456</b>   | <b>\$352,645</b>   | <b>\$360,409</b>   | <b>\$370,226</b>   | <b>\$381,172</b>   | <b>\$392,637</b>   | <b>\$404,455</b>   |
| <b>Total</b>                       |              | <b>(\$32,362)</b>                        |                    |                    |                    |                    |                    |                    |                    |

Building Inspection Capital Budget

| CAPITAL FUND                       | 2024 Actual      | 2024 Budget      | 2025 Budget      | 2026 Budget      | 2027 Budget      | 2028 Budget      | 2029 Budget      |
|------------------------------------|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Balance, beginning of year         | \$ 74,786        | \$ 74,786        | \$ 71,952        | \$ 20,352        | \$ 23,012        | \$ 25,834        | \$ 28,819        |
| Contribution from operating fund   | 2,000            | 2,000            | 2,000            | 2,060            | 2,122            | 2,185            | 2,251            |
| Interest earnings                  | 3,662            | 2,100            | 1,400            | 600              | 700              | 800              | 900              |
| <i>Less - capital expenditures</i> |                  |                  |                  |                  |                  |                  |                  |
| CityView software upgrade          | 8,496            | 13,130           | -                | -                | -                | -                | -                |
| Vehicle                            | -                | -                | 55,000           | -                | -                | -                | -                |
| Total capital expenditures         | 8,496            | 13,130           | 55,000           | -                | -                | -                | -                |
| <b>BALANCE, END OF YEAR</b>        | <b>\$ 71,952</b> | <b>\$ 65,756</b> | <b>\$ 20,352</b> | <b>\$ 23,012</b> | <b>\$ 25,834</b> | <b>\$ 28,819</b> | <b>\$ 31,970</b> |



## Economic Development Grant-in-Aid

### Budget Highlights

The Electoral Areas of Bamfield, Beaufort, Sproat Lake, Beaver Creek and Cherry Creek have provided a grant-in-aid contribution to the City of Port Alberni for a number of years. The ACRD adopted a new Grant-in-Aid Policy in 2024, and the Board plans to discuss whether to develop a formal Economic Development service in 2025. Staff recommend, for the 2025 financial plan, that a contribution to the City of Port Alberni be budgeted at the same level as 2024 while these discussions are underway. The following is the financial plan for the Economic Development Grant-in-Aid category.

### Financial Summary

| 2024 Requisition | 2025 Requisition | Change \$ | Change % |
|------------------|------------------|-----------|----------|
| \$10,500         | \$10,500         | \$0       | 0.00%    |

### 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

Electoral Areas A – Bamfield, B – Beaufort, D – Sproat Lake, E – Beaver Creek, and F – Cherry Creek



**Operating Budget**

| Service                                       | Account Type | GLCategory                              | 2024 Actual | 2024 Budget | 2025 Budget | 2026 Budget | 2027 Budget | 2028 Budget | 2029 Budget |
|---|--------------|---|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| 116 - Grants-in-Aid - AV Economic Development | Revenues     | 127 - Tax Requisition                   | (\$10,500)  | (\$10,500)  | (\$10,500)  |             |             |             |             |
|   |              | Total                                   | (\$10,500)  | (\$10,500)  | (\$10,500)  |             |             |             |             |
|   | Expenses     | 221 - Contribution to Other Governments | \$10,500    | \$10,500    | \$10,500    |             |             |             |             |
|   |              | Total                                   | \$10,500    | \$10,500    | \$10,500    |             |             |             |             |
|   | Total        |   |             |             |             |             |             |             |             |



## Management of Development – Rural Areas

### Budget Highlights

This service remains very active with several projects and initiatives underway. In 2024, the ACRD launched a multi-year project to undertake comprehensive updates to all six Electoral Area OCPs, starting with updates to the Area C (Long Beach) OCP and the Area D (Sproat Lake) OCP. Both OCP update projects are currently underway and are expected to be a primary project focus over 2025. Updates to the remaining Electoral Area OCPs would follow in subsequent years.

In 2024, the Board adopted Interim Housing Needs Reports for all six Electoral Areas and adopted zoning amendments to allow secondary suites on all residential-zoned parcels and to incorporate former Land Use Contracts into the Zoning Bylaw. These zoning and housing needs updates were all required by Provincial legislation changes to be completed in 2024. Additional projects underway in 2025 include the Development Approvals Program review which is a project that will recommend efficiency improvements to the development approvals process, additional updates and community engagement on the six Electoral Area Housing Needs Reports, and the completion of the Bamfield Development Plan.

Development activity continues to be significant; 66 development applications under Part 14 of the *Local Government Act* were received in 2024 with 36 Advisory Planning Commission meetings and public hearings held throughout the year. The number of development permit and temporary use permit applications have remained high over the past few years with a higher volume of development permits anticipated to continue with updates to the area OCPs. There continues to be a high number of rezoning applications with a primary focus of those applications being the development of new residential lots for housing. It is anticipated that the legislative updates to streamline rezoning processes that are consistent with the area OCP and improved efficiency in the ACRD's review process will continue to result in an increased number of rezoning applications relating to housing.

In July 2023, the Board adopted the Development Procedures and Fees Bylaw P1480 which increased the planning application fees to better reflect current costs to process applications and advertise public notices.

Similar to the Building Inspection service, the ACRD was required to change the timing of recognizing revenue from permits as per the Public Sector Accounting Standards Board (PSAB) Section 3400 to align with when performance obligations are met. Under this new regulation revenue decreased in 2024 by nearly \$43,000. This deferred revenue will be recognized in future years when the performance obligations are met.

In 2025 staff will also amend the ACRD's burning bylaws to align with Provincial regulations and consider implementing the use of bylaw notices (ticketing) for enforcement.



## Grants

*Bamfield Development Plan* – The ACRD received \$100,000 from the Rural Economic Diversification and Infrastructure Program to assess capacity for future growth in the community of Bamfield while considering required servicing and development constraints and maintaining the unique west coast character of the remote community. The Bamfield Development Plan will inform the future update to the Bamfield OCP and the project will be completed in early 2025.

*OCP Community Vision Plan Engagement* – A UBCM Complete Communities grant was received for \$150,000 to support community visioning and engagement on the comprehensive OCP updates. The funding is being used to create opportunities for dialogue with residents on the development of community visions, goals, and objectives. The grant funding must be allocated by August 2025.

*Canada Community Build Fund (CCBF) Electoral Area OCP Development* – In addition to the grant above, the Board developed an approach for updating the six Electoral Area OCP's in 2024 by increasing staff resources instead of relying on external consultants. CWF will be used to support the personnel costs of this new approach and other related OCP development costs. A total of \$1.78 million over the five years has been budgeted for the developing of long-term planning documents related to OCP's.

*Canada Community Build Fund (CCBF) Floodplain Bylaw Development* – Late in 2025 ACRD staff anticipate starting the development of an ACRD Floodplain Bylaw complete with FAQ to manager development within the 200-year floodplain established by the Somass Watershed Flood Management Plan, and any other known flood risk areas within the region. Once created this bylaw is anticipated to alleviate staff time that is invested into each development application within the flood construction elevation.

*Capacity Funding for Implementing Legislative Changes to Support Housing Initiatives* – The Ministry of Housing granted \$142,686 to support capacity building to help facilitate implementation of the required legislation changes for housing. The grant funding has supported the zoning bylaw amendments and Interim Housing Needs Reports required by legislation. The grant funding must be allocated by the end of 2025.

*ACRD Development Approvals Program* – A UBCM Local Government Development Approvals Program grant was received for \$150,000 to support the ACRD Development Approvals Program project. The project is assessing the Regional District's development application and building permit application review processes and will deliver recommendations to improve processes, increase efficiency, and help drive overall performance improvement in development approval in the region. The project is underway and will be completed in 2025.

*Collaboration between ACRD and Huu-ay-aht First Nations (HFN) on community planning work* – In 2024 the ACRD received \$100,000 from the Ministry of Housing and Municipal Affairs for collaboration between the ACRD and HFN to develop a plan to support areas of future growth including required servicing and maintaining the character of the remote community.



### Financial Summary

| 2024 Requisition | 2025 Requisition | Change \$ | Change % |
|------------------|------------------|-----------|----------|
| \$687,446        | \$670,310        | -\$17,136 | -2.49%   |

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 | GL Category   | 2024 Actual          | 2024 Budget          | 2025 Budget          | 2026 Budget          | 2027 Budget          | 2028 Budget          | 2029 Budget          |
|-------------------------------|--------------|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| 080 - Development-Rural Areas | Revenues     | 103 - Conditional Grant                             | (\$179,940)          | (\$324,770)          | (\$415,364)          | (\$58,240)           | (\$8,487)            | (\$8,742)            | (\$9,004)            |
|                               |              | 106 - Contracts with Other Governments              | (\$7,000)            | (\$7,000)            | (\$7,000)            | (\$7,000)            | (\$7,000)            | (\$7,000)            | (\$7,000)            |
|                               |              | 121 - Other Sources                                 | (\$4,725)            | (\$2,800)            | (\$2,300)            | (\$1,800)            | (\$1,900)            | (\$2,100)            | (\$2,200)            |
|                               |              | 124 - Fees & Charges                                | (\$91,603)           | (\$51,000)           | (\$55,000)           | (\$56,650)           | (\$58,350)           | (\$60,100)           | (\$61,903)           |
|                               |              | 126 - Surplus (Deficit) from Prior Years            | \$10,006             | \$10,006             | (\$78,938)           |                      |                      |                      |                      |
|                               |              | 127 - Tax Requisition                               | (\$687,446)          | (\$687,446)          | (\$670,310)          | (\$770,023)          | (\$880,318)          | (\$843,330)          | (\$848,008)          |
|                               |              | 136 - Transfer from Community-Building Fund Reserve | (\$65,227)           | (\$172,370)          | (\$420,000)          | (\$450,000)          | (\$360,000)          | (\$370,000)          | (\$380,000)          |
|                               |              | <b>Total</b>  | <b>(\$1,025,934)</b> | <b>(\$1,235,380)</b> | <b>(\$1,648,912)</b> | <b>(\$1,343,713)</b> | <b>(\$1,316,054)</b> | <b>(\$1,291,272)</b> | <b>(\$1,308,115)</b> |
|                               | Expenses     | 202 - Engagement                                    | \$18,517             | \$11,220             | \$25,000             | \$25,750             | \$26,523             | \$27,318             | \$28,138             |
|                               |              | 216 - Committee Expenses                            | \$2,961              | \$2,550              | \$4,000              | \$4,120              | \$4,244              | \$4,371              | \$4,502              |
|                               |              | 218 - Consultant Costs                              |                      | \$5,100              | \$5,000              | \$5,150              | \$5,305              | \$5,464              | \$5,628              |
|                               |              | 220 - Contribution to Capital Fund                  | \$6,725              | \$4,800              | \$4,300              | \$3,800              | \$3,900              | \$4,100              | \$4,200              |
|                               |              | 247 - Labour & Benefits                             | \$712,640            | \$650,009            | \$1,052,549          | \$1,132,072          | \$1,166,078          | \$1,137,764          | \$1,151,074          |
|                               |              | 250 - Legal Costs                                   | \$9,697              | \$25,500             | \$25,000             | \$25,750             | \$26,523             | \$27,318             | \$28,138             |
|                               |              | 256 - Office Operations                             | \$19,925             | \$23,460             | \$25,500             | \$26,265             | \$27,053             | \$27,865             | \$28,700             |
|                               |              | 257 - Operating Costs                               | \$7,459              | \$22,741             | \$25,200             | \$25,806             | \$26,430             | \$27,073             | \$27,735             |
|                               |              | 260 - Project Expenses                              | \$169,071            | \$490,000            | \$482,364            | \$95,000             | \$30,000             | \$30,000             | \$30,000             |
|                               |              | <b>Total</b>  | <b>\$946,995</b>     | <b>\$1,235,380</b>   | <b>\$1,648,912</b>   | <b>\$1,343,713</b>   | <b>\$1,316,054</b>   | <b>\$1,291,272</b>   | <b>\$1,308,115</b>   |
|                               | <b>Total</b> |   |                      | <b>(\$78,938)</b>    |                      |                      |                      |                      |                      |



Management of Development – Rural Areas Capital Budget

| CAPITAL FUND                            | 2024 Actual      | 2024 Budget      | 2025 Budget      | 2026 Budget      | 2027 Budget      | 2028 Budget      | 2029 Budget      |
|---|------------------|------------------|------------------|------------------|------------------|------------------|------------------|
| Balance, beginning of year              | \$ 97,802        | \$ 97,802        | \$ 96,451        | \$ 59,751        | \$ 63,551        | \$ 67,451        | \$ 71,551        |
| Contribution from operating fund        | 2,000            | 2,000            | 2,000            | 2,000            | 2,000            | 2,000            | 2,000            |
| Interest earnings                       | 4,725            | 2,800            | 2,300            | 1,800            | 1,900            | 2,100            | 2,200            |
| <i>Less - capital expenditures</i>      |                  |                  |                  |                  |                  |                  |                  |
| CityView software upgrade               | 8,076            | 12,480           | -                | -                | -                | -                | -                |
| Vehicle (shared with Regional Planning) | -                | -                | 41,000           | -                | -                | -                | -                |
| Total capital expenditures              | 8,076            | 12,480           | 41,000           | -                | -                | -                | -                |
| <b>BALANCE, END OF YEAR</b>             | <b>\$ 96,451</b> | <b>\$ 90,122</b> | <b>\$ 59,751</b> | <b>\$ 63,551</b> | <b>\$ 67,451</b> | <b>\$ 71,551</b> | <b>\$ 75,751</b> |



Vancouver Island Regional Library

**Budget Highlights**

The Vancouver Island Regional Library (VIRL) Board of Trustees adopted their 2025 Budget on September 14, 2024. A link to VIRL’s website and their 2025 Budget can be found by clicking [here](#).

**Financial Summary**

| 2024 Requisition | 2025 Requisition | Change \$ | Change % |
|------------------|------------------|-----------|----------|
| \$645,763        | \$683,884        | \$38,122  | 5.90%    |

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 | GL Category                              | 2024 Actual        | 2024 Budget        | 2025 Budget        | 2026 Budget        | 2027 Budget        | 2028 Budget        | 2029 Budget        |
|--|--------------|--|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
| 083 - Vancouver Island Library Service | Revenues     | 103 - Conditional Grant                  | (\$15,278)         | (\$5,000)          | (\$5,000)          | (\$5,000)          | (\$5,000)          | (\$5,000)          | (\$5,000)          |
|  |              | 126 - Surplus (Deficit) from Prior Years | (\$9,822)          | (\$9,822)          | (\$10,843)         |                    |                    |                    |                    |
|  |              | 127 - Tax Requisition                    | (\$645,763)        | (\$645,763)        | (\$683,884)        | (\$729,593)        | (\$766,198)        | (\$804,630)        | (\$844,981)        |
|  |              | <b>Total</b>                             | <b>(\$670,864)</b> | <b>(\$660,585)</b> | <b>(\$699,728)</b> | <b>(\$734,593)</b> | <b>(\$771,198)</b> | <b>(\$809,630)</b> | <b>(\$849,981)</b> |
|  | Expenses     | 247 - Labour & Benefits                  | \$4,277            | \$4,585            | \$4,728            | \$4,843            | \$4,960            | \$5,081            | \$5,205            |
|  |              | 257 - Operating Costs                    | \$655,743          | \$656,000          | \$695,000          | \$729,750          | \$766,238          | \$804,549          | \$844,777          |
|  |              | <b>Total</b>                             | <b>\$660,020</b>   | <b>\$660,585</b>   | <b>\$699,728</b>   | <b>\$734,593</b>   | <b>\$771,198</b>   | <b>\$809,630</b>   | <b>\$849,981</b>   |
|  | <b>Total</b> |  | <b>(\$10,843)</b>  |                    |                    |                    |                    |                    |                    |



**To:** Electoral Area Directors Committee  
**From:** Teri Fong, CPA, CGA, Chief Financial Officer  
**Meeting Date:** February 20, 2025  
**Subject:** Electoral Area Administration

**Recommendation:**

***THAT the Electoral Area Directors Committee recommend the Electoral Area Administration 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 Electoral Area Directors to ask questions and then confirm support for the Electoral Area Administration Service, including the allocation of Community Works Funds (CWF), for inclusion in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

**Background:**

A new Canada Community-Building Fund (CCBF) Agreement (originally called the Gas Tax Fund) was signed in 2024. This is a tri-partite agreement with the Province of British Columbia, the Government of Canada, and UBCM who administers the funding in BC. The CCBF has been providing long-term predictable funding to local governments since 2005. The new agreement will see the ACRD receiving \$2.8 million dollars over the next five years. The CCBF is guided by three national objectives:

1. Productivity and Economic Growth
2. A Clean Environment
3. Strong Cities and Communities

There are 3 streams of funding included in the CCBF Agreement:

1. Community Works Fund – is available to all local governments, has a per capita funding formula, and provides the local governments the ability to make local choices about eligible projects to fund. This funding stream is the focus of this report.
2. Strategic Priorities Fund – application-based fund that supports projects that are large in scale, regional in impact, or innovative and align with CCBF's national objectives. ACRD staff have not been advised if an intake for this fund will occur during 2025.
3. Metro Vancouver Regional Fund – ACRD is ineligible for this stream.

The eligible investment categories include the following:

| <b>Productivity and Economic Growth</b>  |  |
|--|--|
| Local Roads and Bridges<br>Active Transportation<br>Regional and Local Airports<br>Broadband Connectivity                      | Public Transit<br>Short-sea Shipping<br>Short-line Rail          |
| <b>Clean Environment</b>   |  |
| Drinking Water<br>Wastewater<br>Solid Waste  | Community Energy System<br>Brownfield Redevelopment              |
| <b>Strong Cities and Communities</b>   |  |
| Sport Infrastructure<br>Recreation Infrastructure<br>Cultural Infrastructure   | Fire Halls & Fire Trucks<br>Tourism Infrastructure<br>Resilience |
| <b>Capacity Building</b>   |  |
| Asset Management<br>Long-term Infrastructure Planning<br>Integrated Community Sustainability Planning<br>Housing Needs Reports |  |

The new agreement expanded the eligible investment categories to include the following:

- The 'Disaster Mitigation' category has been expanded and renamed 'Resilience' and eligible expenditures expanded to also includes new construction of public infrastructure and/or modification or reinforcement of existing public infrastructure including natural infrastructure that prevent, mitigate or protect against the impacts of climate change, disasters triggered by natural hazards, and extreme weather.
- The 'Fire Hall' category has been expanded to now include Fire Truck purchases as standalone projects.
- Feasibility Studies and Detailed Design projects are now eligible.
- Housing planning is now an eligible under Capacity Building.

Another change in the new agreement relates to the funding of projects on assets not owned by the ACRD. Under the new agreement the Board must adopt a Board resolution for each project that identifies that the project meets the following criteria:

1. The ACRD Board has identified the project as a regional priority with a long-term capital investment plan.
2. Board has not prioritized the 3<sup>rd</sup> party project over a local government owned priority project.

3. The project is supported by asset management planning.
4. The project meets the minimum outcomes reporting requirements including population directly served by the project, output metric and outcome metric.

Finally, the new agreement states that any CWF funds received by UBCM in a given year will be required to be fully expended on eligible projects within five years. Funding remaining from the 2014-2024 CWF program must be spent by March 31, 2029. The ACRD has approximately \$4.4 million dollars that must be spent by this deadline.

### **Summary:**

In developing this report staff from all departments met to brainstorm potential projects for each of the Community Works Funding categories. Each of the projects, listed in a table below, meet the eligibility for CWF. The ACRD's Community Works Policy states that the allocation of the funding to the electoral areas is to be based on population as the default mechanism. Other determination factors include projects that:

- Align with the strategic priorities of the ACRD
- Are more regionally focused and benefit a larger portion of the population
- Assist in funding the asset management infrastructure gap

This report will overview the staff's recommendation for a 5-year project plan, provide details of those proposed projects and compare the project listing to the allocation by population of the electoral area.

### **Third Party Projects:**

In addition to the existing 3<sup>rd</sup> party CCBF projects that are outlined in the 2025-2029 Draft Financial Plan, the following new requests have been received for consideration:

1. Sproat Lake Community Association – request for \$29,000 for renovation improvements to a ground level room in the Sproat Lake Community Hall.
2. Cherry Creek Waterworks District – request for an additional \$200,000 of funding for fire hall replacement project.
3. Cherry Creek Waterworks District – request to hold funding to assist with the construction of the water treatment plant.
4. Cherry Creek Community Hall – request for \$377,049 to support comprehensive three-year project plan requesting funds to support upgrades to the hall.

The consideration of these projects will need to include a discussion regarding the changes to the CCBF agreement that relate to funding third-party projects. Staff have not included any recommendations to third-party projects as there are significant funding needs within the ACRD.

### 2025-2029 Proposed Community Works Fund Project Details

| Year | Service & Project Name | Community Works Fund Request   | Description |  |
|------|------------------------|--|-------------|--|
| 1    | 2025                   | Management of Development – Rural Areas – Alberni Valley Electoral Areas Flood Plain Bylaw | \$100,000   | To develop an ACRD Floodplain Bylaw complete with FAQ to manage development within the 200-year floodplain established by the Somass Watershed Flood Management Plan, and any other known flood risk areas within the region. This bylaw would help alleviate staff time that is invested into each development application within the flood construction elevation. This project aligns with Strategic Plan Initiative 1.2 Sustainable land use planning and growth.  |
| 2    | 2025                   | Bamfield Water System – Replacement of Submarine Line                                      | \$359,967   | Replacement of the submarine transmission line providing water service to west Bamfield. This funding will be used for the costs that exceed the Investing in Canada Infrastructure Program grant and related reserve funding amount. This project is currently underway and aligns with Strategic Focus Area #2 Managing Our Assets & Infrastructure.   |
| 3    | 2025                   | Bamfield Fire Department – West Side Fire Hall Replacement                                 | \$518,000   | The West Side Fire Hall is in very poor condition, and planning for its replacement is continuing this year with \$518,000 of Canada Community Building Funds including the allocation of a Capital Project Manager to oversee the project. An additional \$10,000 from the Local Government Infrastructure Planning Grant Program has been received for the Development of a Sustainable and Climate Resilient Design. This project aligns with Strategic Focus Area #2 Managing Our Assets & Infrastructure.   |
| 4    | 2025                   | Beaver Creek Fire Department – Fire Hall Upgrades  | \$368,000   | This project is currently in the design phase, as the scope has been adjusted from a significant upgrade to focus solely on essential safety improvements. This change allows time for a study to assess the building's future. The project has been delayed due to higher-than-expected initial cost estimates and the absence of a Capital Project Manager to lead the project. \$18,000 has been added to the budget in 2025 to allocate Capital Project Manager time to this project. This project aligns with Strategic Focus Area #2 Managing Our Assets & Infrastructure. |
| 5    | 2025                   | Cherry Creek Community Parks – Maplehurst Access Development                               | \$240,468   | This project will see the creation of an access point from Cherry Creek into Maplehurst Park and would require the construction of a pedestrian bridge across Kitsuksis Creek within the park boundary. This project aligns with Strategic Plan Initiative 1.1 Enhanced indoor/outdoor recreation facilities and services.   |
| 6    | 2025-2029              | Management of Development – Rural Areas – Official Community Plans                         | \$1,780,000 | In 2024 the Board developed an approach for updating the six Electoral Area OCP's by increasing staff resources instead of relying on external consultants. CWF will be used to support the personnel costs of this new approach and other related OCP development costs.  |

|           |      |   |             |   |
|-----------|------|---|-------------|---|
|           |      |   |             | 2025 will include the comprehensive updates to the Area C – Long Beach and Area D – Sproat Lake OCP’s including the four lenses of the BC Ministry of Housing’s Complete Communities Guide: housing, transportation, infrastructure, and daily needs. The project will continue in future years with the other four electoral areas and other long-term planning requirements. This project aligns with Strategic Plan Initiative 1.2 Sustainable land use planning and growth.         |
| <b>7</b>  | 2025 | Multiple Parks Services – GIS Inventory and Mapping of Parks Assets         | \$30,676    | This project continues to leverage funds from other grant opportunities to further develop the asset management component of the ACRD’s GIS system. In 2024 an in-depth assessment of assets for regional and community parks including the improvement of the mapping data to catalog accurate infrastructure within the services began. This project will be completed in 2025. This project aligns with Strategic Focus Area #2 Managing Our Assets & Infrastructure.                |
| <b>8</b>  | 2025 | Long Beach Airport – Water System Upgrades                                  | \$210,000   | The current domestic system has aged out and requires complete replacement, staff continue to search for grant funding to support this project. This project aligns with Strategic Focus Area #2 Managing Our Assets & Infrastructure.  |
| <b>9</b>  | 2025 | Multiple Parks Services – Parks and Trails Signage                          | \$21,641    | The installation of signage based on the ACRD Parks and Trails Signage Strategy. This project is currently underway and will be completed in 2025. This project aligns with Strategic Plan Initiative 1.1 Enhanced indoor/outdoor recreation facilities and services.   |
| <b>10</b> | 2025 | Sproat Lake Fire Department – Fire Hall #3 Upgrade                          | \$1,350,000 | Expansion to accommodate additional apparatus and members. This project has been on the workplan since 2022 and has struggled to be started due to unsuccessful grant applications and the lack of a Capital Project Manager to support a project of this size and scope. The CWF allocation has been increased in the draft financial plan to provide adequate funding to complete the project. This project aligns with Strategic Focus Area #2 Managing Our Assets & Infrastructure. |
| <b>11</b> | 2026 | Management of Development – Rural Areas – Bamfield Integrated Regional Plan | \$100,000   | The project includes collaboration between the ACRD and Huu-ay-aht to develop a plan to support areas of future growth including required servicing and maintaining the character of the remote community. This project aligns with Strategic Plan Initiative 1.2 Sustainable land use planning and growth.   |
| <b>12</b> | 2026 | Beaver Creek Community Park – Nordstrom Park Development                    | \$100,000   | This project would involve the development of Nordstrom Park based on the Park Management Plan that is to be completed prior to this project commencing. The Park Management Plan would include significant public consultation to assist in identifying the future of recreation assets in Beaver Creek. Staff do not have a specific plan for this funding at this time but budgeting for these funds would ensure funding is available to proceed with                               |

|    |           |  |           |   |
|----|-----------|--|-----------|---|
|    |           |  |           | development. This project aligns with Strategic Plan Initiative 1.1 Enhanced indoor/outdoor recreation facilities and services.   |
| 13 | 2026      | General Government – Broadband Connectivity Study            | \$20,000  | Broadband connectivity is an issue in portions of our region. This project would see the development of a connectivity plan as participation in the digital world is deemed critical for the viability and economic sustainability for all communities. This project aligns with Strategic Plan Initiative 4.1 Strategic advocacy.  |
| 14 | 2026-2029 | Capital Project Manager                                      | \$547,000 | The hiring of a Capital Project Manager using grant funds is proposed to reduce the financial risk of managing large capital off the corner of an existing desk. For 2025 the costs of the Capital Project Manager have been allocated across the three fire hall projects that will be a main focus area for the new employee during the first year. The costs for years 2-5 have been included as a line item to ensure adequate funding for the position however each year the costs will be allocated based on the Manager’s workplan of capital projects. Staff will also seek other grant funding to support the costs of this position. This project aligns with Strategic Focus Area #2 Managing Our Assets & Infrastructure. |
| 15 | 2026      | Regional Planning – Climate Action Plan Development          | \$63,000  | The development of a Community Climate Action Plan is a recommendation in the recently developed ACRD’s Corporate Energy and Emissions Plan and will assist the ACRD meet its requirements as a signatory of the BC Climate Action Charter. This project aligns with Strategic Plan Initiative 2.4 Emergency management and climate adaptation.   |
| 16 | 2026      | Sproat Lake Parks – Great Central Lake Boat Launch & Parking | \$200,000 | Great Central Lake is growing in popularity and use of the ACRD’s boat launch has increased over the past couple of years. As development in the area continues it is anticipated that use of this infrastructure will also continue to increase. Upgrades to the boat launch are required and the development of parking to support the launch will also be required. This project aligns with Strategic Plan Initiative 1.1 Enhanced indoor/outdoor recreation facilities and services.   |
| 17 | 2027      | Regional Parks - Park Management Plan                        | \$50,000  | The development of a parks management sets the strategic direction, contains information on park values and threats and outlines the objectives, strategies and priorities to guide how parks will be managed. The next park management plan will not be created until 2027 as staff are currently focused on implementing the recommendations of the existing plans and other infrastructure projects. This project aligns with Strategic Plan Initiative 1.1 Enhanced indoor/outdoor recreation facilities and services.  |

## Allocation of Funding by Population

The following table includes allocation of funding and projects since the inception of the program in 2005.

| Area   | Population | % Population | Allocation based on Population* | Project Allocation | Variance to Population Allocation |
|--|------------|--------------|---------------------------------|--------------------|-----------------------------------|
| Area A Bamfield                              | 243        | 3%           | \$ 326,063                      | \$ 1,391,426       | \$ -1,065,363                     |
| Area B Beaufort                              | 443        | 5%           | \$ 594,427                      | \$ 260,626         | \$ 333,801                        |
| Area C Long Beach                            | 1,592      | 17%          | \$ 2,136,180                    | \$ 1,564,956       | \$ 571,224                        |
| Area D Sproat Lake                           | 2,173      | 23%          | \$ 2,915,778                    | \$ 2,999,227       | \$ -83,449                        |
| Area E Beaver Creek                          | 2,873      | 31%          | \$ 3,855,053                    | \$ 3,272,993       | \$ 582,060                        |
| Area F Cherry Creek                          | 1,945      | 21%          | \$ 2,609,842                    | \$ 2,343,249       | \$ 266,593                        |
| Capital Project Manager Year 2-5 unallocated |            |              |                                 | \$ 547,000         | N/A                               |
| Unallocated                                  |            |              |                                 | \$ 57,865          | N/A                               |
| <b>Totals</b>                                | 9,269      | 100%         | \$ 12,437,342                   | \$ 12,437,342      | N/A                               |

\*Based on 2021 Census Information

### Time Requirements – Staff & Elected Officials:

Community works projects are mostly capital in nature and will require staff time for project planning, design, construction, contract administration and the tendering and procurement work associated throughout. New facilities and infrastructure will have on-going maintenance and operational staff time requirements. The overall administration of the grant takes ACRD finance staff approximately 25 hours of staff time per year including tracking projects and completing reporting requirements.

### Strategic Plan Implications:

In addition to the Strategic Plan Sections listed in the project details section the overall use of CWF aligns with Strategic Priority 1.5 Leverage grants toward creating regional and community benefit.

### Policy or Legislation:

The 'Administrative Agreement on the Canada Community Building Fund in British Columbia' provides the framework for Community Works Funding including Eligible Investment Categories as found on the UBCM website [here](#). The ACRD's Community Works Fund Policy also guides the use of this grant funding and the policy can be found on the ACRD website [here](#).

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



## Electoral Area Administration

### Budget Highlights

The Electoral Area Directors will continue to have the ability in 2025 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).

The next local government elections will occur in 2026 and as a result you will see a significant tax increase next year. The Board could consider started an operational reserve in 2025 to offset the costs of the elections next year however staff have not included this in the draft at this time.

### Grants

*Canada Community-Building Funds (CCBF)* – In 2024 a new CCBF agreement was signed and the ACRD was allocated approximately \$2.8 million dollars over the next five years. Staff have rolled forward any existing projects that have not yet been completed and included some recommendations for the remaining funding. A comprehensive report including funding requests from outside organizations, funding allocation by population and projects recommended by staff will be provided at the February 20, 2025, Electoral Area Directors Committee meeting.

These existing CCBF 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 - upgrades to the hall and the multi-purpose court were completed in 2024.
2. Beaver Creek Community Club (BCCC) Hall upgrade – this project with an overall budget of \$48,000 began in 2024 and included an upgrade to the heat pump as well as other hall upgrades. It is anticipated to be completed in 2025.
3. Cherry Creek Waterworks District (CCWW) for Cherry Creek Fire Hall – An agreement between ACRD and CCWW was finalized early in 2025 to provide \$600,000 in funding for their new fire hall project.

The reserve fund includes the following 2025 projects:

1. Alberni Valley Electoral Area Floodplain Bylaw project of \$100,000 – this project would include the development of an ACRD Floodplain Bylaw complete with FAQ to manage development within the 200-year floodplain established by the Somass Watershed Flood Management Plan, and any other know flood risk areas within the region.



2. Bamfield Water System Upgrades of \$359,967 – The Bamfield submarine line project was successful in receiving other grant funding however this funding will be used for the cost escalation that has occurred since the engineering estimate was developed in 2022 and any unexpected costs that may be incurred during the complicated project.
3. Bamfield West Side Fire Hall replacement of \$500,000 – this funding will be used for a replacement of the west side fire hall as the facility has exceeded its useful life and does not meet departmental needs. An additional \$18,000 has been included as an allocation of time for a Capital Project Manager.
4. Beaver Creek Volunteer Fire Hall Upgrade of \$350,000 – this project is currently in the design stage as the scope has changed from a major upgrade to be reduced to consider only safety upgrades required at the hall while a study to determine the future of the building is completed. An additional \$18,000 has been included as an allocation of time for a Capital Project Manager.
5. Capital Project Manager of \$632,000 over the next 5 years – the proposal of the hiring of a capital project manager using grant funds will be discussed during the financial plan discussions. For 2025 the costs of the Capital Project Manager have been allocated across the three fire hall projects that will be a main focus area for the new employee during the first year. The costs for years 2-5 have been included as a line item to ensure adequate funding for the position however each year the costs will be allocated based on the Manager’s workplan of capital projects. Staff will also seek other grant funding to support the costs of this position.
6. Cherry Creek Maplehurst access development of \$240,468 – this project will see the creation of an access point from Cherry Creek into Maplehurst Park and would require the construction of a pedestrian bridge across Kitsuksis Creek within the park boundary.
7. Electoral Area Official Community Plan (OCP) development of \$320,000 – in 2024 the Board developed an approach for updating the six Electoral Area OCP’s by increasing staff resources instead of relying on external consultants. CWF will be used to support the personnel costs of this new approach and other related OCP development costs. A total of \$1.78 million over the five years has been budgeted for the developing of long-term planning documents related to OCP’s.
8. GIS system for assessment management of \$30,676 – this project continues to leverage funds from other grant opportunities to further develop the asset management component of the ACRD’s GIS system. The focus area for 2025 will be parks infrastructure.
9. Long Beach Airport domestic water upgrades of \$210,000 – this project is to replace the current domestic water system that aged out and is a significant risk to the delivery of water at the airport.
10. Millstream Water System upgrades of \$39,237 – this project was originally planned in 2025 however a repair was required during December 2024 as the result of a major leak and staff took the opportunity to upgrade the system while the construction was underway.
11. Parks and trail signage of \$21,641 – this project is currently underway and will be completed in 2025.
12. Sproat Lake Volunteer Fire Department Hall #3 Harold Bishop upgrade of \$1,350,000 – this funding, along with an allocation of \$650,000 of Growing Community Funds, will be used to expand the fire hall. Additional funds have been allocated to this project in 2025 as the budget was deemed inadequate during the planning stage.



### Financial Summary

| 2024 Requisition | 2025 Requisition | Change \$ | Change % |
|------------------|------------------|-----------|----------|
| \$68,861         | \$68,861         | \$87      | 0.13%    |

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   | 2024 Actual          | 2024 Budget        | 2025 Budget          | 2026 Budget        | 2027 Budget        | 2028 Budget        | 2029 Budget        |         |
|-------------------------------------|--------------|---|----------------------|--------------------|----------------------|--------------------|--------------------|--------------------|--------------------|---------|
| 015 - Electoral Area Administration | Revenues     | 101 - Appropriated Surplus from Prior Years         | (\$653,981)          | (\$653,981)        | (\$636,012)          |                    |                    |                    |                    |         |
|                                     |              | 103 - Conditional Grant                             | (\$551,407)          | (\$1,000)          | (\$550,713)          | (\$550,713)        | (\$572,702)        | (\$572,702)        | (\$1,000)          |         |
|                                     |              | 121 - Other Sources                                 | (\$216,973)          | (\$163,900)        | (\$67,900)           | (\$39,200)         | (\$13,900)         | (\$15,700)         | (\$9,300)          |         |
|                                     |              | 126 - Surplus (Deficit) from Prior Years            | (\$21,902)           | (\$21,800)         | (\$24,225)           |                    |                    |                    |                    |         |
|                                     |              | 127 - Tax Requisition                               | (\$68,861)           | (\$68,861)         | (\$68,948)           | (\$175,602)        | (\$98,073)         | (\$100,617)        | (\$103,234)        |         |
|                                     |              | 136 - Transfer from Community-Building Fund Reserve |                      | (\$48,000)         |                      |                    |                    |                    |                    |         |
|                                     |              | <b>Total</b>  | <b>(\$1,513,123)</b> | <b>(\$957,542)</b> | <b>(\$1,347,798)</b> | <b>(\$765,515)</b> | <b>(\$684,675)</b> | <b>(\$689,019)</b> | <b>(\$113,534)</b> |         |
|                                     | Expenses     | 206 - Area 'A' - Bamfield Administration            |                      |                    | \$1,000              | \$1,000            | \$1,000            | \$1,000            | \$1,000            | \$1,000 |
|                                     |              | 207 - Area 'B' - Beaufort Administration            | \$114                | \$1,000            | \$1,000              | \$1,000            | \$1,000            | \$1,000            | \$1,000            | \$1,000 |
|                                     |              | 208 - Area 'D' - Sproat Lake Administration         | \$1,526              | \$3,000            | \$3,000              | \$3,000            | \$3,000            | \$3,000            | \$3,000            | \$3,000 |
|                                     |              | 209 - Area 'F' - Cherry Creek Administration        | \$114                | \$2,000            | \$2,000              | \$2,000            | \$2,000            | \$2,000            | \$2,000            | \$2,000 |
|                                     |              | 210 - Area 'C' - Long Beach Administration          |                      | \$1,000            | \$1,000              | \$1,000            | \$1,000            | \$1,000            | \$1,000            | \$1,000 |
|                                     |              | 211 - Area 'E' - Beaver Creek Administration        | \$114                | \$1,000            | \$1,000              | \$1,000            | \$1,000            | \$1,000            | \$1,000            | \$1,000 |
|                                     |              | 220 - Contribution to Capital Fund                  | \$718,687            | \$163,900          | \$617,613            | \$568,913          | \$585,602          | \$587,402          | \$9,300            |         |
|                                     |              | 224 - Elected Official's Costs                      | \$24,125             | \$37,740           | \$38,500             | \$39,655           | \$40,845           | \$42,070           | \$43,332           |         |
|                                     |              | 226 - Elections/Referenda                           | (\$749)              |                    |                      | \$100,000          |                    |                    |                    |         |
|                                     |              | 240 - Grant-in-Aids                                 | \$65,968             | \$701,981          | \$636,012            |                    |                    |                    |                    |         |
|                                     |              | 247 - Labour & Benefits                             | \$42,892             | \$44,921           | \$46,553             | \$47,823           | \$49,101           | \$50,416           | \$51,767           |         |
|                                     |              | 257 - Operating Costs                               | \$95                 |                    | \$120                | \$124              | \$127              | \$131              | \$135              |         |
|                                     |              | <b>Total</b>  | <b>\$852,886</b>     | <b>\$957,542</b>   | <b>\$1,347,798</b>   | <b>\$765,515</b>   | <b>\$684,675</b>   | <b>\$689,019</b>   | <b>\$113,534</b>   |         |
|                                     |              | <b>Total</b>  |                      | <b>(\$660,237)</b> |                      |                    |                    |                    |                    |         |



| CANADA COMMUNITY-BUILDING FUND RESERVE                   |                     |                     |                   |                   |                   |                   |                  |
|--|---------------------|---------------------|-------------------|-------------------|-------------------|-------------------|------------------|
|  | 2024 Actual         | 2024 Budget         | 2025 Budget       | 2026 Budget       | 2027 Budget       | 2028 Budget       | 2029 Budget      |
| Balance, beginning of year                               | \$ 3,375,320        | \$ 3,375,320        | \$ 3,747,787      | \$ 846,648        | \$ 450,561        | \$ 491,163        | \$ 570,565       |
| Contribution from operating fund                         | 501,714             | -                   | 549,713           | 549,713           | 571,702           | 571,702           | -                |
| Contribution to operating fund                           | -                   | 47,006              | -                 | -                 | -                 | -                 | -                |
| Interest earnings  | 216,973             | 163,100             | 67,900            | 19,200            | 13,900            | 15,700            | 9,300            |
| <i>Less - project allocations</i>                        |                     |                     |                   |                   |                   |                   |                  |
| Alberni Valley Electoral Areas flood plain bylaw         | -                   | -                   | 100,000           | -                 | -                 | -                 | -                |
| Bamfield Centennial Park playground upgrade              | -                   | 5,300               | -                 | -                 | -                 | -                 | -                |
| Bamfield Integrated Regional Plan                        | -                   | 100,000             | -                 | 100,000           | -                 | -                 | -                |
| Bamfield Liquid Waste Management Plan                    | 63,746              | 88,862              | -                 | -                 | -                 | -                 | -                |
| Bamfield Water System upgrades                           | -                   | 359,967             | 359,967           | -                 | -                 | -                 | -                |
| Bamfield westside fire hall upgrade                      | -                   | 400,000             | 518,000           | -                 | -                 | -                 | -                |
| Beaver Creek Community Park - Nordstrom park development | -                   | -                   | -                 | 100,000           | -                 | -                 | -                |
| Beaver Creek Volunteer Fire Dept hall upgrade            | -                   | 350,000             | 368,000           | -                 | -                 | -                 | -                |
| Beaver Creek Water System - North Reservoir Replacement  | -                   | -                   | -                 | -                 | -                 | -                 | -                |
| Broadband connectivity study                             | -                   | -                   | -                 | 20,000            | -                 | -                 | -                |
| Capital Project Manager                                  | -                   | -                   | -                 | 132,000           | 135,000           | 138,000           | 142,000          |
| Cherry Creek Maplehurst access development               | -                   | 240,468             | 240,468           | -                 | -                 | -                 | -                |
| Climate Action Plan development                          | -                   | 63,000              | -                 | 63,000            | -                 | -                 | -                |
| Electoral Areas Official Community Plan development      | 65,227              | 72,370              | 320,000           | 350,000           | 360,000           | 370,000           | 380,000          |
| GIS system for asset management - capacity building      | 31,858              | 62,534              | 30,676            | -                 | -                 | -                 | -                |
| Great Central Lake boat launch & parking                 | -                   | -                   | -                 | 200,000           | -                 | -                 | -                |
| Long Beach Airport water system upgrades                 | 107,963             | 107,963             | 210,000           | -                 | -                 | -                 | -                |
| Millstream Water System upgrades                         | 39,237              | -                   | -                 | -                 | -                 | -                 | -                |
| Parks and trails signage                                 | 11,847              | 33,488              | 21,641            | -                 | -                 | -                 | -                |
| Parks management plans                                   | 15,965              | 15,965              | -                 | -                 | 50,000            | -                 | -                |
| Sproat Lake Volunteer Fire Dept hall #3 upgrade          | -                   | 500,000             | 1,350,000         | -                 | -                 | -                 | -                |
| West Coast Multi Use Path                                | 10,377              | 10,377              | -                 | -                 | -                 | -                 | -                |
| Total capital expenditures                               | 346,220             | 2,410,294           | 3,518,752         | 965,000           | 545,000           | 508,000           | 522,000          |
| <b>BALANCE, END OF YEAR</b>                              | <b>\$ 3,747,787</b> | <b>\$ 1,081,120</b> | <b>\$ 846,648</b> | <b>\$ 450,561</b> | <b>\$ 491,163</b> | <b>\$ 570,565</b> | <b>\$ 57,865</b> |

SPROAT LAKE COMMUNITY ASSOCIATION  
9346 BOMBER BASE ROAD  
PORT ALBERNI, BC  
V9Y 8ZS3

October 15, 2024

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

Attention: Teri Fong

Dear Teri:

Please accept this letter as application for Community Works Funds for renovation improvements to a ground level room in the Sproat Lake Community Association Hall at 9346 Bomber Base Road, Port Alberni, BC.

The renovation will include plumbing, electrical, drywalling, flooring, doors, window, painting, insulation and siding.

The renovated space will be a meeting room, bathroom and some storage space for use by sporting activity groups, members of the Association and people of Sproat Lake.

It is estimated the project will be completed within 6 months after funding approval.

The application is for \$29,000 to cover the renovation costs.

Please contact us if additional information is required.

SPROAT LAKE COMMUNITY ASSOCIATION

Per: 

R. Lacoursiere - Treasurer

RLL:ch

# **CHERRY CREEK WATERWORKS DISTRICT**

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Tuesday - Thursday 9:30am – 2:00pm

Phone 250-723-2214

email [ccww@shaw.ca](mailto:ccww@shaw.ca)

Fax 250-723-0225

*The Cherry Creek Waterworks District would like to request an additional \$200,000 from the Community Works Fund for the new fire hall building.*

At a regular board meeting of the Cherry Creek Improvement District, held on June 19, 2024, the following motions were passed;

**MOTION:** "That Board of Trustees unanimously supports proceeding with the Phase One completion of the Cherry Creek Fire Hall new construction project."

**MOTION:** "That Board of Trustees direct staff to request support from the Cherry Creek Regional Director to advocate for the Cherry Creek Fire Department for the original ask of \$800,000 from the Community Works Fund. This is an increase of \$200,000 over the current previously allocated \$600,000."

## **Phase One:**

Phase One will focus on completing essential components of the project that provide the most immediate value and are critical for fire department operations.

This proposal outlines the need to pivot the Cherry Creek Fire Hall construction into a two phased project due to the current building climate. This approach will allow us to manage project risks such as construction delays leading to higher costs, ensure the completion of essential components, and better align our expenditures with available funding. By adopting this strategy, we aim to maintain project momentum and capitalize on the increased capacity that is emerging in the construction sector.

## **Key Deliverables**

Core Facilities: Foundation, Steel Structure, Apron, complete the project to lockup. The truck bays would have power and heat, while everything else is roughed in. The exterior would be completed and look aesthetically finished. This allows us the ability to store apparatus in the truck bays.

## **Current Finances:**

|                            |                         |
|----------------------------|-------------------------|
| Cherry Creek Building fund | 400,000                 |
| RD Community Works Fund    | 600,000                 |
| Debt Financing             | 1,500,000               |
| <b>Current Funding</b>     | <b><u>2,500,000</u></b> |

## **Estimate One**

## **Estimate Two**

## **Projected Costs:**

|                                     |                  |                  |
|-------------------------------------|------------------|------------------|
| Cost to Complete Phase One          | 2,200,000        | 2,000,000        |
| <b>Remaining funds</b>              | <b>300,000</b>   | <b>500,000</b>   |
| Cost to Complete Phase Two          | 1,200,000        | 800,000          |
| <b>Project Shortfall</b>            | <b>(900,000)</b> | <b>(300,000)</b> |
| Projected Building Cost (Phase 1&2) | 3,400,000        | 2,800,000        |

# CHERRY CREEK WATERWORKS DISTRICT

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Tuesday - Thursday 9:30am – 2:00pm

Phone 250-723-2214

email [ccww@shaw.ca](mailto:ccww@shaw.ca)

Fax 250-723-0225

## Financing:

The contractors have admitted to providing inflated estimates and will only provide accurate numbers when submitting bids on the official tender. Comparing the first estimate and second, the architect, engineers, and construction manager identified an approximate 400,000 differential on two-line items (electrical and site prep). They believe that the tender process will provide clarity on these two items and currently site prep is 200,000 under estimate 1. Though the estimates show the project as overbudget, it is possible to complete phase one with current funding. Both electrical and site prep costs will be fully known before the project starts. If these expenses are in line with estimate two then the project can proceed with confidence in meeting the new finished building cost of 2.8 million (phase 1 & 2).

Phase 2 will address the remaining finishing components of the project. This phase will focus on the completion of office space and training room. Tendering the finishing work too far in advance can lead to inflated bids. The building at the lockup stage can provide better bids for some types of finishing work.

The plan to bridge the 300,000 shortfall on estimate two is for the Cherry Creek Fire Department to contribute an additional 100,000 from it's capital savings in 2025 and receive an additional 200,000 from the Community Works Fund, successfully completing phase two.

## Current Project Status

Completed:

- All Engineering Documents at 100%
- Site clearing
- Building permit issued
- Current work Tendered vs Estimated amount:

| <u>Bid Opportunity</u>  | <u>Supplier</u>  | <u>Award</u> | <u>Date</u> | <u>Estimate 2</u> |
|---|--|--------------|-------------|-------------------|
| Tender T01-2024:<br>Request for bid – Wastewater Treatment        | <b>Dennis Francoeur Backhoeing Ltd.</b><br>6614 Andrew Lane<br>Port Alberni, BC<br>V9Y 8T5 | \$21,000     | 01-Jul-24   | \$35,000          |
| <b>STATUS: Awarded</b>  |  |              |             |                   |
| Tender T02-2024:<br>Request for bid – Foundation                  | <b>Diewold Homes &amp; Design</b><br>5600 Silverspoon Rd<br>Port Alberni, BC<br>V9Y9B7     | \$166,088.73 | 06-Sep-24   | \$195,000         |
| <b>STATUS: Awarded</b>  |  |              |             |                   |
| Tender T03-2024:<br>Request for bid – Steel Manufactured Building | TBD  |              |             |                   |
| <b>STATUS: OPEN</b>   |  |              |             |                   |
| Tender T04-2024:<br>Request for bid – Plumbing                    | <b>McLean &amp; Higgins</b><br>#4-4905 Cherry Creek rd<br>Port Alberni, BC<br>V9Y8E9       | \$93,776.00  | 27-Sep-24   | \$100,000         |
| <b>STATUS: Awarded</b>  |  |              |             |                   |
| Tender T05-2024:<br>Request for bid – Electrical                  | <b>DenMar Electric</b><br>1810 Fairmont Rd<br>Nanaimo, BC<br>V9S3H4                        | \$155,984.00 | 22-Oct-24   | \$150,000         |
| <b>STATUS: Awarded</b>  |  |              |             |                   |

# **CHERRY CREEK WATERWORKS DISTRICT**

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Tuesday - Thursday 9:30am – 2:00pm

Phone 250-723-2214

email [ccww@shaw.ca](mailto:ccww@shaw.ca)

Fax 250-723-0225

## **Conclusion**

By pivoting our construction project to a phased approach, we can better manage our financial resources, ensure the completion of essential components, and maintain overall project momentum. The original request to the ACRD board was for 800,000 and they pledged 600,000 the construction market has validated this project requires the full amount to be successful. Please support this initiative with an additional \$200,000 from the Community Works Fund.

# **CHERRY CREEK WATERWORKS DISTRICT**

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Tuesday - Thursday 9:30am – 2:00pm

Phone 250-723-2214

email [ccww@shaw.ca](mailto:ccww@shaw.ca)

Fax 250-723-0225

Re: Letter of Intent – Community Works Fund 2026

ACRD Board of Directors and Staff,

As you may know, in 2008, the Vancouver Island Health Authority (VIHA) adopted the 4-3-2-1-0 Drinking Water Objective (formerly 4-3-2-1). This standard requires increased water treatment for all surface water sources, including lakes and creeks.

The Cherry Creek Waterworks District (CCWWD) has been working toward compliance since 2010.

## **Current Project Status**

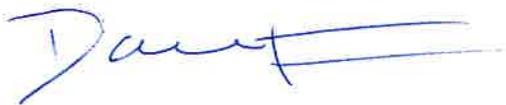
- A full state of the art treatment process that exceeds the 4-3-2-1-0 objectives has been engineered, submitted to VIHA, and approved
- Building and site designs have been completed by the engineers and architects.
- The Statutory Right of Way (SRW) is under revision:
  - The three existing SRWs will be consolidated into one, also encompassing Lacy Lake.

## **Financial Considerations**

- Estimated total project cost: \$ 6 – 7 million
- CCWWD is commissioning a subcommittee to explore alternative funding sources.

The Cherry Creek Waterworks Board of Trustees intends to request a portion of the Community Works Fund (CWF) this fall for the 2026 budget cycle. We ask that the ACRD Board of Directors and staff keep this project on their radar in the coming months. Our office will provide updates as the project reaches key milestones.

Sincerely,



Dana Forrester, Chair

Cherry Creek Waterworks Board of Trustees and Staff

# Cherry Creek Community Recreation Commission

3720 Moore Road  
Port Alberni, BC  
V9Y-8R8

---

## **Teri Fong, Chief Financial Officer**

Alberni-Clayoquot Regional District  
3008 5<sup>th</sup> Avenue  
Port Alberni, BC  
V9Y-2E3

The Cherry Creek Community Recreation Commission would like to apply for funding through the Community Works Fund. The community hall receives its revenues through rentals, fundraising and grants-in-aid. Over the past few years, the community hall has experienced a decrease in rentals and increase in expenses – specifically insurance and hydro.

By offering the space at no cost to children's groups (Guides and Scouts), the community hall fosters a sense of belonging and encourages social interaction among kids. It serves as a hub for fun, learning, and community engagement, allowing children to thrive in a supportive environment while building lasting friendships. The community hall also hosts an annual free Halloween event welcoming everyone from the public to enjoy food, drinks and fireworks. The community hall is also a designated Emergency Response Location for the Alberni-Clayoquot Regional District.

The board members of the community hall have broken down three projects that they think are important to its success. With these enhancements, the community hall can not only survive but thrive. These projects are listed in order of importance to the operations of the community hall and are part of a three-year project plan.

### **1. Hall Entrances and Roof**

The Cherry Creek Community Hall serves as a vital hub for our residents, hosting events, gatherings, and activities. However, the current state of the hall presents challenges that limit its accessibility and appeal. Upgrading the entrances will ensure that all community members, including those with mobility issues, can easily access the facility. Additionally, replacing the roof will not only improve the building's structural integrity but also create a more inviting atmosphere for potential renters. Over the past month we have been experiencing roof leaks in the banquet hall. Javen Simon Roofing recently did tar repairs on the flat roof but after inspecting for the cause, determined that the water was coming through the shingles and down the rafters from the main hall roof and pooling on the flat roof. We anticipate that an enhanced accessibility and aesthetic appeal will lead to a significant increase in rentals, ultimately benefiting the entire Cherry Creek community.

Funding amount requested:

\$63,452.08 Roofing – Quote Provided by Javen Simon Roofing Ltd.  
60,681.72 Entrances (Three) – Quote Provided by Diewold Home & Designs  
12,413.38 Contingency (10%)

-----  
**\$136,547.18**

This project will be co-led by our board members Dana Forrester and Deana Horton. The contractors have agreed to starting the project as soon as we receive funding.

## **2. Heating System**

The community hall is seeking funding to replace our existing furnaces with more efficient gas furnaces with heat pumps. This upgrade is crucial for enhancing our hall's comfort, increasing rental opportunities, and reducing ongoing operating costs. Our current heating system has become outdated, leading to inconsistent temperatures that deter potential renters and increase energy expenses. Upgrading the heat pump would lead to contributing to lower energy consumption and operational costs in the long run. Additionally, a more comfortable facility will enable us to host a wider range of events, thereby increasing our rental income and allowing us to reinvest in further improvements for the hall.

Funding amount requested:

\$108,675.00 Gas Furnaces with Heat Pump – Quoted provided by Alberni Valley Refrigeration  
1,008.00 Thermostats – Quote provided by Alberni Valley Refrigeration  
10,968.30 Contingency (10%)

-----  
**\$120,651.30**

This project will be co-led by board members Dana Forrester and Amanda Walton. This project would start after the first project is completed.

## **3. Kitchen Upgrade**

To better serve our community and increase hall rentals, we propose to upgrade our kitchen and install more efficient appliances. The current kitchen facilities are outdated, limiting our ability to accommodate larger events. Modernizing this space will allow us to host more diverse functions, attracting a wider range of community gatherings. Investing in energy-efficient appliances will not only enhance our service offerings but will also significantly reduce our operating costs.

Funding amount requested:

\$108,955.00 Quote Provided by Diewold Home & Design

10,895.50 Contingency (10%)

-----

**\$119,850.50**

This project will be co-led by our board members Dana Forrester and Tracy Moyen. This project will start after the previous two projects have been completed.

Thank you for considering our funding requests. We appreciate your time and support as we work to enhance our community hall. We would be grateful for the opportunity to discuss these projects further and explore how we can work together to benefit our community.

Sincerely,

The Cherry Creek Community Recreation Commission