



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE FINANCIAL PLANNING MEETING

THURSDAY, FEBRUARY 4, 2016, 10:00 AM

Regional District Board Room, 3008 Fifth Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Alberni Valley & Bamfield Services Committee Meeting held January 25, 2016	3-7
<i>THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on January 25, 2016 be adopted.</i>	
4. <u>FOR INFORMATION</u>	
a. Cost Allocation for Services shared by <u>all</u> Alberni Valley members	8
<i>THAT this information be received.</i>	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	9-13
Re: 2016-2020 Financial Plan – Alberni Valley & Bamfield Waste Management.	
<i>THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley and Bamfield Waste Management budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.</i>	
b. REQUEST FOR DECISION	14-17
2016-2020 Financial Plan – Alberni Valley Regional Airport.	
<i>THAT the Alberni Valley & Bamfield Services Committee approve the Alberni Valley Regional Airport proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.</i>	



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON MONDAY, JANUARY 25, 2016

Regional District Board Room (downstairs), 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

Penny Cote, Chairperson, Electoral Area "D" (Sproat Lake)

PRESENT:

Keith Wyton, Director, Electoral Area "A" (Bamfield)

Mike Kokura, Director, Electoral Area "B" (Beaufort)

Pam Craig, Alternate Director, Electoral Area "E" (Beaver Creek)

Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

Mike Ruttan, Mayor, City of Port Alberni

Jack McLeman, Councillor, City of Port Alberni

REGRETS:

John McNabb, Director, Electoral Area "E" (Beaver Creek)

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

Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT:

Russell Dyson, Chief Administrative Officer

Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services

Wendy Thomson, Manager of Administrative Services

Dan Holder, Emergency Services Coordinator, ACRD

1. CALL TO ORDER

The Chief Administrative Officer (CAO) called the meeting to order at 10:00 am.

The CAO recognized the meeting this morning being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. ELECTION OF CHAIRPERSON 2016

The CAO provided a brief overview of the process for election of Chairperson of the Alberni Valley and Bamfield Services Committee as per the Alberni-Clayoquot Regional District's Procedures Bylaw.

The CAO requested nominations for the position of Chairperson of the Alberni Valley & Bamfield Services Committee for a first time.

Director Kokura nominated Director McNabb for the position of Chairperson. The Manager of Administrative Services advised Director McNabb submitted a letter confirming acceptance of the nomination for the position of Chairperson.

The CAO requested nominations for the position of Chairperson of the Alberni Valley & Bamfield Services Committee for a second and third time.

There being no further nominations, the CAO declared Director McNabb Chairperson of the Alberni Valley & Bamfield Services Committee for 2016.

MOVED: Director Kokura
SECONDED: Director McLeman

THAT Director Cote be appointed Chairperson of this meeting in absence of Chairperson McNabb.

CARRIED

Director Cote assumed the Chair.

2. APPROVAL OF AGENDA

MOVED: Director McLeman
SECONDED: Director Craig

THAT the agenda be approved as circulated with the addition of the following late item: Request for Decision - Emergency Coastal Response and that the order of the agenda be amended by moving Item 8 - Reports for considered prior to item 3 – Request for Decisions and Bylaws.

CARRIED

Director Ruttan entered the meeting at 10:07 am.

3. MINUTES

a. Alberni Valley & Bamfield Services Committee meeting – November 12, 2015

MOVED: Director Kokura
SECONDED: Director Wyton

THAT the minutes from the Alberni Valley and Bamfield Services Committee held on November 15, 2015 be adopted.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

a. Arrowsmith Amateur Radio Club regarding services provided and a tour of their mobile trailer unit.

Mr. Al Winney, Arrowsmith Amateur Radio Club reported they provide back-up communications to the ACRD and Emergency Management BC. He provided an overview of their services and conducted a tour of their radio room in the Regional District office and mobile trailer unit.

5. REPORTS

- a. **Update on Emergency Program, Review of the Coastal Response Exercise and Alberni-Clayoquot Regional District involvement. - CAO (Verbal) & Late Report regarding Exercise Coastal Response.**

The CAO provided an overview of the Alberni Valley Emergency Program and function in an emergency. He spoke to his report regarding the provincial Exercise Coastal Response event being held in Port Alberni, June 7th to 10th. The province will activate a response to a major earthquake and tsunami in the Alberni Valley. This is a huge event bringing 200 personnel, dignitaries and media to the community. There is an opportunity for the Regional District and City of Port Alberni to prepare and exercise its Emergency Operations Centre at the same time. The province will provide resources for training, planning and preparing our EOC. The CAO discussed the staff and community resources required to participate in this event. He requested the Committee consider a \$60,000 budget from the Alberni Valley Emergency Planning service in 2016 with the province providing a portion of the costs and in-kind support. The Committee agreed to consider during ACRD 2016 budget deliberations.

MOVED: Director Banton

SECONDED: Director Ruttan

THAT the verbal and written report be received.

CARRIED

6. REQUEST FOR DECISIONS & BYLAWS

- a. **REQUEST FOR DECISION**

Re: Alberni Valley Regional Airport, Area 1, Grinding of Remaining Wood Debris

MOVED: Director Ruttan

SECONDED: Director Kokura

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors agree to complete the land clearing of Area 1 at the AVRA by grinding of wood debris, for an additional cost of \$10,000.

CARRIED

- b. **REQUEST FOR DECISION**

Re: Alberni Valley Organics Diversion Strategy
(Referred from November 25, 2015 Board of Directors Meeting)

The Committee reviewed the 12 recommendations coming out of the Alberni Valley Organics Diversion Strategy.

MOVED: Director Ruttan

SECONDED: Director McLeman

THAT the Alberni Valley and Bamfield Services Committee direct staff to meet with Port Alberni City Council and share the results of the Organics Diversion Strategy for the Alberni Valley and come back to the ACRD Board with alternatives for implementing the Organics Diversion Strategy and resources required to implement the program for consideration during the 2016 - 2020 Financial Planning process .

CARRIED

Director McLeman left the meeting at 11:30 am

c. REQUEST FOR DECISION

Re: Alberni Valley Runway Expansion Project - Engineering Services

MOVED: Director Ruttan

SECONDED: Director Banton

THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors endorse the attached proposal from Tetra Tech to provide engineering services to oversee tendering and construction of the Alberni Valley Regional Airport runway expansion project.

CARRIED

Director McLeman re-entered the meeting at 11:32 am.

7. UNFINISHED BUSINESS

8. LATE BUSINESS

9. IN-CAMERA

MOVED: Director McLeman

SECONDED: Director Kokura

THAT the meeting be closed to the public to discuss matters relating to:

- i. Negotiations and related discussions respecting the proposed provision of a Regional District service that are at their preliminary stages, disclosure of which the Board considers could reasonably be expected to harm the interests of the Regional District if they were held in public.*

CARRIED

The meeting was closed to the public at 11:33 am.

The meeting was re-opened to the public at 11:47 am.

10. RECOMMENDATIONS FROM IN-CAMERA

11. ADJOURN

MOVED: Director McLeman

SECONDED: Director Wyton

THAT the meeting be adjourned at 11:48 am.

CARRIED

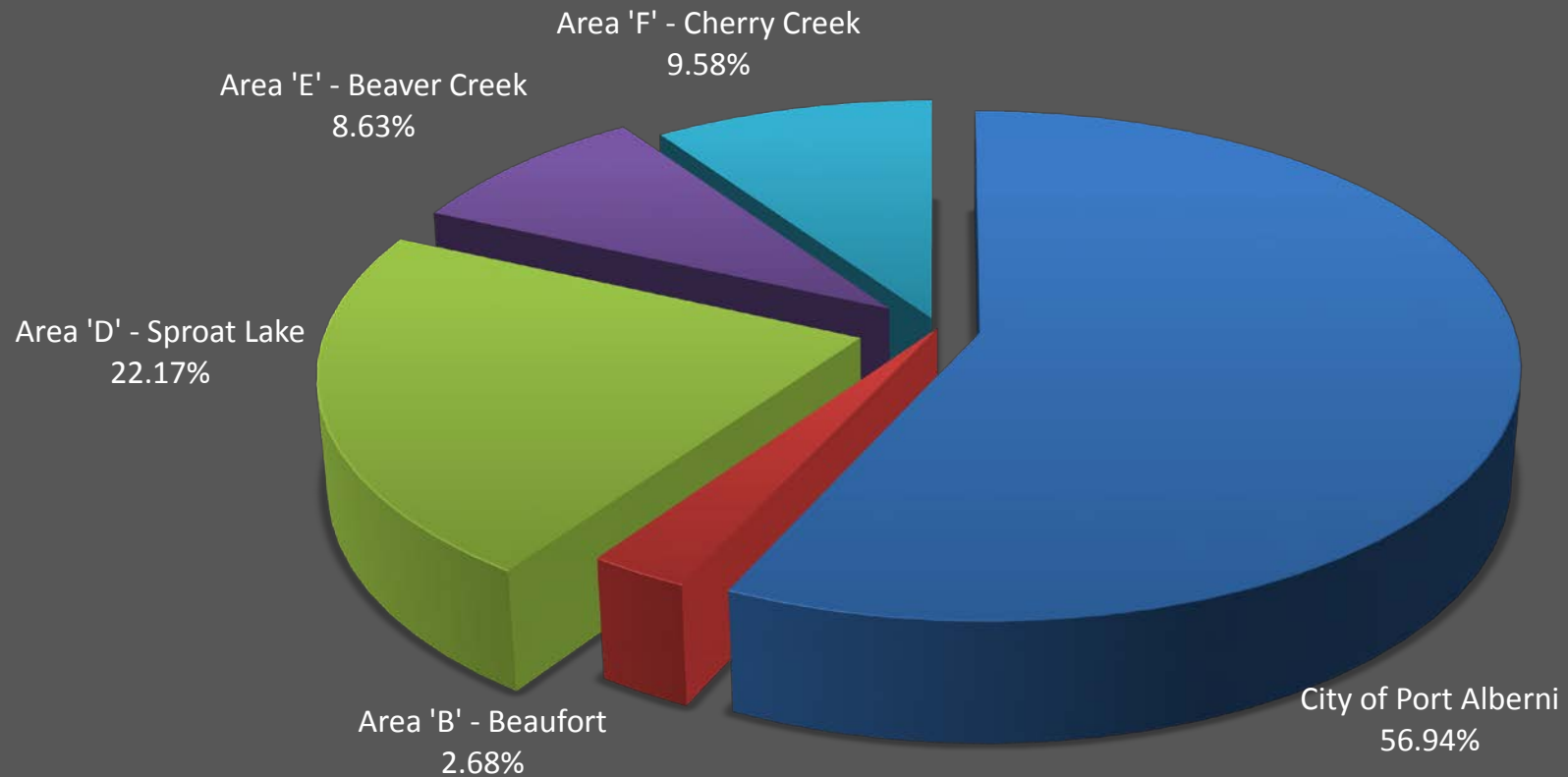
Certified Correct:

Penny Cote,
Chairperson

Russell Dyson,
Chief Administrative Officer



ACRD Alberni Valley 2016 (shared services)



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 4, 2016

Subject: Alberni Valley & Bamfield Waste Management

Recommendation:

THAT the Alberni Valley Committee review the Alberni Valley and Bamfield Waste Management budget, make amendments if required, and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

2015 Highlights:

The Alberni Valley & Bamfield Waste Management service is a significant operation for the Regional District. The projects completed during the year included:

- The Canada 150 Grant that provided \$55,100 for 3rd Avenue depot upgrades that will take place over 2015 and 2016. There was \$110,000 in capital expenditures planned for 2015 and only \$40,000 was spent. The funds unspent will be budgeted in 2016 to meet commitments for the Canada 150 grant.
- Continued the partnership with the Alberni Valley Bulldogs to assist in the advertising of our programs including advertising in the Alberni Valley Multiplex as well as feature game nights that focus on our recycling initiatives.
- The Solid Waste Management Committee reviewed the plan that was developed in 2007. The contractor and committee updated the plan in during 2015.
- A cardboard ban was put into place and the education period was initiated in the second half of 2015, currently working with the landfill contractor to deemed best practices for operations
- Lines 27 – The Bulldogs school program provided “Reduce you ecological footprint” message, there was a strong student engagement with this year’s program. When children are excited and engaged about a message they are likely to start the conversation at home with the rest of the family.

Upcoming for 2016:

The plan for 2016 includes:

- Line 5 – Diversion and disposal bans will be initiated in 2016 and there will be addition costs and lower revenues. Staff will be proposing an increase from \$95 to \$115 per tonne for residential waste in April of this year. The increase in revenue reflects this increase for 2016. Future rate increases need to be structured to provide incentives to divert waste.
- Lines 12 - 15 - The Bamfield transfer station operation will determine whether a partnership with Huu-ay-aht First Nations, Uchucklesaht and the Bamfield Marine Station may be of benefit to all parties.
- Line 24 – The partnership with the Alberni Valley Bulldogs is planned to continue as in prior years and there is a planned contribution to the CPA of \$3,000 to install a water dispenser machine in the

lobby of the Multiplex. This promotes the public to reduce reliance on bottled water in a public facility.

- Line 26 – When disposal bans and increases in tipping fees are undertaken the possibility of increased illegal dumping may occur. Evaluation of how best to deal with illegal dumping within the Alberni Valley will be a priority - improve signage, public education and reporting tools will be explored. The budget has been increased provide more tools and resources moving forward.
- Line 32 – Disposal Bans – there is a plan to further expand the material bans at the landfill for gyproc and construction waste for 2016, funds within this line item reflect possible cost.
- Line 37 – Provides funds to address any initiatives that would come out of the organics diversion program once approved.
- Line 47 – alternatives to deal with wood waste will be reviewed. Stock piling of large amounts of wood waste cause operational issues and fire risk at the landfill site.
- The capital expenditure budget has been developed with assistance from McGill and Associates Engineering. McGill Engineering will discuss projects details at the meeting.

Background:

This budget was developed with input from the following people:

- The ACRD Environmental Services department and CAO
- Alberni Valley Landfill contractor – Berry and Vale Contracting Ltd
- Alberni Valley Landfill engineer – McGill and Associates Engineering
- Solid Waste Management Plan Consultant – Carey McIver

Financial:

The residential tax rates are as follows:

- Bamfield 2016 - \$0.296 2015 - \$0.301 per \$1,000 of assessed value.
- All other areas 2016 - \$0.000 2015 - \$0.000 per \$1,000 of assessed value.

The tax rate for Bamfield is different from the other areas because of the Alberni Valley Committee’s direction in prior years was for the Bamfield Transfer Station costs to be covered by that Electoral Area only.


Policy or Legislation:

The Ministry of Environment sets the regulations for items such as closure/post closure plans, solid waste management plans, landfill criteria for municipal solid waste, operational certificates and annual reporting requirements.

Disclosure:

The prior year actual balances may yet change as 2015 invoices are still trickling in and year-end adjustments are still being completed.

Submitted by: 
Andrew McGifford, CPA, CGA, Acting Manager of Finance

Approved by: 
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 508,957	\$ 508,957	Surplus (deficit) from prior years	\$ 508,275	\$ -	\$ -	\$ -	\$ -	1
2	60,001	60,000	Tax requisition	60,000	429,760	462,523	484,096	522,184	2
3			<i>Fees & charges</i>						3
4	8,036	8,000	Curbside recycling	8,000	8,000	8,000	8,000	8,000	4
5	1,706,973	1,513,543	Tipping fees	1,700,000	1,800,000	1,800,000	1,800,000	1,800,000	5
6	1,715,009	1,521,543	Total fees & charges	1,708,000	1,808,000	1,808,000	1,808,000	1,808,000	6
7	1,697	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	7
8	358,819	300,000	Multi Materials BC funding	300,000	300,000	300,000	300,000	300,000	8
9	-	-	Federal grant - conditional	55,100	-	-	-	-	9
10	75,394	10,000	Other sources	10,000	10,000	10,000	10,000	10,000	10
11	\$ 2,719,877	\$ 2,401,500	TOTAL REVENUE	\$ 2,642,374	\$ 2,548,760	\$ 2,581,523	\$ 2,603,096	\$ 2,641,184	11
EXPENDITURES									
12	\$ 81,000	\$ 81,000	Administration charge	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	12
13			<i>Bamfield transfer station</i>						13
14	71,032	57,000	Garbage - hauling & tipping fees	75,000	76,500	78,000	79,600	81,200	14
15	4,024	7,000	Recycling - depot operations	7,000	7,100	7,200	7,300	7,400	15
16	75,056	64,000	Total Bamfield transfer station	82,000	83,600	85,200	86,900	88,600	16
17	513,898	480,000	Capital fund contribution	635,874	650,000	650,000	650,000	650,000	17
18	134,149	120,000	Closure & post closure fund contribution	120,000	120,000	120,000	120,000	120,000	18
19			<i>Labour & related costs</i>						19
20	979	5,000	Convention/professional development	5,000	5,000	5,000	5,000	5,000	20
21	65,822	52,000	Labour & benefits	66,000	67,300	68,600	70,000	71,400	21
22	1,272	2,000	Vehicle operation	2,000	2,000	2,000	2,000	2,000	22
23	68,073	59,000	Total labour & related costs	73,000	74,300	75,600	77,000	78,400	23
24			<i>Promotion & education</i>						24
25	23,877	30,000	Advertising & promotion	33,000	30,000	30,000	30,000	30,000	25
26	-	2,500	Bear-human conflict management	2,500	2,500	2,500	2,500	2,500	26
27	720	12,000	Illegal dumping prevention/waived tipping	20,000	20,000	20,000	20,000	20,000	27
28	6,888	10,000	School program	10,000	10,000	10,000	10,000	10,000	28
29	31,485	54,500	Total promotion & education	65,500	62,500	62,500	62,500	62,500	29



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT (continued)
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			EXPENDITURES (continued)						
30			<i>Recycle, reduce, reuse</i>						30
31	\$ -	\$ 8,000	Backyard composting program (offset)	\$ 8,000	\$ -	\$ 8,000	\$ -	\$ 8,000	31
32	-	18,000	Disposal bans	20,000	20,000	20,000	20,000	20,000	32
33	26,630	30,000	Organics diversion strategy	-	-	-	-	-	33
34	95,092	70,000	Recycling depots - Alberni Valley	85,000	86,700	88,400	90,200	92,000	34
35	208,363	206,000	Residential recycling pickup	212,000	216,200	220,500	224,900	229,400	35
36	-	-	Share sheds	-	5,000	1,000	1,000	1,000	36
37	-	70,000	SWMP initiatives	100,000	30,000	30,000	30,000	30,000	37
38	-	-	Yard waste depot	30,000	30,600	31,200	31,800	32,400	38
39	330,085	402,000	Total recycle, reduce & reuse	455,000	388,500	399,100	397,900	412,800	39
40			<i>Residual waste management</i>						40
41	41,903	100,000	Cover material sourcing	75,000	75,000	75,000	75,000	75,000	41
42	748,058	750,000	Operations contract	758,000	773,160	788,623	804,396	820,484	42
43	88,415	205,000	Other operating costs	150,000	153,000	156,100	159,200	162,400	43
44	28,767	22,000	Professional fees	30,000	30,000	30,000	30,000	30,000	44
45	15,740	18,000	Utilities	18,000	18,700	19,400	20,200	21,000	45
46	36,037	36,000	Water monitoring	40,000	40,000	40,000	40,000	40,000	46
47	18,936	10,000	Wood waste grinding/handling	20,000	20,000	20,000	20,000	20,000	47
48	977,856	1,141,000	Total residual waste management	1,091,000	1,109,860	1,129,123	1,148,796	1,168,884	48
49	\$ 2,211,602	\$ 2,401,500	TOTAL EXPENDITURES	\$ 2,642,374	\$ 2,548,760	\$ 2,581,523	\$ 2,603,096	\$ 2,641,184	49
50	\$ 508,275	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	50
51	648,047	760,000	Add: Transfer to reserves	755,874	770,000	770,000	770,000	770,000	51
52	-	110,000	Deduct: Estimated amortization not included	110,000	110,000	110,000	110,000	110,000	52
53	508,957	508,957	Surplus from previous year	508,275	-	-	-	-	53
54	\$ 647,365	\$ 141,043	ANNUAL SURPLUS/(DEFICIT) (for Financial Reporting purposes)	\$ 137,600	\$ 660,000	\$ 660,000	\$ 660,000	\$ 660,000	54



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT (continued)
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'

Draft
on January 27, 2016

Line	History		Budget					Line
	2015 ACTUAL	2015 PLAN	2016	2017	2018	2019	2020	
CAPITAL FUND								
55	\$ 3,051,804	\$ 3,051,804	\$ 2,639,137	\$ 1,522,086	\$ 21,886	\$ 674,486	\$ 1,331,986	55
56	480,000	480,000	635,874	650,000	650,000	650,000	650,000	56
57	33,898	25,900	15,500	5,800	2,600	7,500	12,400	57
58								58
<i>Less - capital expenditures</i>								
59	21,898	250,000	325,000	-	-	-	-	59
60	-	5,000	-	-	-	-	-	60
61	15,689	5,000	-	-	-	-	-	61
62	-	10,000	5,000	100,000	-	-	-	62
63	70,069	80,000	5,000	-	-	-	-	63
64	-	-	115,000	-	-	-	-	64
65	5,561	187,000	93,725	-	-	-	-	65
66	13,650	7,500	25,000	-	-	-	-	66
67	99,024	100,000	100,000	2,000,000	-	-	-	67
68	6,712	50,000	50,000	-	-	-	-	68
69	497,616	-	35,000	-	-	-	-	69
70	-	-	54,000	-	-	-	-	70
71	-	-	102,700	-	-	-	-	71
72	143,338	100,000	250,000	-	-	-	-	72
73	40,000	110,000	160,000	-	-	-	-	73
74	5,262	70,000	70,000	-	-	-	-	74
75	-	-	20,000	-	-	-	-	75
76	-	250,000	250,000	-	-	-	-	76
77	-	-	20,000	-	-	-	-	77
78	2,819	14,000	-	56,000	-	-	-	78
79	4,927	170,000	88,000	-	-	-	-	79
80	926,565	1,408,500	1,768,425	2,156,000	-	-	-	80
81	\$ 2,639,137	\$ 2,149,204	\$ 1,522,086	\$ 21,886	\$ 674,486	\$ 1,331,986	\$ 1,994,386	81
CLOSURE & POST CLOSURE FUND								
82	\$ 1,444,877	\$ 1,444,877	\$ 1,583,618	\$ 1,715,918	\$ 1,849,218	\$ 1,983,518	\$ 2,118,818	82
83	120,000	120,000	120,000	120,000	120,000	120,000	120,000	83
84	18,741	18,800	12,300	13,300	14,300	15,300	16,300	84
85	-	-	-	-	-	-	-	85
86	\$ 1,583,618	\$ 1,583,677	\$ 1,715,918	\$ 1,849,218	\$ 1,983,518	\$ 2,118,818	\$ 2,255,118	86

REQUEST FOR DECISION

To: Alberni Valley Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 4, 2016

Subject: Alberni Valley Regional Airport – 2016-2020 Financial Plan

Recommendation:

THAT the Alberni Valley Committee review the Alberni Valley Regional Airport proposed budget, make amendments if required, and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

2015 Highlights:

It was an exciting year for the Alberni Valley Regional Airport (AVRA) as Directors completed the investigation, voter approval and initial planning for the runway extension to improve the service provided to the Alberni Valley. The OLS clearing expense was a Community Forest grant that provided the funding of tree clearing and brushing costs in 2015. A substantial amount of time and effort by staff and directors was spent on the AVRA project in 2015 and that is expected to continue through 2016.

Upcoming for 2016:

The following items are of note when reviewing the budget:

- Line 2 – The maximum tax requisition increased from \$50,000 to \$0.1483 per taxable value of land and improvements when the bylaw 791-2 was adopted. In 2016, the current maximum for the AVRA service area tax requisition is \$450,747. The tax requisition is set at the maximum in the initial year in order to provide capital reserve funds to pay for anticipated capital projects. The opportunity to do this in future years will be limited, principle and borrowing costs would use much of the tax requisition moving forward
- Line 9 – Admin staff time increased over the past year and is expected to continue this charge reflects in the \$8,000 increase over 2015.
- Line 11 – Professional costs associated with the work currently ongoing at the airport is expected to continue in 2016, the budget amount in 2015 was very low compared to actual.
- Line 13 – the weather station costs are planned to be combined with the GPS maintenance as these are interrelated costs.
- Line 22 – The airport water system requires some upgrade and some minor instrumentation additions are planned in 2016.
- Line 23 – Capital contribution in the AVRA service has not been adequate in the prior years due to the low tax requisition limit for the service. As mentioned above the budget recommends a strong contribution of \$350,000 in the current year to provide the financial resources in future years for other capital projects.

The capital contribution would be \$6 million from MFA borrowing, 1.5 million grant funding (if received) for navigational aids, and the \$350,000 for tax requisition.

Background:

This budget was developed with input from the Airport Superintendent and Chief Administrative Officer.

Financial:

The requisition in the attached plan provides an increase from \$50,000 to \$450,107 in 2016 as approved in August of 2015. The residential tax rate will increase from \$0.013 to \$0.1145 per \$1,000 of taxable assessed value.

Policy or Legislation:

The Port Alberni Airport Extended Service Area Amendment Bylaw No. 791-2, 2015 sets the maximum annual allowable requisition at \$0.1483 per taxable value of land and improvements. The authorization to borrow is provided under Port Alberni Airport Runway Extension Loan Authorization Bylaw No. F1120. The ability to borrow must be within the financial limits in Bylaw No 791-2.

Disclosure:

The prior year actual balances may yet change as 2015 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
ALBERNI VALLEY REGIONAL AIRPORT
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft
on January 27, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 2,335	\$ 2,335	Surplus (deficit) from prior years	\$ 5,393	\$ -	\$ -	\$ -	\$ -	1
2	50,000	50,000	Tax requisition	450,107	449,830	436,730	437,630	438,530	2
3	148,600	185,750	Government and other grants	1,500,000	-	-	-	-	3
4	-	-	MFABC borrowing	6,000,000	-	-	-	-	4
5	814	-	Grant in lieu of taxes	-	-	-	-	-	5
6	78,455	60,000	Sales of services	50,000	80,000	80,000	80,000	80,000	6
7	90,269	35,750	Leases and other sources	28,000	28,000	42,000	42,000	42,000	7
8	\$ 370,473	\$ 333,835	TOTAL REVENUE	\$ 8,033,500	\$ 557,830	\$ 558,730	\$ 559,630	\$ 560,530	8
EXPENDITURES									
9	\$ 7,000	\$ 7,000	Administration charge	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	\$ 15,000	9
10	-	-	Debt repayment	-	326,230	326,230	326,230	326,230	10
11	14,827	4,000	Consulting, legal & legislation costs	15,000	3,000	3,000	3,000	3,000	11
12	70,008	60,000	Fuel system operation	45,000	70,000	70,000	70,000	70,000	12
13	-	-	GPS maintenance/weather station	5,000	7,000	7,000	7,000	7,000	13
14	3,264	3,500	Insurance	3,500	3,500	3,500	3,500	3,500	14
15	29,791	33,000	Labour & benefits	45,000	38,000	38,800	39,600	40,400	15
16	1,287	3,000	Office & weather station	-	-	-	-	-	16
17	12,900	14,000	Operation contracts	14,000	14,000	14,000	14,000	14,000	17
18	-	-	Other operating	10,000	10,000	10,000	10,000	10,000	18
19	13,205	16,585	Repairs & maintenance	20,000	10,000	10,000	10,000	10,000	19
20	422	500	Travel & accomodation	1,000	1,000	1,000	1,000	1,000	20
21	5,988	4,500	Utilities	7,000	7,100	7,200	7,300	7,400	21
22	662	2,000	Water system operation	3,000	3,000	3,000	3,000	3,000	22
23	205,726	185,750	Capital fund contribution	7,850,000	50,000	50,000	50,000	50,000	23
24	\$ 365,080	\$ 333,835	TOTAL EXPENDITURES	\$ 8,033,500	\$ 557,830	\$ 558,730	\$ 559,630	\$ 560,530	24
FINANCIAL PLAN BALANCE									
25	\$ 5,393	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	25
26	205,726	185,750	Add: Transfer to reserves	7,850,000	50,000	50,000	50,000	50,000	26
27	-	-	Deduct: Estimated amortization not included	21,000	21,000	21,000	21,000	21,000	27
28	2,335	2,335	Surplus from previous year	5,393	-	-	-	-	28
29	\$ 208,784	\$ 183,415	ANNUAL SURPLUS/(DEFICIT)	\$ 7,823,607	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	29



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 ALBERNI VALLEY REGIONAL AIRPORT (continued)
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			CAPITAL FUND						
30	\$ 253,672	\$ 253,672	Balance, beginning of year	\$ 232,755	\$ 432,255	\$ 164,455	\$ 141,555	\$ 147,655	30
31	54,805	-	Contribution from operating fund	6,350,000	50,000	50,000	50,000	50,000	31
32	148,600	185,750	Grants and other contributions	1,500,000	-	-	-	-	32
33	2,320	2,900	Interest earnings	-	2,200	1,100	1,100	1,000	33
34			<i>Less - capital expenditures</i>						34
35	-	15,000	Drainage improvements & ditching	10,000	5,000	5,000	5,000	5,000	35
36			Equipment shelter	6,000	200,000	-	-	-	36
37	-	15,000	Fencing & access	30,000	50,000	-	5,000	-	37
38	-	40,000	GPS system	-	20,000	-	-	10,000	38
39	2,584	10,000	Infrastructure	10,000	30,000	20,000	20,000	20,000	39
40			Landscaping	20,000	-	20,000	-	20,000	40
41	-	8,500	Line painting & crack sealing	8,500	5,000	5,000	5,000	5,000	41
42	-	-	Navigational aids*	1,500,000	-	-	-	-	42
43	1,820	5,000	Road construction	60,000	-	-	-	-	43
44	-	-	Runway extension	6,000,000	-	-	-	-	44
45	29,773	20,000	Runway extension study and design	-	-	-	-	-	45
46	-	5,000	Signage improvements	5,000	-	-	-	-	46
47	-	10,000	Sweeper	1,000	-	4,000	-	4,000	47
48	192,465	302,000	Tree clearing/brushing*	-	10,000	20,000	10,000	10,000	48
49	226,642	430,500	Total capital expenditures	7,650,500	320,000	74,000	45,000	74,000	49
50	\$ 232,755	\$ 11,822	BALANCE, END OF YEAR	\$ 432,255	\$ 164,455	\$ 141,555	\$ 147,655	\$ 124,655	50

*Must be from grant funding or others sources

REQUEST FOR DECISION

To: Alberni Valley Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 4, 2016

Subject: Alberni Valley Emergency Planning – 2016-2020 Financial Plan

Recommendation:

THAT the Alberni Valley Committee review the Alberni Valley Emergency Planning proposed budget, make amendments if required, and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

2015 Highlights:

The following are highlights from 2015:

- The service also underwent changes including moving from the former Emergency Planning Coordinator contracted with the City of Port Alberni to the Regional District use of an independent contractor (Dan Holder) to provide Emergency Planning Coordinator services. there were 4 months without active coordinator service in the interim
- The flooding in December 2014 and Dog Mountain fire events resulted in the activation of the EOC Level 1. During these two events the EOC operations were put to the test for a small scale event. The demands for a small scale event provided staff the opportunity to test practices and procedures and identify weaknesses within the operations, debriefs were held to help improve processes.
- The EOC office was upgraded to function and operate more efficiently with computer centres, audio visual upgrades, storage space and organization.
- Entered into a one year agreement with the Red Cross to secure volunteers and train them to build capacity for Emergency Social Services Level one events
- Entered into a one year agreement with the City of Port Alberni to develop and maintain a Comprehensive Reception Centre Management Plan for the Alberni Valley.
- Participated in planning and preparation for Exercise Coastal Response.

Upcoming for 2016:

The 2016 budget includes the following items:

- Line 7 – Administrative charges - Exercise – Coastal Response has taken significant staff resources early in the year and will continue through the first half of 2016. The increase in Administrative costs reflects this increased staff time demands for this service.
- Line 9 – A spreadsheet detailing the emergency planning costs for the year has been attached to this report for your information.
- Line 10 – Exercise Coastal Response will have a one year expense. The province has been asked to assist with costs.

- Line 10 – Emergency Social Service’s current capacity has been identified as an area of concern from the Emergency Plan updated in 2013. In 2014 (not spent) and 2015 \$30,000 budget was created to contract the City of Port Alberni Parks and Recreation staff to develop a plan as well as train appropriate staff and volunteers to provide functioning Reception Centers throughout the Alberni Valley. The work would not just be focused on the City of Port Alberni buildings but all of the Alberni Valley Reception centers. The agreements were signed late in 2015 with the Red Cross and early in January 2016 with the City of Port Alberni.
- Line 13 – Further investigation was done in late 2015 to determine the requirements for the installation of a generator to support the EOC operation located in the ACRD office building. An electrical engineer reviewed the challenges faced with installing a generator within the ACRD office and reported back to Building Maintenance staff in order to provide an accurate cost and requirements for contractors when the ACRD puts out the Request for Proposals for the generator.

Background:

This budget was developed with input from the Emergency Planning Coordinator and Chief Administrative Officer.

Financial:

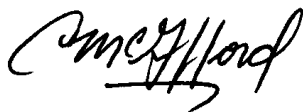
The requisition has risen by 15.74% from the prior year. The residential tax rate has increased from \$0.031 in the prior year to \$0.035 per \$1,000 of assessed value. Staff are seeking financial support from the province for the Exercise Coastal Response commitments.

Policy or Legislation:

Emergency Management BC is the regulatory body for this service.

Disclosure:

The prior year actual balances may yet change as 2015 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 ALBERNI VALLEY EMERGENCY PLANNING
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 68,922	\$ 68,921	Surplus (deficit) from prior years	\$ 105,789	\$ -	\$ -	\$ -	\$ -	1
2	118,979	118,979	Tax requisition	137,711	113,600	113,700	113,800	113,900	2
3	90,871	-	EMBC funding - response & recovery	-	-	-	-	-	3
4	-	-	Provincial grant - E-CR	30,000	-	-	-	-	
5	1,937	500	Grant in lieu of taxes	500	500	500	500	500	5
6	\$ 280,709	\$ 188,400	TOTAL REVENUE	\$ 274,000	\$ 114,100	\$ 114,200	\$ 114,300	\$ 114,400	6
EXPENDITURES									
7	\$ 10,000	\$ 12,000	Administrative charge	\$ 17,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	7
8	29,771	42,000	Emergency planning coordinator	42,000	42,000	42,000	42,000	42,000	8
9	23,197	29,400	Emergency planning costs	30,000	25,000	25,000	25,000	25,000	9
10	-	-	Exercise - Coastal Response costs	60,000	-	-	-	-	
11	89,928	-	Emergency response & recovery	-	-	-	-	-	11
12	10,000	30,000	ESS capacity building	30,000	20,000	20,000	20,000	20,000	12
13	10,000	10,000	Facility rent	10,000	10,000	10,000	10,000	10,000	13
14	2,024	2,000	Labour & benefits	5,000	5,100	5,200	5,300	5,400	14
15	-	63,000	Generator for EOC	80,000	-	-	-	-	15
16	\$ 174,920	\$ 188,400	TOTAL EXPENDITURES	\$ 274,000	\$ 114,100	\$ 114,200	\$ 114,300	\$ 114,400	16
17	\$ 105,789	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	17
18	68,922	68,921	Deduct: Surplus from previous year	105,789	-	-	-	-	18
19	\$ 36,867	-\$ 68,921	ANNUAL SURPLUS/(DEFICIT)	-\$ 105,789	\$ -	\$ -	\$ -	\$ -	19

(for Financial Reporting purposes)

Emergency Planning				2016 Budget - Cost Breakdown	
Staff/Volunteer Training					
Course	Location	Dates		Registration	Expenses
Emergency Operations Centre	Port Alberni	TBA			\$ -
ESS training	Various	TBA			\$ -
Staff training for EOC roles	EOC	TBA			\$ -
Sub Total				\$ -	\$ -
Public Education					
	Location	Date			Expenses
Brochures					\$ 2,000.00
Tsunami Awareness Campaign	TBA	May thru July			\$ 1,200.00
Fall Fair	Port Alberni	September			\$ 1,500.00
Bulldogs Program	Port Alberni				\$ 3,500.00
Sub Total				\$ -	\$ 8,200.00
Emergency Plan Exercises					
	Location	Dates	Attendees	Registration	Expenses
EOC set up drill	Port Alberni	TBA	City/ACRD staff		\$ -
Functional Exercise - topic TBA	Port Alberni		EPC, Stakeholders		\$ -
Sub Total				\$ -	\$ -
Emergency Operations Centre					
Audio Visual Upgrades					\$ 1,400.00
High Security Doors					\$ 4,000.00
EOC supplies					\$ 500.00
Improved Signage					\$ 3,000.00
Portable power packs					\$ 1,000.00
External Storage					\$ 6,000.00
Office operations					\$ 4,900.00
Sat Phone					\$ 1,000.00
					\$ 21,800.00
Total Budget					\$ 30,000.00

= no cost through operation in 2016 - the cost of event will be tracked in separate line item

REQUEST FOR DECISION

To: Alberni Valley Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 4, 2016

Subject: Custom Transit Service Area – 2016-2020 Financial Plan

Recommendation:

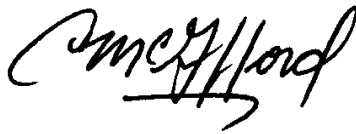
THAT the Alberni Valley Committee review the Custom Transit proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

Background:

The Custom Transit service is provided by BC Transit who oversees our local operator, Diversified Transportation. The proposed budget is based on the 3 year plan provided by BC Transit and we are currently in year two. The service was in a deficit position at the end of 2014. Representatives from BC Transit advised that the lease fees were provided a grant by the province and it was diminishing over the past few years and for the 2016 year there is no longer any grant funding.

Financial:

The requisition has decreased by 26.71% from the prior year. This increase in 2015 was due in part to cover the \$27,623 deficit in 2014 and the increase in costs as per budget. The residential tax rate has decreased from \$0.057 to \$0.042 per \$1,000 of assessed value.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
CUSTOM TRANSIT
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'**

Draft
on January 27, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	-\$ 27,623	-\$ 27,623	Surplus (deficit) from prior years	\$ 30,847	\$ -	\$ -	\$ -	\$ -	1
2	222,623	222,623	Tax requisition	163,153	212,000	212,000	212,000	212,000	2
3	3,624	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	3
4	35,072	35,000	Sales of services	35,000	35,000	35,000	35,000	35,000	4
5	259,027	315,000	Provincial Government grant	325,000	355,000	355,000	355,000	355,000	5
6	\$ 492,723	\$ 546,000	TOTAL REVENUE	\$ 555,000	\$ 603,000	\$ 603,000	\$ 603,000	\$ 603,000	6
EXPENDITURES									
7	\$ 1,000	\$ 1,000	Administrative charge	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	7
8	460,876	545,000	Operating costs	554,000	602,000	602,000	602,000	602,000	8
9	\$ 461,876	\$ 546,000	TOTAL EXPENDITURES	\$ 555,000	\$ 603,000	\$ 603,000	\$ 603,000	\$ 603,000	9
10	\$ 30,847	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	10
11	- 27,623	- 27,623	Deduct: Surplus from previous year	30,847	-	-	-	-	11
12	\$ 58,470	\$ 27,623	ANNUAL SURPLUS/(DEFICIT) (for Financial Reporting purposes)	-\$ 30,847	\$ -	\$ -	\$ -	\$ -	12

Custom Transit - ACRD

3 year Base Budget

TRANSIT REVENUE	2015	2016	2017
Fairbox Revenue	35,770	35,500	35,500
EXPENDITURES			
Fixed Costs	142,829	144,666	178,088
Hourly Costs - Scheduled Service	170,295	173,527	181,143
Fuel - Scheduled Service	34,916	35,453	37,226
Tires - Scheduled Service	2,171	2,234	2,289
Fleet Maintenance	57,764	59,801	62,193
Major Repairs Contingency	1,000	-	-
Major Capital Projects Operating Contingency	1,073	1,221	487
Accident Repairs	1,000	1,022	1,053
Taxi Supplement	3,000	3,000	3,000
ICBC Insurance	7,484	7,200	7,582
Fleet Insurance	2,344	2,893	3,037
Information Systems	11,629	11,717	11,506
PST	2,158	2,222	2,447
TOTAL DIRECT OPERATING COSTS	437,663	444,956	490,051
EXPENDITURES			
Property Maintenance	1,125	375	-
Training (Education & Seminars)	706	702	702
Marketing	1,085	1,117	1,151
Municipal Administration	8,030	8,580	8,838
BCT Management Services	30,691	30,837	31,762
TOTAL OPERATING COSTS	479,300	486,567	532,504
EXPENDITURES			
Lease Fees - Vehicles (Local Share)	65,468	65,770	66,769
Lease Fees - Equipment (Local Share)	976	1,690	2,445
Lease Fees - PTIP (Local Share)	- 1,726	-	-
TOTAL LEASE FEES - LOCAL SHARE	64,718	66,912	69,214
EXPENDITURES			
TOTAL COSTS	544,018	553,479	601,718
COST SHARING			
Municipal Share of Costs	217,156	229,353	246,591
Less: Total Revenue	35,700	35,500	35,500
Less: Municipal Administration	8,330	1,000	1,000
Net Municipal Share of Costs	173,052	185,272	202,253
Provincial Share or Costs	325,000	324,127	355,127
STATISTICS			
Scheduled Revenue Hours	5,428	5,428	5,428
Total Passengers	18,374	18,374	18,374

REQUEST FOR DECISION

To: Alberni Valley Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 4, 2016

Subject: Alberni Valley Regional Water Proposed Service – 2016-2020 Financial Plan

Recommendation:

THAT the Alberni Valley Committee review the Alberni Valley Regional Water – Proposed Service budget, make amendments if required, and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

Background:

The Alberni Valley Directors instructed that we investigate water supply from Sproat Lake in consideration of securing a filtration deferral for the potential supply for the City of Port Alberni (CPA), Cherry Creek and Beaver Creek. In 2014 we met with Catalyst and secured their cooperation and willingness to share relevant information and access to their works for the purpose of exploring a system that may utilize their infrastructure. Detail drawings were accessed and a site inspection of the intake was conducted. Terms of reference for developing the concept and costing have been prepared with input from the City of Port Alberni and McElhanney Engineering is completing the initial report. It will be shared with Catalyst and the three water purveyors of the Alberni Valley (ACRD, CPA and Cherry Creek Water District) as it becomes available. Work to be completed in 2016 will be to advance project details and cost estimates and begin negotiations with Catalyst for possible access to their infrastructure.

Financial:

The tax requisition has increased 96.24% as the Alberni Valley Water study was completed in 2015. The residential tax rate has gone down from \$0.012 in 2015 to \$0.018 per \$1,000 of taxable assessed value. When large percentage increases are identified it is important to put into perspective, the above impact on the \$200,000 would amount to an increase of \$1.20.

Policy or Legislation:

This is a proposed service and once the preliminary information is determined an establishing bylaw will need to be created including receiving appropriate approvals.

Disclosure:

The prior year actual balances may yet change as 2015 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 ALBERNI VALLEY REGIONAL WATER - PROPOSED SERVICE
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'E', and 'F'

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			REVENUE						
1	\$ 33,411	\$ 33,411	Surplus (deficit) from prior years	\$ 1,822	\$ -	\$ -	\$ -	\$ -	1
2	280	-	Grants and other contributions	-	-	-	-	-	2
3	26,589	26,589	Tax requisition	52,178	-	-	-	-	3
4	-	-	Grant in lieu of taxes	-	-	-	-	-	4
5	\$ 60,280	\$ 60,000	TOTAL REVENUE	\$ 54,000	\$ -	\$ -	\$ -	\$ -	5
			EXPENDITURES						
6	\$ 15,000	\$ 15,000	Administrative charge	\$ 15,000	\$ -	\$ -	\$ -	\$ -	6
7	27,061	-	Alberni Valley Water Study	-	-	-	-	-	7
8	16,397	23,000	Labour & benefits	17,000					8
9	-	22,000	Operating costs	22,000					9
10	\$ 58,458	\$ 60,000	TOTAL EXPENDITURES	\$ 54,000	\$ -	\$ -	\$ -	\$ -	10
11	\$ 1,822	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	11
12	33,411	33,411	Deduct: Surplus from previous year	1,822	-	-	-	-	12
13	-\$ 31,589	-\$ 33,411	ANNUAL SURPLUS/(DEFICIT)	-\$ 1,822	\$ -	\$ -	\$ -	\$ -	13

(for Financial Reporting purposes)

REQUEST FOR DECISION

To: Alberni Valley Committee

From: Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 4, 2016

Subject: Sproat Lake Marine Patrol – 2016-2020 Financial Plan

Recommendation:

THAT the Alberni Valley Committee review the Sproat Lake Marine Patrol budget, make amendments if required, and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

Background:

Beginning in 2015 the Sproat Lake Marine Patrol (SLMP) was a standalone service of the ACRD after the successful referendum in 2014. Funding for the SLMP is sourced from the Alberni Valley through land values and improvements. In 2015 the Transport Canada grant of \$20,306 covered much of the summer student costs and the service did not tax requisition in 2015. The SLMP service is provided a federal grant annually and 2016 is the final year of the current 3 year commitment from Transport Canada.

2015 Highlights:

Some of the highlights of the 2015 SLMP season include:

- Provided Boating Safety Education to 887 students
- Provided assistance to boaters in launching their boats at the Sproat Lake Provincial Park
- Assisted boaters by providing 21 jump starts and 8 boat tows
- Loaned out over 42 life jackets
- Performed 55 Pleasure Craft Courtesy Checks on boats
- Assisted RCMP and Search and Rescue with the Dog Mountain Fire response.
- Participated at community events – Sproat Lake Boat Regatta, “Our Town” and Cougar Smith Park Open House.

Upcoming for 2016:

The following items are of note when reviewing the budget:

- Line 5 - A grant from Transport Canada has been secured for 2016 in the amount of \$20,812.
- The operations of the program remain the same as prior years.
- Line 24 – The patrol boat is a zodiac and the pontoons are at the end of their life cycle. In 2015 the financial plan budget was \$25,000 from the capital reserve to replace the boat or repair the pontoons. Staff have been advised that there is another opportunity to purchase another organization’s boat which they are having replaced due to unsuitability.

Background:

This budget was developed with input from the Environmental Services Coordinator and the Acting Manager of Finance.

Financial:


Due to the surplus being carried over from the prior year and the Transport Canada grant already secured there is no requisition required in 2016.

Policy or Legislation:

The Sproat Lake Marine Patrol service establishing bylaw was adopted in the fall of 2014 after a successful referendum in conjunction with the 2014 general municipal elections.

Disclosure:

The prior year actual balances may yet change as 2015 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
SPROAT LAKE MARINE PATROL
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'**

Line	History			Budget					Line	
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020		
REVENUE										
1	\$ 3,571	\$ 3,571	Surplus (deficit) from prior years	\$ 14,130	\$ 23,006	\$ -	\$ -	\$ -	\$ -	1
2	36,564	36,564	Surplus transferred from Sproat Lake Parks	36,564	-	-	-	-	-	2
3	1,000	-	Donation	-	-	-	-	-	-	3
4	-	-	Tax requisition	-	20,594	43,600	43,600	43,600	43,600	4
5	20,306	24,787	Government grants	20,812	-	-	-	-	-	5
6	12	-	Other revenue	-	-	-	-	-	-	6
7	\$ 61,453	\$ 64,922	TOTAL REVENUE	\$ 71,506	\$ 43,600	\$ 43,600	\$ 43,600	\$ 43,600	\$ 43,600	7
EXPENDITURES										
8	\$ 100	\$ 100	Administrative charge	\$ 5,000	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	8
9	3,421	2,000	Boat operations	3,000	3,000	3,000	3,000	3,000	3,000	9
10	10,356	10,356	Capital fund contribution	5,000	5,000	5,000	5,000	5,000	5,000	10
11	28,874	30,500	Labour & benefits	30,500	30,500	30,500	30,500	30,500	30,500	11
12	4,572	4,500	Other operating costs	5,000	5,000	5,000	5,000	5,000	5,000	12
13	\$ 47,323	\$ 47,456	TOTAL EXPENDITURES	\$ 48,500	\$ 43,600	\$ 43,600	\$ 43,600	\$ 43,600	\$ 43,600	13
14	\$ 14,130	\$ 17,466	FINANCIAL PLAN BALANCE	\$ 23,006	\$ -	\$ -	\$ -	\$ -	\$ -	14
15	10,356	10,356	Add: Transfer to reserves	5,000	5,000	5,000	5,000	5,000	5,000	15
16	3,571	3,571	Deduct: Surplus from previous year	14,130	23,006	-	-	-	-	16
17	\$ 20,915	\$ 24,251	ANNUAL SURPLUS/(DEFICIT)	\$ 13,876	-\$ 18,006	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	17
(for Financial Reporting purposes)										
CAPITAL FUND										
18										
19	\$ -	\$ -	Balance, beginning of year	\$ 30,000	\$ 15,000	\$ 20,100	\$ 25,300	\$ 30,500	\$ 30,500	19
20	19,644	19,644	Transfer from other services	-	-	-	-	-	-	20
21	10,356	10,356	Contribution from operating fund	5,000	5,000	5,000	5,000	5,000	5,000	21
22	-	-	Interest earnings	-	100	200	200	200	200	22
23			<i>Less - capital expenditures</i>							23
24	-	25,000	Patrol boat	20,000	-	-	-	-	-	24
25	-	25,000	Total capital expenditures	20,000	-	-	-	-	-	25
26	\$ 30,000	\$ 5,000	BALANCE, END OF YEAR	\$ 15,000	\$ 20,100	\$ 25,300	\$ 30,500	\$ 35,700	\$ 35,700	26