



## Electoral Area Directors Committee Meeting

Thursday, February 19, 2026

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/19-2-2026/>

Register to participate via Zoom Webinar at:

[https://acrd-bc-ca.zoom.us/webinar/register/WN\\_0ZHVRrOISi-3jya-jihSOQ#/registration](https://acrd-bc-ca.zoom.us/webinar/register/WN_0ZHVRrOISi-3jya-jihSOQ#/registration)

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PAGE #

1. **CALL TO ORDER**

**Recognition of Territories.**

Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.

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

2. **ELECTION OF CHAIRPERSON & VICE-CHAIRPERSON**

3. **APPROVAL OF AGENDA**

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

4. **DECLARATIONS**

*(conflict of interest)*

5. **MINUTES**

a. **Electoral Area Directors Committee Meeting held June 18, 2025**

3-5

*THAT the minutes of the Electoral Area Directors Committee meeting held on June 18, 2025, be adopted.*

6. **PETITIONS, DELEGATIONS & PRESENTATIONS (10-minute maximum)**

7. **CORRESPONDENCE FOR ACTION/INFORMATION**

**8. REQUEST FOR DECISIONS**

**a. REQUEST FOR DECISION**

**6-20**

2026-2030 Draft Financial Plan – Electoral Area Sub-Regional Services

*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 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.*

*THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget, as presented, be included in the first reading of the 2026-2030 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 2026-2030 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 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.*

**b. REQUEST FOR DECISION**

**21-27**

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 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.*

**9. REPORTS**

**10. LATE BUSINESS**

**11. 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)

**12. ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, JUNE 18, 2025, 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)

### REGRETS:

**STAFF PRESENT:** Daniel Sailland, Chief Administrative Officer  
Mike Irg, General Manager of Planning and Development  
Alex Dyer, Planning Manager  
Cynthia Dick, General Manager of Administrative Services  
Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:  
<https://www.acrd.bc.ca/events/18-6-2025/>

### 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 held April 16, 2025**

*MOVED: Director Cote*  
*SECONDED: Director Boyko*

*THAT the minutes of the Electoral Area Directors Committee meeting held on April 16, 2025 be adopted*

**CARRIED**

**5. PETITIONS, DELEGATIONS & PRESENTATIONS**

**6. CORRESPONDENCE**

**7. REQUEST FOR DECISIONS**

a. **Request for Decision regarding Major Planning Projects Discussion at Electoral Area Directors Committee Meetings.**

*MOVED: Director Cote*  
*SECONDED: Director Siga*

*THAT the Electoral Area Directors Committee recommend that the Board of Directors add major planning project discussion at Electoral Area Directors Committee meetings as part of the ACRD Procedures Bylaw review project.*

**CARRIED**

**8. REPORTS**

a. **Area C (Long Beach) and Area D (Sproat Lake) Official Community Plans Projects Updates – Verbal (A. Dyer)**

*MOVED: Director Cote*  
*SECONDED: Director Siga*

*THAT the Electoral Area Directors Committee receives report a for information.*

**CARRIED**

**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:

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

**11. ADJOURN**

*MOVED: Director Boyko*

*SECONDED: Director Roth*

*THAT this meeting be adjourned 2:23pm.*

**CARRIED**

Certified Correct:

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Mike Sparrow,  
Chairperson

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Cynthia Dick,  
General Manager of Administrative Services



**To:** Electoral Area Directors Committee

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

**Meeting Date:** February 19, 2026

**Subject:** 2026-2030 Draft Financial Plan – Electoral Area Sub-Regional Services

**Recommendation:**

***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 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.***

***THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget, as presented, be included in the first reading of the 2026-2030 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 2026-2030 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 2026-2030 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 2026-2030 Alberni-Clayoquot Regional District Financial Plan bylaw.

**Summary:**

Staff presented an overview of the Draft 2026-2030 ACRD Financial Plan to the Committee of the Whole on February 12, 2026. 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 sub-regional 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:

- Management of Development – Rural Areas
- Building Inspection
- Vancouver Island Regional Library
- Development Grant-in-Aid

**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: [2026-2030 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 2026-2030 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 2026-2030 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



## Management of Development – Rural Areas

### Budget Highlights

In 2025, 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, with both projects well underway. Over 2026, the OCP updates are expected to be a primary project focus for the service with an anticipated completion date later this year. It is anticipated that work will begin on the remaining Electoral Area OCPs with the completion of those projects to follow in subsequent years. The updated OCPs will incorporate housing needs identified within each community by the comprehensive Electoral Area Housing Needs Reports completed in 2025.

The ACRD completed a Development Approvals Program Review in 2025 which was a project that assessed the Regional District’s development and building approval processes and provided recommended actions to increase the efficiency and effectiveness of the overall process. In 2026, the ACRD will focus on the implementation of short-term measures that intend to improve public transparency in the process and procedure updates that would streamline approval processes. This work will include an update to the Development Procedures Bylaw to adopt procedures that streamline approval processes, a review of the application fee structure, updated application forms, updated communication materials, improvements to the ACRD website to be more accessible and informative, Advisory Planning Commission (APC) meeting updates, and improvements to online application tracking.

Development activity continues to be significant; 65 development applications under Part 14 of the *Local Government Act* were received in 2025 with 34 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 was a reduced number of rezoning applications received in 2025 – six new rezoning applications – however, the interest in the development of new residential lots for housing remains high and the ACRD continues to receive an elevated number of subdivision referrals from the Ministry of Transportation and Transit. It is anticipated that legislative updates to streamline rezoning processes, improved efficiency in the ACRD’s review process, and an identified need for more housing options will result in a continued high interest in development within the region.

In 2025, the ACRD was required to implement changes related to the Public Sector Accounting Standards Board (PSAB) Section 3400 which changes the revenue recognition practices on revenue that has related performance obligations, such as rezoning applications. Under this new regulation revenue decreased in 2025 by nearly \$49,000. This deferred revenue will be recognized in future years when the performance obligations are met.

In 2026, the ACRD will also consider amendments to the outdoor burning bylaw to align with Provincial regulations and consider implementing the use of bylaw notices (ticketing) for enforcement.



The requisition for Management of Development – Rural Areas is proposed to drop by approximately \$85,000 or 12.6% in 2026 because of the significant amount of grant funding that was leveraged during 2025 to support planning operations. This grant funding has now been fully utilized, and this level of grant funding is not anticipated moving forward. Staff consider this drop in requisition unsustainable however has created a unique opportunity in an election year to offset the costs of the General Local Elections that will occur in the Fall of 2026 that are funded by the same group of Electoral Area taxpayers. Please note, the tax requisition will increase again in 2027 after this one-year dip.

### Grants

*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. CCBF will continue to be used to fund the personnel costs of this approach and other related OCP development costs. A total of \$1.9 million over the five years has been budgeted for the developing of long-term planning documents related to OCP’s.

*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. Some funding was spent in 2024 when completing the Bamfield Development Plan and there is \$95,431.30 remaining at the end of 2025. No activity is anticipated on this project until 2027 based on HFN’s timelines. The grant does not expire until March 31, 2029.

### Financial Summary

2025 Requisition	2026 Requisition	Change \$	Change %
\$676,937	\$591,695	-\$85,242	-12.59%

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	2025 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
080 - Development-Rural Areas	Revenues	103 - Conditional Transfers	(\$346,973)	(\$415,364)	(\$61,000)	(\$63,300)	(\$10,609)	(\$10,927)	(\$11,255)
		106 - Contracts with Other Governments	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)
		121 - Other Sources	(\$3,041)	(\$2,300)	(\$2,500)	(\$2,000)	(\$2,100)	(\$2,200)	(\$2,300)
		124 - Fees & Charges	(\$91,015)	(\$55,000)	(\$56,650)	(\$58,350)	(\$60,100)	(\$61,903)	(\$63,760)
		126 - Surplus (Deficit) from Prior Years	(\$72,312)	(\$72,312)	(\$182,765)				
		127 - Tax Requisition	(\$676,937)	(\$676,937)	(\$591,695)	(\$812,519)	(\$844,193)	(\$877,135)	(\$912,573)
		136 - Transfer from Community-Building Fund Reserve	(\$147,836)	(\$420,000)	(\$366,000)	(\$467,000)	(\$384,000)	(\$402,000)	(\$405,000)
		<b>Total</b>	<b>(\$1,345,114)</b>	<b>(\$1,648,912)</b>	<b>(\$1,267,610)</b>	<b>(\$1,410,168)</b>	<b>(\$1,308,002)</b>	<b>(\$1,361,165)</b>	<b>(\$1,401,888)</b>
	Expenses	202 - Engagement	\$11,746	\$25,000	\$25,000	\$25,750	\$26,523	\$27,318	\$28,138
		216 - Committee Expenses	\$345	\$4,000	\$4,000	\$4,120	\$4,244	\$4,371	\$4,502
		218 - Consultant Costs		\$5,000	\$5,000	\$5,150	\$5,305	\$5,464	\$5,628
		220 - Contribution to Capital Fund	\$5,041	\$4,300	\$4,500	\$4,000	\$4,100	\$4,200	\$4,300
		247 - Labour & Benefits	\$846,761	\$1,052,549	\$1,052,490	\$1,105,360	\$1,152,812	\$1,202,496	\$1,254,491
		250 - Legal Costs	\$4,128	\$25,000	\$25,000	\$25,750	\$26,523	\$27,318	\$28,138
		256 - Office Operations	\$21,521	\$25,500	\$28,000	\$28,740	\$29,500	\$30,281	\$31,083
		257 - Operating Costs	\$9,073	\$25,200	\$27,620	\$28,299	\$28,998	\$29,717	\$30,609
		260 - Project Expenses	\$263,734	\$482,364	\$96,000	\$183,000	\$30,000	\$30,000	\$15,000
		<b>Total</b>	<b>\$1,162,349</b>	<b>\$1,648,912</b>	<b>\$1,267,610</b>	<b>\$1,410,168</b>	<b>\$1,308,002</b>	<b>\$1,361,165</b>	<b>\$1,401,888</b>
	<b>Total</b>		<b>(\$182,765)</b>						



Management of Development – Rural Areas Capital Budget

CAPITAL FUND	2025 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Balance, beginning of year	\$ 96,451	\$ 96,451	\$ 101,492	\$ 64,992	\$ 68,992	\$ 73,092	\$ 77,292
Contribution from operating fund	2,000	2,000	2,000	2,000	2,000	2,000	2,000
Interest earnings	3,041	2,300	2,500	2,000	2,100	2,200	2,300
<i>Less - capital expenditures</i>							
Vehicle (shared with Regional Planning)	-	41,000	41,000	-	-	-	-
Total capital expenditures	-	41,000	41,000	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 101,492</b>	<b>\$ 59,751</b>	<b>\$ 64,992</b>	<b>\$ 68,992</b>	<b>\$ 73,092</b>	<b>\$ 77,292</b>	<b>\$ 81,592</b>



## Building Inspection

### Budget Highlights

Building activity in the region in 2025 remained steady while a slight decrease was experienced in the number of building permits issued. 98 building permits were issued in 2025 for a total construction value of \$30 Million. An updated 2024 BC Building Code, as well as additional updates implemented in March 2025 relating to adaptable dwelling provisions and Level 1 of the Zero Carbon Step Code for all new dwellings, has impacted the Building Inspection workload to administer the revised code and to communicate with contractors and homeowners. 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.

In addition to administering building permit application, additional Building Inspection work expected in 2026 includes focusing on building permit renewals and managing active building files, building bylaw enforcement, and supporting municipal and First Nations partners in the region with building inspection service agreements.

The ACRD completed a Development Approval Process Review project that identified improvements to the overall efficiency of the building approval process. In 2026, the service will focus on implementation of the recommendations for short-term actions that will improve transparency and streamline building approval. This will include a Building Bylaw update to modernize building regulations and align with updated Provincial regulations, promote transparency in review processes, review the building permit application fee structure, improve expired permit management, consider exemptions for simple structures, and minimize regulatory cost barriers throughout the process where possible. The implementation project will also improve communication and promote transparency within the region with updated communication materials and application forms, updates to the ACRD website, and updates to public application status tracking.

Similar to the Management of Development – Rural Areas service, the ACRD was required in 2025 to implement changes related to the Public Sector Accounting Standards Board (PSAB) Section 3400 which changes the revenue recognition practices on revenue that has related performance obligations, such as building permit applications. 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 requirement resulted in a cumulative decrease of revenue of nearly \$70,000 in 2025. 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.



### Financial Summary

2025 Requisition	2026 Requisition	Change \$	Change %
\$170,943	\$175,107	\$4,164	2.44%

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	2025 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget	
040 - Building Inspection Services	Revenues	103 - Conditional Transfers	(\$4,201)	(\$1,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	(\$2,000)	
		106 - Contracts with Other Governments	(\$78)							
		121 - Other Sources	(\$2,766)	(\$1,400)	(\$1,500)	(\$800)	(\$900)	(\$1,000)	(\$1,000)	
		124 - Fees & Charges	(\$158,094)	(\$160,000)	(\$164,800)	(\$169,744)	(\$174,836)	(\$180,081)	(\$185,484)	
		126 - Surplus (Deficit) from Prior Years	(\$27,066)	(\$27,066)	(\$26,996)					
		127 - Tax Requisition	(\$170,943)	(\$170,943)	(\$175,107)	(\$213,571)	(\$224,582)	(\$236,860)	(\$249,798)	
		<b>Total</b>	<b>(\$363,149)</b>	<b>(\$360,409)</b>	<b>(\$370,403)</b>	<b>(\$386,115)</b>	<b>(\$402,319)</b>	<b>(\$419,941)</b>	<b>(\$438,282)</b>	
	Expenses	202 - Engagement			\$1,000	\$1,000	\$1,000	\$1,000	\$1,030	\$1,061
		220 - Contribution to Capital Fund		\$4,245	\$3,400	\$3,500	\$2,860	\$3,022	\$3,185	\$3,251
		247 - Labour & Benefits		\$299,832	\$307,009	\$309,403	\$324,703	\$339,817	\$355,672	\$372,320
		250 - Legal Costs		\$1,869	\$20,000	\$20,000	\$20,000	\$20,000	\$20,600	\$21,218
		256 - Office Operations		\$18,112	\$15,000	\$20,000	\$20,420	\$20,849	\$21,287	\$21,735
		257 - Operating Costs		\$12,095	\$14,000	\$16,500	\$17,132	\$17,631	\$18,167	\$18,697
		<b>Total</b>		<b>\$336,153</b>	<b>\$360,409</b>	<b>\$370,403</b>	<b>\$386,115</b>	<b>\$402,319</b>	<b>\$419,941</b>	<b>\$438,282</b>
<b>Total</b>			<b>(\$26,996)</b>							



**Building Inspection Capital Budget**

CAPITAL FUND	2025 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
Balance, beginning of year	\$ 71,952	\$ 71,952	\$ 76,197	\$ 24,697	\$ 27,557	\$ 30,579	\$ 33,764
Contribution from operating fund	2,000	2,000	2,000	2,060	2,122	2,185	2,251
Interest earnings	2,245	1,400	1,500	800	900	1,000	1,000
<i>Less - capital expenditures</i>							
Vehicle replacement	-	55,000	55,000	-	-	-	-
Total capital expenditures	-	55,000	55,000	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 76,197</b>	<b>\$ 20,352</b>	<b>\$ 24,697</b>	<b>\$ 27,557</b>	<b>\$ 30,579</b>	<b>\$ 33,764</b>	<b>\$ 37,015</b>



## Vancouver Island Regional Library

### Budget Highlights

The Vancouver Island Regional Library (VIRL) Board of Trustees adopted their 2026-2030 Financial Plan on September 20, 2025. A link to VIRL's website and their 2026 Budget can be found by clicking [here](#).

### Financial Summary

2025 Requisition	2026 Requisition	Change \$	Change %
\$683,897	\$715,365	\$31,468	4.60%

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	2025 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
083 - Vancouver Island Library Service	Revenues	103 - Conditional Transfers	(\$16,577)	(\$5,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)	(\$10,000)
		126 - Surplus (Deficit) from Prior Years	(\$10,831)	(\$10,831)	(\$12,003)				
		127 - Tax Requisition	(\$683,897)	(\$683,897)	(\$715,365)	(\$759,520)	(\$789,559)	(\$820,611)	(\$853,283)
		<b>Total</b>	<b>(\$711,305)</b>	<b>(\$699,728)</b>	<b>(\$737,368)</b>	<b>(\$769,520)</b>	<b>(\$799,559)</b>	<b>(\$830,611)</b>	<b>(\$863,283)</b>
	Expenses	247 - Labour & Benefits	\$4,371	\$4,728	\$4,856	\$4,998	\$5,144	\$5,294	\$5,448
		257 - Operating Costs	\$694,931	\$695,000	\$732,512	\$764,522	\$794,415	\$825,318	\$857,835
		<b>Total</b>	<b>\$699,302</b>	<b>\$699,728</b>	<b>\$737,368</b>	<b>\$769,520</b>	<b>\$799,559</b>	<b>\$830,611</b>	<b>\$863,283</b>
	<b>Total</b>		<b>(\$12,003)</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 2025, and the Board plans to discuss whether to develop a formal Economic Development service in 2026. Staff recommend, for the 2026 financial plan, that a contribution to the City of Port Alberni be budgeted at the same level as 2025 while these discussions are underway. The following is the financial plan for the Economic Development Grant-in-Aid category.

### Financial Summary

2025 Requisition	2026 Requisition	Change \$	Change %
\$10,000	\$10,000	\$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, D – Sproat Lake, E – Beaver Creek, and F – Cherry Creek



Operating Budget

Service	Account Type	GLCategory	2025 Actual	2025 Budget	2026 Budget	2027 Budget	2028 Budget	2029 Budget	2030 Budget
116 - AV Economic Development Grant-in-Aid	Revenues	127 - Tax Requisition	(\$10,000)	(\$10,000)	(\$10,000)				
		Total	(\$10,000)	(\$10,000)	(\$10,000)				
	Expenses	221 - Contribution to Other Governments	\$10,000	\$10,000	\$10,000				
		Total	\$10,000	\$10,000	\$10,000				
	Total								



**To:** Electoral Area Directors Committee

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

**Meeting Date:** February 19, 2026

**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 2026-2030 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 2026-2030 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-partied Agreement with the Province of British Columbia, the Government of Canada, and UBCM who administers the in BC. The CCBF has been providing long-term predictable funding to local government 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. In 2025 the ACRD submitted 4 applications to the program and are awaiting results.
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 Active Transportation Regional and Local Airports Broadband Connectivity	Public Transit Short-sea Shipping Short-line Rail
<b>Clean Environment</b>	
Drinking Water Wastewater Solid Waste	Community Energy System Brownfield Redevelopment
<b>Strong Cities and Communities</b>	
Sport Infrastructure Recreation Infrastructure Cultural Infrastructure	Fire Halls & Fire Trucks Tourism Infrastructure Resilience
<b>Capacity Building</b>	
Asset Management Long-term Infrastructure Planning Integrated Community Sustainability Planning Housing Needs Reports	

One 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, 2030. The ACRD has approximately \$4.2 million dollars that must be spent by this deadline.

**Summary:**

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

The plan for spending the grant funding was developed in 2025 and this report will overview the previously approved 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:**

Beaver Creek Community Club has \$5,255 remaining from the agreement established in 2024 to upgrade the Beaver Creek Hall.

### **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](#).

### 2026-2030 Proposed Community Works Fund Project Details

Year	Service & Project Name	Community Works Fund Request	Description	
1	2026	Bamfield Water System – Replacement of Submarine Line	\$359,967	Replacement of the submarine transmission line providing water service to west Bamfield is near completion. The funding from the Investing in Canada Infrastructure Program grant has been exhausted and this funding will now be used to complete the project. This project is currently underway and aligns with Strategic Focus Area #2 Management Our Assets & Infrastructure.
2	2026	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. A new part-time Fire Chief has been hired in 2026, will be instrumental in getting this project going, and will be working with the BVFD to determine a path forward. This project aligns with Strategic Focus Area #2 Management Our Assets & Infrastructure.
3	2026-2029	Capital Project Manager	\$505,000	The hiring of a Capital Project Manager using grant funds was proposed during the 2025 financial planning process to reduce the financial risk of managing large capital off the corner of an existing desk. Staff have not implemented this position as the ACRD was not successful in all of the anticipated grants so have chosen to wait for the Strategic Priority Funds announcement prior to proceeding. Staff continue to support this concept and recommend leaving this budget line for 2026 to allow staff further time to develop a structure to support these initiatives. This project aligns with Strategic Focus Area #2 Management Our Assets & Infrastructure.
4	2026	Cherry Creek Community Parks – Maplehurst Access Development	\$240,468	This project is going to be pivoted from the original plan of focusing solely on the creation of an access point from Cherry Creek into Maplehurst Park based on the Linear Asset report developed in 2025. This project is now going to consider implementation of the recommendations of that report. This project aligns with Strategic Plan Initiative 1.1 Enhanced indoor/outdoor recreation facilities and services.
5	2026-2030	Management of Development – Rural Areas – Official Community Plans	\$1,924,000	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 is being used to support the personnel costs of this new approach and other related OCP development costs. In 2025 the costs of OCP were mostly covered by other grants however those grants have

				now been completed. The 2026 plan includes the completion of Area C – Long Beach and Area D – Sproat Lake OCP’s and the beginning of Area B – Beaufort. The OCP reviews will include 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 three electoral areas and other long-term planning requirements. This project aligns with Strategic Plan Initiative 1.2 Sustainable land use planning and growth.
6	2026	Multiple Parks Services – GIS Inventory and Mapping of Parks Assets	\$8,640	This project continues to leverage funds from other grant opportunities to further develop the asset management component of the ACRD’s GIS system. In 2025 an in-depth assessment of assets for regional and community parks was completed. This project aligns with Strategic Focus Area #2 Management Our Assets & Infrastructure.
7	2026	Sproat Lake – Great Central Lake Boat Launch and Parking	\$200,000	A project to update the Great Central Lake boat launch and parking is planned for 2026. The project will see the development of a concept design for the improvement of the Great Central Lake boat launch. The design would address improved launch structure, facility parking, access and traffic flow. This project aligns with Strategic Plan Initiative 1.1 Enhanced indoor/outdoor recreation facilities and services.
8	2026	Long Beach Airport – Water System Upgrades	\$197,099	The current domestic system has aged out and requires complete replacement, this project has been procured and will proceed in 2026. This project aligns with Strategic Focus Area #2 Management Our Assets & Infrastructure.
9	2026	Multiple Parks Services – Parks and Trails Signage	\$12,123	The installation of signage based on the ACRD Parks and Trails Signage Strategy. This project is currently underway and will be completed in 2026. This project aligns with Strategic Plan Initiative 1.1 Enhanced indoor/outdoor recreation facilities and services.
10	2026	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 Management Our Assets & Infrastructure.
11	2027	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. This project may start in 2026 if the Sproat Lake Incorporation Study is unsuccessful in securing grant funding.

12	2027	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.
13	2027	Beaver Creek Fire Department – Fire Truck Purchase	\$350,000	This funding will be used to support the replacement of Engine #51 for the Beaver Creek Fire Department. This project aligns with Strategic Focus Area #2 Management Our Assets & Infrastructure.
14	2027	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.
15	2027	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	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.
17	2028	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.

## Allocation of Funding by Population

The following table includes projected allocation of funding compared to projects completed or committed 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%	\$ 327,410	\$ 1,491,426	\$ -1,164,016
Area B Beaufort	443	5%	\$ 596,883	\$ 260,626	\$ 336,257
Area C Long Beach	1,592	17%	\$ 2,145,006	\$ 1,774,956	\$ 370,050
Area D Sproat Lake	2,173	23%	\$ 2,927,826	\$ 2,999,227	\$ -71,401
Area E Beaver Creek	2,873	31%	\$ 3,870,982	\$ 2,972,993	\$ 897,989
Area F Cherry Creek	1,945	21%	\$ 2,620,626	\$ 2,343,249	\$ 277,377
Capital Project Manager Year 2-5 unallocated				\$ 505,000	N/A
Unallocated				\$ 141,256	N/A
<b>Totals</b>	9,269	100%	\$ 12,488,733	\$ 12,488,733	N/A

\*Based on 2021 Census Information

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