



Committee-of-the-Whole Meeting

Wednesday, March 5, 2025

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

10:00 am

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/5-3-2025/>

Register to participate via Zoom Webinar at: https://acrd-bc-ca.zoom.us/webinar/register/WN_3Qp-T0aCT3ySXv_pr7ehYg#/registration

- | | PAGE # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| Introductions – Directors and Staff present in the Boardroom and via Zoom. | |
| 2. <u>APPROVAL OF AGENDA</u> | |
| <i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i> | |
| 3. <u>DECLARATIONS</u> | |
| <i>(conflict of interest)</i> | |
| 4. <u>MINUTES</u> | |
| a. Committee-of-the-Whole Meeting – February 12, 2025 | 3-5 |
| <i>THAT the minutes of the Committee-of-the-Whole meeting held on February 12, 2025 be adopted.</i> | |
| 5. <u>REQUEST FOR DECISIONS</u> | |
| a. REQUEST FOR DECISION | 6-27 |
| 2025-2029 Draft Financial Plan – Region Wide Services | |

THAT the Committee of the Whole recommend the E911 Telephone System proposed budget as presented be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Committee of the Whole recommend the General Government Services proposed budget as presented be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

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

THAT the Committee of the Whole recommend the Regional Parks proposed budget as presented be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Committee of the Whole recommend the Regional Planning proposed budget as presented be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

b. REQUEST FOR DECISION

28-32

2025-2029 Draft Financial Plan Process to Date

THAT the Committee of the Whole receives the report for the 2025-2029 Draft Financial Plan Process to Date as presented.

6. LATE BUSINESS

7. 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**

8. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE COMMITTEE-OF-THE-WHOLE MEETING HELD ON WEDNESDAY, FEBRUARY 12, 2025, 10:00 AM

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

DIRECTORS

John Jack, Chairperson, Chief Councillor, Huu-ay-aht First Nation

PRESENT:

Debbie Haggard, Vice-Chair, Councillor, City of Port Alberni

Bob Beckett, 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)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

Tom Stere, Councillor, District of Tofino

Moriah Cootes, Councillor, Uchucklesaht Tribe Government

Levana Mastrangelo, Executive Legislator, Yuuʷuʷiʷiʷath Government

Kirsten Johnsen, Member of Council, Toquaht Nation

Sharie Minions, Mayor, City of Port Alberni

Marilyn McEwen, Mayor, District of Ucluelet

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Alex Dyer, Planning Manager

Mike Irg, General Manager of Planning & Development

Jenny Brunn, General Manager of Community Services

Cynthia Dick, General Manager of Administrative Services

Janice Hill, Executive Assistant

Michael McGregor, Lands and Resources Coordinator

Eddie Kunderman, Operations Manager

Karen Freethy, Protective Services Manager

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/12-2-2025/>

1. CALL TO ORDER

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

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

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

Introductions - Committee Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Sparrow
SECONDED: Director Cootes

THAT the agenda be approved as circulated.

CARRIED

3. DECLARATIONS

4. MINUTES

a. Committee-of-the-Whole Meeting held January 15,2025

MOVED: Director Cote
SECONDED: Director Mastrangelo

THAT the minutes of the Committee-of-the-Whole Meeting held on January 15, 2025 be adopted.

CARRIED

Director McEwen joined the meeting at 10:05 am.
Director Johnsen joined the meeting at 10:06 am.
Director Minions joined the meeting at 10:09 am.
Director Minions left the meeting at 10:24 am.
Director Minions joined the meeting at 11:01 am.

The meeting was recessed at 11:13 am.
The meeting was reconvened at 11:20 am.

Director Minions left the meeting at 12:16 pm.
Director Johnsen left the meeting at 12:18 pm

The meeting was recessed at 12:45 pm.
The meeting was reconvened at 12: 55 pm.

Director Roth left the meeting at 12:50 pm.

5. PETITIONS, DELEGATIONS & PRESENTATIONS

**a. 2025-2029 Draft ACRD Financial Plan Presentation and Report for Information
– T. Fong**

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Committee-of-the-Whole defer the Fire Services portion of the 2025-2029 Draft ACRD Financial Plan Presentation to the next Electoral Area Directors Committee meeting.

CARRIED

*MOVED: Director Cote
SECONDED: Director Sparrow*

THAT the Committee-of-the-Whole receive the 2025-2029 Draft ACRD Financial Plan Presentation and Report for information.

CARRIED

6. LATE BUSINESS
(requires 2/3 majority vote)

7. 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:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

8. ADJOURN

*MOVED: Director Siga
SECONDED: Director Cootes*

THAT this meeting be adjourned at 1:03 pm.

CARRIED

Certified Correct:

John Jack,
Chairperson

Cynthia Dick,
General Manager of Administrative Services



To: Committee of the Whole

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

Meeting Date: March 5, 2025

Subject: 2025-2029 Draft Financial Plan – Region Wide Services

Recommendation:

THAT the Committee of the Whole recommend the E911 Telephone System proposed budget as presented be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Committee of the Whole recommend the General Government Services proposed budget as presented be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

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

THAT the Committee of the Whole recommend the Regional Parks proposed budget as presented be included in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Committee of the Whole recommend the Regional Planning 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 Directors to ask questions and then confirm support for region wide services for inclusion in the first reading of the 2025-2029 ACRD Financial Plan bylaw.

Summary:

Staff presented an overview of the Draft 2025-2029 ACRD Financial Plan to the Committee of the Whole on February 12, 2025. At that meeting all services were discussed though in-depth questions were asked to be held to these later meetings to provide an opportunity for service participants to learn more about the draft plan. This meeting provides an opportunity for Directors to ask more service specific questions, request further information and make changes prior to the drafting of the bylaw. The Region Wide 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:

- E911 Telephone System
- General Government Services
- Regional Grants-in-aid
- Regional Parks
- Regional Planning

Financial:

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

Strategic Plan Implications:

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

- 1.1 Enhanced indoor/outdoor recreation facilities and services.
- 1.2 Sustainable land use planning and growth.
- 1.3 Viable and responsive.
- 1.4 Support our volunteers.
- 1.5 Leverage grants toward creating regional and community benefit.
- 3.2 Regional governance alignment.
- 3.3 Optimize communication platforms and practices.
- 4.1 Strategic advocacy.

Policy or Legislation:

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

Options Considered:

If the Committee wishes to amend any of these services prior to directing staff to incorporate them into the first reading of the 2025-2029 ACRD Financial Plan Bylaw, then the following motion template is recommended:

That the Committee of the Whole 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



E911 Emergency Telephone System

Budget Highlights

The financial plan for this service is based on the North Island 911 (NI911) 2025-2029 Financial Plan that was adopted on January 24, 2025. The NI911 financial plan includes a requisition increase of 8% in 2025 and 5% per year in the following four years as the corporation continues to prepare for the implementation of the Federally mandated Next Generation 911.

Grants

Next Generation 911 Funding – UBCM provided \$45,000 of grant funding to the ACRD to support local preparedness for the implementation of Next Generation 911. This funding supports the transition of the emergency communications network from the current network to an Internet Protocol based technology. This new approach introduces GIS to accurately locate the 911 caller and ensure they quickly reach the appropriate responders. As a result, the ACRD had to sign an agreement that stated that the GIS data for house numbering will be accurate for the entire region upon implementation. A contract was awarded in 2024 to complete this GIS work in partnership with the City of Port Alberni, District of Tofino, District of Ucluelet, Hupacasath First Nation, Huu-ay-aht First Nations, Tla-o-qui-aht First Nation, Tseshaht First Nation, and Yuułu?if?ath Government. Discussions continue with the Toquaht First Nation and Uchucklesaht First Nation. The project is funded by pooling the grant funding received by the partners and is estimated to cost approximately \$270,000.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$424,273	\$461,063	\$36,790	8.67%

There is no requisition limit on this service.

Service Overview

The purpose of this service is to provide funding for annual contributions to the North Island 911 Corporation which administers the 911 service on behalf of 6 regional districts in central and northern Vancouver Island and the upper Sunshine Coast of British Columbia. The members of the service include the following regional districts: Comox Valley, Nanaimo, Alberni-Clayoquot, Mt. Waddington, qathet, and the Strathcona Regional District. Non-shareholder participants include Peace River and Cowichan Valley Regional Districts. The service is delivered via contracts with E-Comm (Vancouver) for initial call-taking



(aka Primary Safety Answering Point) and the City of Campbell River for fire dispatch services. Calls for medical emergencies are handed off to the BC Ambulance Service.

Legislation

This service was established with Bylaw No. 845 in 1993 and amended with Bylaw No. 845-1 in 2015.

Participants

Port Alberni, District of Tofino, District of Ucluelet, Yuułuʔiłʔatḥ & All Electoral Areas

Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
038 - Emergency 911-Telephone	Revenues	103 - Conditional Grant	(\$9,741)	(\$45,000)	(\$42,713)				
		106 - Contracts with Other Governments	(\$4,165)	(\$315,000)	(\$220,835)				
		126 - Surplus (Deficit) from Prior Years	(\$7,943)	(\$7,943)	(\$8,340)				
		127 - Tax Requisition	(\$424,274)	(\$424,273)	(\$461,063)	(\$492,360)	(\$516,404)	(\$541,634)	(\$568,110)
		Total	(\$446,124)	(\$792,216)	(\$732,951)	(\$492,360)	(\$516,404)	(\$541,634)	(\$568,110)
	Expenses	247 - Labour & Benefits	\$20,467	\$21,216	\$25,303	\$26,057	\$26,788	\$27,539	\$28,312
		257 - Operating Costs	\$410,866	\$411,000	\$444,100	\$466,303	\$489,616	\$514,095	\$539,797
		260 - Project Expenses	\$6,452	\$360,000	\$263,548				
		Total	\$437,784	\$792,216	\$732,951	\$492,360	\$516,404	\$541,634	\$568,110
	Total			(\$8,340)					



General Government Services

Budget Highlights

The following are the highlights related to the General Government budget:

Communications – Building on the previous ACRD Strategic Plan, the 2024 – 2027 Strategic Plan focuses on partnerships and communications. The ACRD Communications Coordinator continues to focus on developing the ACRD’s communications program which aims to effectively get information out into the community in a timely and accurate way. The term engagement that is also used throughout this financial plan includes two-way communication to increase public participation and build relationships with the communities, member jurisdictions, First Nation’s within our region, and other partners. In 2025, engagement and communications will be more clearly developed with communications remaining focused on social media, print, and the ACRD website.

Information Technology – Cyber security risks continue to be a concern to the Regional District and the Municipal Insurance Association (MIA). Improvements to cyber security monitoring are occurring to ensure business continuity throughout the ACRD. These additional measures are required to continue securing cyber insurance coverage through MIA as well as ensuring the Regional District is protected from cyber-attacks. The MIA cyber security requirements continue to increase over time. In 2024, a full cyber security assessment was completed as directed by the Board of Directors and staff will be working to implement the recommendations from the assessment in 2025. ACRD staff, directors, and anyone with an ACRD email account or file access are required to take a cyber security course annually. The IT department continues to secure software and cloud services to protect Regional District systems and test for vulnerabilities. Windows 11 implementation is underway and will be complete by October 2025, requiring replacement of up to 30% of workstations due to outdated capabilities.

FOIPPA Program & Records Management – The *Freedom of Information and Protection of Privacy Act* (FOIPPA) is comprehensive legislation that applies to local governments in BC. The Act provides a vehicle to access records in the custody or under the control of public bodies and a means of addressing personal privacy issue involving public bodies. ACRD staff continue to develop a more comprehensive FOIPPA program consisting of policies, controls and best practices that work together to provide the public with access to information and to project and secure personal information across the organization. A key to a successful FOIPPA program is a comprehensive records management system. Following the implementation of the ACRD’s FOIPPA Program in 2023, a review, of the ACRD’s Records Management System is proposed for 2025. The ACRD will retain the services of a records management professional to support this process in 2025. The records management assessment is estimated to cost \$30,000 with the potential to receive Municipal Insurance Association grant funds for a portion of the project.



Bylaw & Policy Review – ACRD staff annually review and update various Regional District bylaws and policies as well as identify possible new policies and procedures to improve organizational performance. Regional District staff have identified the following new policies which will be drafted for consideration by the ACRD Board of Directors in 2025: Procedures Bylaw, Notice Bylaw, and volunteer recognition.

ACRD Office – The 2023-2027 Financial Plan included a project to complete the due diligence required to determine the best alternatives for a new ACRD office building, and to develop a business case for possible partnerships and stacked interests as part of some alternative construction options. A Needs and Opportunities Assessment was completed for the ACRD Office Building in 2024. The next step will be to advance with a comprehensive business plan for a potential new office building. This project is being funded with the Growing Communities Fund grant.

Human Resources Manager – The budget includes the hiring of a part-time Human Resources Manager to support recruitment and retention efforts for all positions within the organization, including over 100 volunteers. This position will also develop and implement human resource policies, ensuring compliance with our legal obligations and effectively addressing employee relation matters.

Economic Development Service Feasibility Discussion – The ACRD has not actively operated an Economic Development service for many years and instead the Electoral Areas of the Alberni Valley have made a small contribution to the City of Port Alberni to support their Economic Development office. In 2025 the Board will discuss whether a formal service at the ACRD should be developed to foster the economic well-being of local businesses, attracting new investments, and promoting sustainable economic growth.

Fire Training Center proposed facility – The Fire Chiefs in the region will engage in discussions regarding the potential creation of a Regional Fire Training center to increase availability to training opportunities and reduce training costs. The discussions will include potential participants, scope of training center to be developed and governance model.

Exempt Compensation Market Test – During 2025 the ACRD will engage a Compensation Consultant to conduct a market test for ACRD exempt positions. The ACRD's Exempt Compensation Policy states that the Board will engage in a study once per electoral term and the last study was completed in 2019.

Primary Care Recruitment and Retention – In 2024 Phase 1 of this project was completed with the presentation of the Health Professional Recruitment and Retention in the Alberni Clayoquot report. The report highlighted three broad areas for the ACRD to consider in addressing the challenges including building healthy communities, partnerships and advocacy. This remains a focus area for the Board in 2025.

Transportation Committee – The committee continues to advocate for a secondary route into the Alberni Valley from the east coast of Vancouver Island. In 2025 work will be done to build off of the report anticipated from the Province later this spring on the highway concerns. The committee will be working to clearly define the scope and approach of advocacy efforts moving forward.



Alberni Valley Drag Racing Association Support – The drag racing association continues to look for a location to hold drag race events. In 2025 the ACRD has budget staff time to assist the association with the technical aspects of applying for provincially owned land. This project will include collaborating with Tseshaht and Hupacasath as they will be key partners for any Provincial application.

Business Continuity Plans – The ACRD is required to develop Business Continuity Plans for each of the ACRD’s services to ensure the availability of government services and the timely resumption of services in the event of an emergency. The project will be a focus area for staff in 2025 as it is a new requirement under the Emergency and Disaster Management Act.

Property Appraisals – Property insurance appraisals are required for all ACRD buildings prior to next property insurance renewal in September 2025. This project has been budgeted throughout the financial plan in the services with insurable assets. This is a new requirement and will need to be done on a 3–5-year cycle.

Grants

Alberni Clayoquot Health Network (ACHN) – The ACHN was created in 2012 with funding received from Island Health (IH) to explore ways to address the determinants of health in the region and to support healthy communities. Since 2015, the ACHN has been supported by a coordinator through annual funding from IH. The ACRD administers funds received from IH and subcontracts the coordinator on behalf of the ACHN as the Network is not considered a “legal entity”. Since the Network is currently fully funded through IH, the ACRD does not have a service for the Network and budgets the ACHN through General Government administration. A new service funding contract has been approved by the Board for 2024-2027 between ACRD and Island Health. With this funding the ACRD has been able to sub-contract the ACHN Coordinator until March 31, 2028. The ACHN continues to other grants to support their initiatives. In the future, the ACRD may need to consider creating a service for the Network if there is no further funding received from Island Health to support the Network.

Long-Term Financial Plan – The ACRD was awarded \$25,000 to assist in the development of a Long-Term Financial Plan. The development of a LTFP in a Regional District model is challenging as there are 13 different jurisdictions in the ACRD that participated in approximately 60 different services resulting in different tax impacts. This grant funding will be used to hire a consultant to assist in the development of the plan.

Cherry Creek Waterworks Governance Discussion – The ACRD was successful in obtaining a \$35,000 restructure planning grant to assist the Cherry Creek Waterworks District in assessing the existing services and to engage with the public to consider the potential change of governance model to convert into a ACRD service. Connections Planning Associates Ltd., in collaboration with Urban Systems, completed the “Cherry Creek Waterworks District Conversion Study Final Report” in summer 2024 which was presented to the community. It is the ACRD’s understanding that the Cherry Creek Waterworks District will be advancing and leading a referendum in 2025 to determine if they will maintain the status quo or pursue conversion to an ACRD service.



Growing Communities Fund – The ACRD was awarded \$1,833,000 in March 2023 from the province to support the delivery of infrastructure projects necessary to enable community growth. The province encouraged projects that align with the province’s Environmental, Social and Governance framework for capital projects. The funds are to be spent by March 31, 2028. A reserve fund model has been setup to track these projects and related expenditures and can be found in the following pages. The changes in the plan from the prior year are as follows:

- The Beaver Creek Volunteer Fire Department fire hall feasibility study project has been increased by \$50,000 to \$100,000 based on procurement experience from 2024. To offset the increase the Beaver Creek Water System capital upgrades have been decreased by \$50,000 to \$450,000.
- South Long Beach Fire Protection installation of a fire hydrant has been added at a cost of \$200,000. This has been a request from District of Ucluelet that provides service to the area as currently the nearest fire hydrant is on the opposite side of the highway, forcing the closure of the road and isolating Ucluelet during fire operations due to supply lines crossing the roadway. This project does not meet the criteria for the Community Works Funds (CWF) program so has been budgeted by reallocating funds for CWF eligible projects including:
 - Reallocating the \$100,000 for the Bamfield Volunteer Fire Department West Side Fire Hall replacement to CWF.
 - Reallocating \$50,000 of the Sproat Lake Volunteer Fire Department Hall #3 upgrade to CWF.

Inclusive Governance – The ACRD received an additional \$50,000 in grant funding in 2024 to engage with First Nations in the region to develop strategies to advance First Nations participation in regional district boards (outside of the treaty process). EcoPlan International was contracted to work with the ACRD, First Nations, and member participants to advance this work which will be used to guide legislation to meet the varied needs of First Nations and regional governments.

Island Corridor Foundation – The ACRD received a \$600,000 grant from the BC Minister of Transportation and Infrastructure to engage and collaborate with First Nations impacted by the Island Rail Corridor. The grant objective is to help reconcile outstanding impacts of the corridor on First Nations communities and to possibly establish a shared vision and benefits for First Nations moving into the future. HDR Inc. was awarded the Island Rail Corridor Consulting Services contract in 2024 and has been working with the newly formed Alberni Valley Rail Corridor Working Group.

Equitable Employment – The ACRD received a \$20,000 grant from UBCM to identify and reduce the barriers to the employment of First Nations within the ACRD, so that our local government workforce better reflects the population of the communities it serves. This project will involve the creation of policies, procedures, programs, internal training, outreach, mentoring, apprenticeships, and other long-term projects after the engagement is completed.

Accessibility Plan Implementation – The ACRD received a \$25,000 grant from Sparc BC to begin the implementation of the ACRD’s 2024 Accessibility Plan. The grant will focus on training related to basic accessibility training for all ACRD staff with the focus on types of disabilities, employee accommodations training to meet broader range of workplace needs for managers, and engagement training. In addition to the work covered in this grant the budget includes \$15,000 in funding to implement some of the recommendations in the Accessibility Plan.



West Bamfield Dock Feasibility – Transport Canada has requested that the ACRD consider taking ownership of the West Bamfield Dock. The ACRD has requested funding to support the work required to investigate this proposed service including the development of a business feasibility case to assist in discussing the proposed service with the Bamfield community.

Regional District Basic Grant – As in prior years, the ACRD anticipates receiving an unconditional provincial grant of \$190,000 to assist with administration costs.

Wood Stove Exchange Program (Provincial Community Wood Smoke Reduction Program) – In 2024 the ACRD was successful in retaining the unused portion of their grant from previous years from the Province of British Columbia, Minister of Environment & Climate Change Strategy, Regional Operations Branch. These monies provided homeowners with financial assistance in replacing old wood stoves with efficient, low emission models or alternate fuel sources (heat pumps or pellet stoves). The ACRD saw eleven (11) exchanges occurring in 2024. This year’s grant application includes bringing the Wood Stove Exchange Program internal to the ACRD, under the direction of the Sustainability Planner supported by administrative staff. The program has been run by the Air Quality Council since 2014, and they are supportive of this change.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$2,236,797	\$2,357,185	\$120,388	5.38%

There is no requisition limit on this service.

Overview

This service includes the following: administration services, human resources, office equipment and supplies, information technology and Directors expenses.

Legislation

Section 338(2)(a) of the *Local Government Act* provides the authority for this service. Bylaw A1090 and A1090-1 applies to Board, Remuneration and Expenses.

Participants

All Members



Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
020 - General Government Services	Revenues	103 - Conditional Grant	(\$435,278)	(\$796,044)	(\$730,396)	(\$114,100)	(\$112,100)	(\$30,000)	(\$30,000)
		121 - Other Sources	(\$337,130)	(\$145,700)	(\$138,600)	(\$115,228)	(\$116,685)	(\$119,013)	(\$121,308)
		126 - Surplus (Deficit) from Prior Years	(\$366,432)	(\$366,432)	(\$504,038)				
		127 - Tax Requisition	(\$2,236,796)	(\$2,236,797)	(\$2,357,185)	(\$2,811,865)	(\$2,870,478)	(\$2,989,224)	(\$3,068,426)
		130 - Unconditional Grant	(\$210,100)	(\$190,000)	(\$190,000)	(\$190,000)	(\$190,000)	(\$190,000)	(\$190,000)
		136 - Transfer from Community-Building Fund Reserve	(\$24,592)	(\$29,525)	(\$15,676)	(\$20,000)			
		137 - Transfer from Growing Communities Fund Reserve	(\$34,950)	(\$75,000)	(\$40,050)				
		Total	(\$3,645,278)	(\$3,839,498)	(\$3,975,946)	(\$3,251,193)	(\$3,289,262)	(\$3,328,237)	(\$3,409,735)
	Expenses	202 - Engagement	\$14,526	\$76,200	\$75,300	\$77,406	\$80,215	\$82,622	\$85,100
		216 - Committee Expenses	\$6,321	\$5,100	\$7,000	\$7,210	\$7,426	\$7,649	\$7,879
		218 - Consultant Costs	\$7,268	\$40,000	\$65,000	\$20,400	\$20,808	\$21,432	\$22,517
		220 - Contribution to Capital Fund	\$147,755	\$94,800	\$96,300	\$81,500	\$91,500	\$101,600	\$111,600
		224 - Elected Official's Costs	\$233,757	\$225,668	\$246,800	\$254,204	\$261,830	\$269,685	\$277,776
		245 - Insurance	\$79,727	\$80,582	\$88,574	\$88,405	\$90,802	\$93,526	\$96,331
		247 - Labour & Benefits	\$1,675,078	\$1,694,673	\$1,915,307	\$2,030,143	\$2,081,003	\$2,076,675	\$2,113,533
		250 - Legal Costs	\$12,891	\$30,000	\$30,000	\$30,900	\$31,827	\$32,782	\$33,765
		256 - Office Operations	\$273,597	\$333,086	\$325,500	\$335,265	\$345,323	\$355,683	\$366,353
		257 - Operating Costs	\$147,883	\$176,820	\$204,242	\$167,960	\$172,644	\$177,523	\$182,549
		259 - Professional Fees	\$58,736	\$35,000	\$40,000	\$41,000	\$42,230	\$43,497	\$44,802
		260 - Project Expenses	\$423,080	\$992,569	\$821,922	\$55,000			
		266 - Repairs & Maintenance	\$60,619	\$55,000	\$60,000	\$61,800	\$63,654	\$65,564	\$67,531
		Total	\$3,141,239	\$3,839,498	\$3,975,946	\$3,251,193	\$3,289,262	\$3,328,237	\$3,409,735
	Total			(\$504,038)					



Alberni-Clayoquot Health Network Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
128 - Alberni Clayoquot Health Network	Revenues	101 - Appropriated Surplus from Prior Years	(\$35)	(\$35)	(\$44)				
		103 - Conditional Grant	(\$247,103)	(\$214,498)	(\$178,152)	(\$161,267)	(\$131,527)		
		Total	(\$247,138)	(\$214,533)	(\$178,196)	(\$161,267)	(\$131,527)		
	Expenses	218 - Consultant Costs	\$85,765	\$90,000	\$110,000	\$112,750	\$115,500		
		247 - Labour & Benefits	\$8,714	\$9,690	\$10,196	\$10,517	\$1,027		
		257 - Operating Costs	\$9,628	\$32,000	\$43,000	\$23,000			
		260 - Project Expenses	\$142,988	\$82,843	\$15,000	\$15,000	\$15,000		
		Total	\$247,094	\$214,533	\$178,196	\$161,267	\$131,527		
	Total			(\$44)					

General Government Capital Budget

CAPITAL FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 153,698	\$ 153,698	\$ 189,752	\$ 134,752	\$ 184,752	\$ 244,752	\$ 314,752
Contribution from operating fund	60,000	60,000	70,000	80,000	90,000	100,000	110,000
<i>Less - capital expenditures</i>							
Alberni Valley Welcomes You sign	-	-	10,000	-	-	-	-
CityView software upgrade	3,850	5,950	-	-	-	-	-
Remote/hybrid meeting equipment	10,962	15,000	-	-	-	-	-
Office renovation/upgrades	9,135	30,000	40,000	30,000	30,000	30,000	30,000
Plotter and printer replacements	-	-	25,000	-	-	-	-
Vehicle purchase	-	50,000	50,000	-	-	-	-
Total capital expenditures	23,947	100,950	125,000	30,000	30,000	30,000	30,000
BALANCE, END OF YEAR	\$ 189,752	\$ 112,748	\$ 134,752	\$ 184,752	\$ 244,752	\$ 314,752	\$ 394,752



General Government - Growing Communities Fund Reserve

GROWING COMMUNITIES FUND RESERVE	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 1,810,791	\$ 1,810,791	\$ 1,731,361	\$ 74,723	\$ 823	\$ 823	\$ 823
Grant & other contributions	-	-	-	-	-	-	-
Interest earnings	87,755	64,800	26,700	1,100	-	-	-
<i>Less - project allocations</i>							
Alberni Valley Aquatics Facility Feasibility Study	15,523	19,912	-	-	-	-	-
Bamfield Volunteer Fire Department west side fire hall replacement	-	100,000	-	-	-	-	-
Beaver Creek Volunteer Fire Department fire hall feasibility study	-	50,000	100,000	-	-	-	-
Beaver Creek Water System capital upgrades	-	-	450,000	-	-	-	-
General Government - ACRD office building feasibility study	34,950	75,000	40,050	-	-	-	-
Long Beach Airport waste water system upgrade	116,712	260,000	143,288	-	-	-	-
South Long Beach Fire Protection - hydrant installation	-	-	200,000	-	-	-	-
Sproat Lake Volunteer Fire Dept hall #3 upgrade	-	700,000	650,000	-	-	-	-
West Coast Transit bus stop & shelter construction	-	175,000	100,000	75,000	-	-	-
Total capital expenditures	167,185	1,379,912	1,683,338	75,000	-	-	-
BALANCE, END OF YEAR	\$ 1,731,361	\$ 495,679	\$ 74,723	\$ 823	\$ 823	\$ 823	\$ 823



Regional Grants-in-Aid

Budget Highlights

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

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$34,627	\$34,388	-\$239	-0.69%

Overview

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

Legislation

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

Participants

Port Alberni, District of Tofino, District of Ucluelet, All Electoral Areas



Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
097 - Regional Grants-in-Aid	Revenues	106 - Contracts with Other Governments	(\$300)	(\$300)					
		126 - Surplus (Deficit) from Prior Years	(\$4,774)	(\$4,774)	(\$5,503)				
		127 - Tax Requisition	(\$34,627)	(\$34,627)	(\$34,388)	(\$41,078)	(\$42,292)	(\$43,542)	(\$44,829)
		Total	(\$39,701)	(\$39,701)	(\$39,891)	(\$41,078)	(\$42,292)	(\$43,542)	(\$44,829)
	Expenses	202 - Engagement	\$80	\$5,000					
		240 - Grant-in-Aids	\$30,000	\$30,000	\$35,000	\$36,050	\$37,132	\$38,245	\$39,393
		247 - Labour & Benefits	\$4,118	\$4,701	\$4,891	\$5,028	\$5,161	\$5,296	\$5,436
		Total	\$34,198	\$39,701	\$39,891	\$41,078	\$42,292	\$43,542	\$44,829
	Total		(\$5,503)						



Regional Parks

Budget Highlights

Regional Parks can serve various purposes, but their main goals are to meet the outdoor recreation needs of the region, contain regionally unique environmental features, and to enhance the attractiveness of the region as a tourist destination. The Regional Parks service encompasses the West Coast Multi Use Pathway (MUP), Log Train Trail (LTT), Sections 1 & 2 of the Alberni Inlet Trail, China Creek Park, and Mount Arrowsmith Park.

A number of project costs that had expected to be underway in 2024 were delayed and will be realized in 2025: there have been longer than expected delays in progressing with a new lease with the Province that is required to begin the LTT Transition to Multimodal, maintenance contracts for the newly constructed MUP are not yet in place and 2025 will see the start of a Regional Parks Working Group (RPWG) with related resource requirements.

Highlights:

- The West Coast MUP construction was completed in 2023. It was anticipated that the District of Ucluelet (DoU) would begin an operational maintenance contract for the new section of pathway in 2024, but uncertainty from the DoU has resulted in delays. It is likely the ACRD will begin a maintenance contract with a third party in 2025.
- The LTT Management Plan was completed in 2023 and will help guide both the operational and capital investments made over the next 10-20 years. In 2024 ACRD staff have engaged with the Province to update the LTT lease to better reflect the updated management plan. This is still in progress. Staff have also begun the development of new guidelines, signage and a communication strategy for the anticipated changes once a new lease agreement is established.
- The RPWG was established in 2024 and will begin meeting in 2025. The RPWG will bring together representatives of different user groups and communities throughout the ACRD to guide, advise, and support the development, management and promotion of Regional Parks within the ACRD.
- 2024 saw the installation of parks and trails identification and information signage in various parks throughout the region. Signage installation will continue in 2025 with the focus shifting to wayfinding.

A bridge, boardwalk and wharf structure asset condition and mapping project began in the fall of 2024 and will continue in 2025, with the anticipated completion date of May. The ACRD will continue to participate in a public access working group with the Province and Mosaic to pursue improved public access in and through private forestry lands including improved access to Mount Arrowsmith Park.

Grants



Canada Community Building Fund (CCBF) parks signage – The installation of standardized parks and trails signage project began in 2024 and will continue this year with \$3,641 remaining in grant funds.

UBCM and CCBF grant funding for development of GIS system for asset management - development of the link between the GIS system and the asset management program for park infrastructure is underway with grant funding from UBCM and matching CCBF funds.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$166,000	\$166,000	\$0	0.00%

The tax limit of Regional Parks is \$0.102 per \$1,000 of assessed value. For 2025 the estimated requisition maximum is \$1,217,486.

Overview

The purpose of this service is to provide recreational amenities, protection of land and to provide economic development in each area. The current assets include Mount Arrowsmith Park, China Creek Park, Alberni Inlet Trail, Log Train Trail and the West Coast Multi-Use Path.

Legislation

Supplementary Letters Patent Division X – Regional Parks dated September 14, 1970, provides the authority for this service.

Participants

Port Alberni, District of Tofino, District of Ucluelet, All Electoral Areas



Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
087 - Regional Parks	Revenues	103 - Conditional Grant	(\$14,524)	(\$9,786)	(\$24,111)		(\$600,000)	(\$400,000)	
		121 - Other Sources	(\$7,349)	(\$7,000)	(\$8,100)	(\$8,700)	(\$8,700)	(\$8,800)	(\$9,300)
		124 - Fees & Charges	(\$11,025)	(\$10,200)	(\$10,404)	(\$10,612)	(\$10,824)	(\$11,149)	(\$11,484)
		126 - Surplus (Deficit) from Prior Years	(\$18,523)	(\$18,523)	(\$79,308)				
		127 - Tax Requisition	(\$166,000)	(\$166,000)	(\$166,000)	(\$167,660)	(\$169,337)	(\$171,030)	(\$172,740)
		136 - Transfer from Community-Building Fund Reserve	(\$3,873)	(\$48,488)	(\$14,216)		(\$50,000)		
		Total	(\$221,294)	(\$259,997)	(\$302,139)	(\$186,972)	(\$838,861)	(\$590,979)	(\$193,524)
	Expenses	220 - Contribution to Capital Fund	\$49,026	\$49,944	\$35,541	\$30,484	\$631,329	\$425,124	\$25,814
		247 - Labour & Benefits	\$69,349	\$83,965	\$83,544	\$85,974	\$88,481	\$91,067	\$93,734
		257 - Operating Costs	\$20,311	\$101,304	\$148,368	\$70,515	\$69,051	\$74,788	\$73,976
		260 - Project Expenses	\$3,299	\$15,000	\$24,901				
		269 - Operational Planning		\$9,786	\$9,786		\$50,000		
		Total	\$141,986	\$259,997	\$302,139	\$186,972	\$838,861	\$590,979	\$193,524
	Total		(\$79,308)						



Regional Parks Capital Budget

CAPITAL FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 212,844	\$ 212,844	\$ 257,686	\$ 293,227	\$ 293,711	\$ 296,451	\$ 301,574
Community Works Fund transfer	10,377	10,377	-	-	-	-	-
Grants & other contributions	-	-	-	-	600,000	400,000	-
Contribution from operating fund	42,944	42,944	27,441	21,784	22,629	16,324	16,514
Interest earnings	6,083	7,000	8,100	8,700	8,700	8,800	9,300
<i>Less - capital expenditures</i>							
Inlet Trail upgrades - donation from AVEA	-	-	-	-	8,589	-	-
Log Train Trail E&N crossing design	-	-	-	-	-	20,000	-
Log Train Trail Hal Creek crossing design & construction	-	-	-	-	20,000	400,000	-
Log Train Trail access parking design & construction	-	-	-	30,000	600,000	-	-
West Coast Multi Use Pathway	14,562	10,377	-	-	-	-	-
Total capital expenditures	14,562	10,377	-	30,000	628,589	420,000	-
BALANCE, END OF YEAR	\$ 257,686	\$ 262,788	\$ 293,227	\$ 293,711	\$ 296,451	\$ 301,574	\$ 327,388



Regional Planning

Budget Highlights

The ACRD continues to engage in agriculture, food security, water security, and climate-related initiatives, as supported by the ACRD's Committees and Working Groups. In addition to the grant funded projects listed below, some of the planned agricultural and food security initiatives for 2025 include:

- Working with the Alberni Valley Food Security Society to support agriculture and food security initiatives in the Alberni Valley, including the Growers Guide and Family Farms Day.
- Working with the Tofino Community Food Initiative to support the Coastal Foods Roundtable in guiding food security initiatives on the West Coast.
- Participating in community food and farm events (Fall Fair, Family Farms Day, Islands Agriculture Show) and engaging with community partners such as the Alberni Farmers' Institute, Clayoquot Biosphere Trust, and Nuu-chah-nulth Food and Nutrition Sovereignty Network.
- Supporting the ACRD's Agricultural Development Committee, Agricultural Advisory Committee, Coastal Foods Roundtable, and Council for Agricultural Water Supply in responding to emerging challenges and opportunities in agriculture and food security throughout the region.

Grants

Agricultural Water Plan for the Alberni Valley – The ACRD is engaging with community partners on a project to explore agricultural water supply and distribution options in the Alberni Valley to help promote both food security and agricultural business expansion. The project is grant-funded, with \$100,000 from the Province's Agriculture Water Infrastructure program administered by the Investment Agriculture Foundation, and the balance coming from the Local Government Climate Action Program. The project will be completed by January 2026.

Local Government Climate Action Program (LGCAP) - In 2022 the province initiated the LGCAP and provides the ACRD approximately \$84,000 per year until 2026 to support climate action initiatives. As a requirement of the funding the ACRD must begin tracking our greenhouse gas (GHG) emissions, demonstrate climate investment, and make progress along the CleanBC Roadmap to 2030. This grant funds 50% of the Sustainability Planner's wages as well as other climate initiatives. In August 2024, the ACRD completed a Corporate Energy and Emissions Plan. The Sustainability Planner supports climate initiatives in other services as well but the planned Regional Planning climate action focus for 2025 includes:

- Supporting implementation of the Corporate Energy and Emissions Plan recommendations by completing energy audits of ACRD-owned buildings.
- Supporting the Official Community Plan updates for Area C (Long Beach) and Area D (Sproat Lake) with climate-action related community engagement, policy development, and data tracking.
- Securing grant funding for the ACRD Community Climate Action Plan with an anticipated start date in 2026.



Greenhouse Worker Training – The ACRD received a \$184,000 grant from the Province to partner with North Island College (NIC) and Hupačasath First Nation to provide greenhouse propagation and production training in the Alberni Valley. The collaboration will deliver a training program that could supply the labour market with skilled workers for entry-level positions in greenhouse growing.

Financial Summary

2024 Requisition	2025 Requisition	Change \$	Change %
\$207,724	\$211,606	\$3,882	1.87%

There is no requisition limit on this service.

Overview

This service provides Planning reviews and recommendations associated with Provincial government referrals. This includes Agricultural Land Commission applications, MOTT subdivision referrals and Provincial crown lease and miscellaneous referral requests. Applications and referrals are reviewed for compliance with Regional District bylaws and any relevant studies that have been completed for various areas within the region.

Legislation

The authority for this service is provided through the Local Government Act.

Participants

All Municipalities and Electoral Areas



Operating Budget

Service	Account Type	GL Category	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
081 - Regional Planning Services	Revenues	103 - Conditional Grant	(\$301,375)	(\$453,629)	(\$406,322)	(\$63,000)	(\$53,216)	(\$1,000)	(\$1,000)
		121 - Other Sources	(\$3,189)	(\$1,900)	(\$1,800)	(\$1,600)	(\$1,700)	(\$1,800)	(\$1,900)
		124 - Fees & Charges	(\$1,950)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)	(\$1,000)
		126 - Surplus (Deficit) from Prior Years	(\$76,378)	(\$76,378)	(\$60,439)				
		127 - Tax Requisition	(\$207,724)	(\$207,724)	(\$211,606)	(\$280,074)	(\$300,208)	(\$363,361)	(\$375,195)
		136 - Transfer from Community-Building Fund Reserve		(\$63,000)		(\$63,000)			
		Total	(\$590,616)	(\$803,631)	(\$681,166)	(\$408,674)	(\$356,124)	(\$367,161)	(\$379,095)
	Expenses	202 - Engagement	\$39	\$2,000	\$2,000	\$2,060	\$2,122	\$2,185	\$2,251
		216 - Committee Expenses	\$15,037	\$27,000	\$27,000	\$27,560	\$28,132	\$28,976	\$30,397
		218 - Consultant Costs		\$5,202	\$10,000	\$10,300	\$10,609	\$10,927	\$11,255
		220 - Contribution to Capital Fund	\$5,189	\$3,900	\$2,800	\$2,630	\$2,761	\$2,893	\$3,026
		247 - Labour & Benefits	\$254,604	\$262,746	\$261,844	\$269,958	\$278,340	\$286,994	\$295,926
		250 - Legal Costs		\$2,000	\$2,000	\$2,060	\$2,122	\$2,185	\$2,251
		256 - Office Operations	\$9,807	\$17,687	\$17,000	\$17,510	\$18,035	\$18,576	\$19,134
		257 - Operating Costs	\$4,639	\$12,162	\$13,200	\$13,596	\$14,004	\$14,424	\$14,857
		260 - Project Expenses	\$240,863	\$470,934	\$345,322	\$63,000			
		Total	\$530,177	\$803,631	\$681,166	\$408,674	\$356,124	\$367,161	\$379,095
	Total		(\$60,439)						



Regional Planning Capital Budget

CAPITAL FUND	2024 Actual	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget
Balance, beginning of year	\$ 67,263	\$ 67,263	\$ 65,373	\$ 54,173	\$ 56,803	\$ 59,564	\$ 62,457
Contribution from operating fund	2,000	2,000	1,000	1,030	1,061	1,093	1,126
Interest earnings	3,188	1,900	1,800	1,600	1,700	1,800	1,900
<i>Less - capital expenditures</i>							
CityView software upgrade	7,078	10,940	-	-	-	-	-
Vehicle (shared with Rural Planning)	-	-	14,000	-	-	-	-
Total capital expenditures	7,078	10,940	14,000	-	-	-	-
BALANCE, END OF YEAR	\$ 65,373	\$ 60,223	\$ 54,173	\$ 56,803	\$ 59,564	\$ 62,457	\$ 65,482



To: Committee of the Whole
From: Teri Fong, CPA, CGA, Chief Financial Officer
Date: March 5, 2025
Subject: 2025-2029 Draft Financial Plan Process to Date

Recommendation:

THAT the Committee of the Whole receives the report for the 2025-2029 Draft Financial Plan Process to Date as presented

Desired Outcome:

To provide an update to the Directors on the 2025-2029 Draft Financial Plan Process, including a schedule of presentations.

Summary:

This report has been provided to outline the 2025-2029 Draft Financial Plan discussions that have occurred since the draft was first presented by staff on February 12, 2025. All services that involve multiple areas/participants have been discussed at the relevant committee meetings and an opportunity for Directors to ask questions and make changes was provided as part of those discussions. An updated version of the 2025-2029 Draft Financial Plan has been uploaded to the website [here](#).

Some changes have occurred to the draft financial plan since originally presented on February 12, 2025, as the 2024 year-end process continues at the same time as the financial planning process. The changes have been minimal but have adjusted the surplus amounts rolling forward in some services and in some cases impacted the 2025 tax impacts.

Vehicles – the Draft 2025-2029 Financial Plan includes the purchase of two additional fleet vehicles and the replacement of two vehicles. The access to vehicles to conduct business outside of the office has become challenging in the past few years as the number of staff members has increased without an associated fleet increase. Staff have been having discussions about how best to optimize the fleet and will be updating the fleet asset management plan later this year. In the meantime, the draft financial plan includes the following:

1. General Government – in January 2025 the Board approved the purchase of a hybrid SUV to add to the fleet. This additional vehicle was recommended as vehicles have become challenging for staff to access when needed as the number of staff members working out in the region has increased. These operations include emergency planning meetings, meetings with municipalities and First Nation governments on partnership initiatives and asset management site visits. The budget has been reduced to \$50,000 to reflect the Toyota RAV4 Hybrid that is on order.

2. Regional Planning (25%) & Rural Planning (75%) – a hybrid SUV to be shared with the two planning services is requested to support the staff travel occurring as part of the climate and sustainability initiatives as well as work associated with the Official Community Plan development. Site visits are also often necessary when reviewing applications. The 2025 budget includes \$55,000, shared by the two planning services, for this purchase.
3. Building Inspection – replacement of the 2010 Dodge Ram 1500 that has an odometer reading of approximately 180,000kms. This truck has seen significant increases in maintenance costs in the past couple of years and become a safety concern. Staff are proposing that this truck be replaced with a hybrid SUV and have budgeted \$55,000 in 2025.
4. Long Beach Airport (LBA) & Alberni Valley Regional Airport – staff propose to buy out the FireSmart grant lease of the 2023 Chevrolet Silverado 3500 Crew Cab truck. For the past two years the province has paid 100% of the FireSmart truck lease and the ACRD has an opportunity to purchase the truck at the end of the lease. The 2023 net vehicle price was \$90,000 and the option to purchase price will be approximately \$63,000 including PST. This heavy-duty truck has the tow capacity to move equipment between airports once a trailer is purchased. Currently equipment is moved by tow truck. This purchase will replace the 2011 Ford Ranger that LBA purchased from Beaver Creek Water System in 2024 for \$3,000 when the 2007 Ford Ranger became no longer reliable. Both the 2007 and 2011 Ranger’s have approximately 170,000km’s and will be sold in 2025 and offset the cost of this lease buy-out.

Electoral Area Administration – at the Electoral Area Directors Committee meeting held on February 20, 2025, the allocation of the Community Works Fund portion of the Canada Community Building Fund was discussed. At that meeting Director Roth requested that the Beaver Creek Fire Department Fire Hall project be changed to fund a fire truck instead. It is important to note that this funding of \$368,000 can only be used for the purchase of a new truck not an upgrade of an existing truck to meet standards. The Directors also requested that Project Allocation column of the Allocation of Funding by Population table be expanded. Below is the additional information requested:

Allocation of Funding by Population

Area	Population	Population as %	Funding Allocation based on Population*	Project Allocation	Variance to Population Allocation
Area A Bamfield	243	2.6%	\$326,063	\$1,491,426	-\$1,165,363
Area B Beaufort	443	4.8%	\$594,427	\$260,626	\$333,801
Area C Long Beach	1,592	17.2%	\$2,136,180	\$1,774,956	\$361,224
Area D Sproat Lake	2,173	23.4%	\$2,915,778	\$2,999,227	-\$83,449
Area E Beaver Creek	2,873	31.0%	\$3,855,053	\$2,972,993	\$882,060
Area F Cherry Creek	1,945	21.0%	\$2,609,842	\$2,343,249	\$266,593
Unallocated				\$594,865	
Totals	9,269	100.0%	\$12,437,342	\$12,437,342	\$594,865

Details of Project Allocation

The following table details out the different stages of the projects that are within each electoral area:

Area	Projects Completed	Projects Underway	Projects Previously Committed	Proposed Projects	Total
Area A Bamfield	\$103,349	\$760,819	\$609,257	\$18,000	\$1,491,426
Area B Beaufort	\$70,111	\$177,811	\$12,705	-	\$260,626
Area C Long Beach	\$1,354,644	\$198,433	\$11,879	\$210,000	\$1,774,956
Area D Sproat Lake	\$574,000	\$824,423	\$800,804	\$800,000	\$2,999,227
Area E Beaver Creek	\$2,145,159	\$320,620	\$489,214	\$18,000	\$2,972,993
Area F Cherry Creek	\$1,097,000	\$603,073	\$643,177	-	\$2,343,249
Unallocated					\$594,865
Totals	\$5,344,263	\$2,885,179	\$2,567,035	\$1,046,000	\$12,437,342

Alberni Valley Economic Development Grant-in-Aid – at the Electoral Area Directors Committee meeting held on February 20, 2025, Director Boyko requested Beaufort’s contribution of \$500 to the City of Port Alberni to support the rural focus of the City’s Economic Development office be removed.

Regional Water Proposed Service – at the Alberni Valley & Bamfield Services Committee meeting held on February 20, 2025, a motion was passed to reverse requisition the amounts previously requisitioned for this proposed service. The proposed service concept has been inactive for several years and could be explored in the future if desired.

Long Beach Airport – at the West Coast Committee meeting held on February 19, 2025, directors requested further information regarding the parking revenues at the Long Beach Airport. Prior to the implementation of parking lot charges at the LBA Terminal Building the parking lot there was widespread misuse of the free parking provided. Over 60% of the available parking lot stalls were being used for vehicle storage from residents of the surrounding communities. Robbins Parking Service Ltd. provided a solution that was easy to implement with no infrastructure required other than signage. The ACRD was able to piggyback on the services being supplied by Robbins to the District of Tofino which includes daily patrols during the summer months and limited operations during the winter season. The Robbins contract generated approximately \$2,000 of revenue during 2024 but the advantages of the pay parking implementation are three-fold:

1. Parking lot congestion has been reduced with vehicle storage being returned to the adjacent communities. Derelict and abandoned vehicles are no longer a disposal problem.

2. Pay parking has allowed the ACRD to issue long term parking stall licenses. These licenses generated \$5,670 in 2024.
3. The implementation of pay parking has allowed the ACRD to leverage a greater percentage of the onsite leaseholder parking. This new charge to the leaseholder started in July 2024 and generated approximately \$8,300 last year.

In conclusion, the parking lot fee implementation generated approximately \$16,000 in 2024 and has provided other operational benefits as well.

Long Beach Airport – another adjustment to the Long Beach Airport draft financial plan is the increase of the 2026 Apron 3 culvert upgrade project from \$350,000 to \$750,000. Staff have been working with an engineer on the design and scope of this project and have received a new, substantially higher, estimate based on further investigation of the issue and the work that is required. This project will be submitted for a grant application to be 100% grant funded.

West Coast Grants-in-Aid – at the West Coast Committee meeting held on February 19, 2025, directors requested information regarding the impact, by area, of reducing the West Coast Grants-in-Aid budget. The following options have been developed for consideration:

Options	Budget Amount	Tofino	Ucluelet	Area C - Long Beach
Apportionment %		55.79%	32.99%	11.22%
Proposed	27,000	15,063.30	8,907.30	3,029.40
Option 1	20,000	11,158.00	6,598.00	2,244.00
Option 2	10,000	5,579.00	3,299.00	1,122.00
Option 3	5,000	2,789.50	1,649.50	561.00

If the Directors would like to decrease the 2025 grants-in-aid amount the following resolution could be considered:

That the Committee of the Whole amend the West Coast Grants-in-Aid service to decrease the 2025 Grants-in-Aid budget to _____ and include in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan.

Bamfield Community Park and Bamfield Fire Department – the Grappler Wharf survey and environmental services project was originally budgeted at \$15,000, however, recent cost estimates indicate the work will cost approximately \$21,000. This project is related to the work required by the province to permit the tenure expansion and is funded by the Bamfield Community Park service and the Bamfield Volunteer Fire Department. The budgets have been increased to \$14,000 and \$7,000 respectively.

Beaver Creek Water System (BCWS) – recognizing the need for building the capital reserve fund in anticipation of considering a new source for water, Director Roth has asked staff to bring forward options to increase the parcel tax in 2025. The current overall property tax increase for ACRD services to the Beaver Creek Electoral Area, based on the draft financial plan, is 3.54% and Director Roth asked staff to bring forward options to increase this amount to approximately 7%. There are 1,058 parcels within the service area in 2025 and below are some options for increasing the parcel tax amount:

Options	Per Parcel Amount	Total Parcel Tax Amount	Beaver Creek Overall ACRD Increase from Prior Year
Proposed	248	262,479	3.54%
Increase Option 1	275	290,950	5.34%
Increase Option 2	285	301,530	6.01%
Increase Option 3	300	317,400	7.01%

If the Director would like to increase the amount the following resolution could be considered:

That the Committee of the Whole amend the Beaver Creek Water service to increase the total parcel tax amount to _____ and include in the first reading of the 2025-2029 Alberni-Clayoquot Regional District Financial Plan.

Consultation:

ACRD staff have presented the Draft 2025-2029 Financial Plan to the following organizations:

- City of Port Alberni Council on February 18, 2025.
- Bamfield Community Affairs Society on February 24, 2025.
- Sproat Lake Community Affairs on February 24, 2025.
- District of Tofino Council on February 25, 2025.
- District of Ucluelet Council on February 25, 2025.
- Board of Directors on February 26, 2025.
- Open House on February 27, 2025, at Cherry Creek Hall.
- Beaver Creek & Beaufort Town Hall on March 2, 2025.

Next Steps:

The 2025-2029 Financial Plan bylaw will be drafted for consideration of first reading at the March 12, 2025, Board of Directors meetings. Changes can be made at that meeting as well as part of the adoption process at the Board of Directors meeting held on March 26, 2025.

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