



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE FINANCIAL PLANNING MEETING

WEDNESDAY, FEBRUARY 7, 2018, 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 24, 2018.	4 - 6
<i>THAT the minutes of the Alberni Valley & Bamfield Services Committee meeting held on January 24, 2018 be adopted.</i>	
4. <u>CORRESPONDENCE FOR ACTION</u>	
a. Correspondence dated January 29, 2018 from Marilyn Forbes requesting permission to place a memorial bench at the Alberni Valley Airport in memory of her husband Barrie Forbes.	7 - 8
<i>(Committee Direction Requested)</i>	
b. Correspondence dated February 1, 2018 from Alberni-Clayoquot Continuing Care Society requesting support for Transportation for Adult Day Services Clients at Fir Park Village.	9 - 10
<i>THAT the Alberni Valley and Bamfield Directors refer this letter to the Regional Transportation Table of the Alberni-Clayoquot Health Network for collaborative feedback on possible solutions.</i>	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION Alberni Valley & Bamfield Waste Management	11 - 18

THAT the Alberni Valley Committee recommend the Alberni Valley Regional Airport budget be included in the first reading of the 2018 - 2022 Alberni-Clayoquot Regional District Financial Plan.

6. LATE BUSINESS

7. IN CAMERA

Motion to close the meeting to the public as per section

- i. 90 (1) (e) of the Community Charter: the acquisition, disposition or expropriation of land or improvements, if the council considers that disclosure could reasonably be expected to harm the interests of the municipality;*
- ii. 90 (1) (j) of the Community Charter: information that is prohibited, or information that if it were presented in a document would be prohibited, from disclosure under section 21 of the Freedom of Information and Protection of Privacy Act;*
- iii. 90 (2) (b) of the Community Charter: the consideration of information received and held in confidence relating to negotiations between the municipality and a provincial government or the federal government or both, or between a provincial government or the federal government or both and a third party.*

8. RECOMMENDATIONS FROM IN-CAMERA

9. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING

TUESDAY, JANUARY 24, 2018, 10:00 AM

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

DIRECTORS John McNabb, Chair, Electoral Area "E" (Beaver Creek)
PRESENT: Mike Kokura, Director, Electoral Area "B" (Beaufort)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)
Mike Ruttan, Mayor, City of Port Alberni
Jack McLeman, Councillor, City of Port Alberni

REGRETS: John Jack, Councillor, Huu-ay-aht First Nation
Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

STAFF PRESENT: Douglas Holmes, Chief Administrative Officer
Teri Fong, Manager of Finance
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Manager of Administrative Services called the meeting to order at 10:01 am.

The Manager of Administrative Services recognized the meeting today being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. ELECTION OF CHAIRPERSON FOR 2018

a. ELECTION OF CHAIRPERSON FOR – 2018

The Manager of Administrative Services conducted the election for Chairperson of the Alberni Valley & Bamfield Services Committee for 2018.

Director Kokura nominated Director McNabb for the position of Chairperson. Director McNabb accepted the nomination. Therebeing no further nominations, the Manager of Administrative Services declared Director McNabb Chairperson of the Alberni Valley & Bamfield Services Committee for 2018.

Director McNabb assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director McLeman
SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

- a. **Alberni Valley & Bamfield Services Committee Meeting held September 19, 2017.**

MOVED: Director Kokura
SECONDED: Director Banton

THAT the minutes of the Alberni Valley Committee meeting held on September 19, 2017 be received.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Alberni Valley & Bamfield Services Committee – Terms of Reference.**

MOVED: Director Kokura
SECONDED: Director Wyton

THAT the Alberni Valley & Bamfield Services Committee review and reconfirm their Terms of Reference for 2018.

CARRIED

6. REPORTS

7. LATE BUSINESS

8. IN-CAMERA

MOVED: Director Ruttan
SECONDED: Director Wyton

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

- i. *90 (1) (c) of the Community Charter: Labour relations or other employee relations.*

CARRIED

The meeting was closed to the public at 10:05 am

The meeting was opened to the public at 10:26 am.

9. RECOMMENDATIONS FROM IN-CAMERA

10. ADJOURN

MOVED: Director Wyton

SECONDED: Director Banton

THAT the meeting be adjourned at 10:29 am.

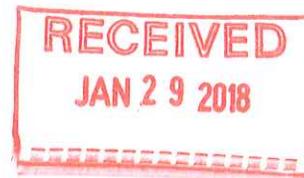
CARRIED

Certified Correct:

John McNabb,
Chairperson

Wendy Thomson,
Manager of Administrative Services

From:
Marilynn Forbes Phone: 250-723-3209
10036 Stirling Arm Crescent
Port Alberni, B.C., V9Y 9C6
January 27, 2018



To:
Regional District of Alberni-Clayoquot
Board of Directors
3008 5th Ave.,
Port Alberni, B.C.

I am writing to request permission to place a memorial bench at the Alberni Valley Regional Airport in memory of my husband, Barrie Forbes.

Barrie served terms on the Board of Directors of the Regional District of Alberni-Clayoquot for quite a few years and during this time he was a staunch proponent and advocate for the now present airport. He could see the positive impact it would have on the economic growth of the Alberni Valley through new industry and expanded tourism.

I would like to give you a brief story of Barrie's flying life. Barrie always had a fascination about flying and it lasted until his death on July 13, 2017. When he was young, Jack Somers took him for his first airplane ride off of the old airport. He was hooked on flying from then on and when he was 17 years old he obtained his Pilot's License.

He was a member of the Alberni Flying Club for years and always promoted aviation. He operated on wheels until the mid 1980's when he moved to Sproat Lake and then switched to floats. He was very happy to hear of the expansion and improvements at the new airport and during his illness, he regularly had me drive him out to the airport to see the progress being made on the airport. He was happy to see that his efforts while on the Regional District Board had made a difference.

I would ask that you look favourably on my request. I am aware that there is a financial obligation which I am prepared to take care of should you allow this. If it is approved, I would prefer the bench be placed near the Flying Club building, but I would agree to any place at the airport that the Board approved of.

Thank you for your consideration of my request.

Yours truly,



Marilynn Forbes

ALBERNI-CLAYOQUOT CONTINUING CARE SOCIETY



FIR PARK VILLAGE

4411 Wallace Street, Port Alberni, B.C. V9Y 7Y5
Telephone: (250)724-6541 Fax: (250) 724-6543

ECHO VILLAGE

4200 Tenth Avenue, Port Alberni, B.C. V9Y 4X3
Telephone: (250)724-1090 Fax: (250) 724-2115

Fir Park Village
4411 Wallace Street
Port Alberni, BC V9Y 7Y5

Attention: Doug Holmes
Chief Administrative Officer
Alberni-Clayoquot Regional District
3008 5th Ave
Port Alberni, BC V9Y 2E3

February 1, 2018

Dear Doug Holmes,

RE: Transportation for Adult Day Services Clients at Fir Park Village

In my role as Fir Park Village/Echo Village's Director of Programming and Adult Day Services, I have had meetings with Phil Atkinson (Handi-Dart) over the last two years regarding transportation for our clients.

The meetings were to discuss the transportation services/issues related to clients of our day program and bathing program at Fir Park Village (FPV). Island Health personnel have attended some of the meetings to address the concerns regarding transportation services to clients of programs that help them to continue to reside in their homes.

Currently, FPV has one client taking a taxi back home on Fridays due to Handi-Dart is unable to provide transportation for the client to her home; this client resides within the city limits. Last June, Handi-Dart would **not** pick up or drop off a client at the far-end of Beaver Creek.

Although, the Handi-Dart was able to provide transportation services to another client living in close proximity to the client unable to access the Handi-Dart services in Beaver Creek. Transportation issues arise when the drop off times are jeopardizing the Handi-Dart staff's shift end time.

FPV will be increasing our day program's capacity and we rely heavily on Handi-Dart to provide transportation to the clients of the program. If we don't have the transportation services from Handi-Dart, the client suffers a loss of our program's services and increase social isolation in their community. This possibly defeats the community's efforts of aiding seniors to continue living independently in their own homes.

Please address these transportation issues/concerns with BC Transit and the Handi-Dart services operating within the Alberni-Clayoquot Regional District. If you need further details or discussion, please don't hesitate to contact me. Thank you.

Sincerely,



Surjit Jhaj

Director of Programming and Adult Day Services

cc: John McNabb, Director of Beaver Creek

Joe McQuaid, Executive Director of ACCCS



REQUEST FOR DECISION

To: Alberni Valley and Bamfield Services Committee
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: February 7, 2018
Subject: Alberni Valley & Bamfield Waste Management

Recommendation:

THAT the Alberni Valley Committee recommend the Alberni Valley and Bamfield Waste Management budget be included in the first reading of the 2018-2022 Alberni-Clayoquot Regional District Financial Plan.

2017 Highlights:

The Alberni Valley & Bamfield Waste Management service is a significant operation for the Regional District. The following information and notes are provided to assist the committee in the understanding of the financial details provided in the actual 2017 financial results:

- Line 5 – Tipping fees – Tipping fees were increased to \$120 per tonne for residential waste effective July 1, 2017 resulting in revenue of approximately \$130,000 more than budgeted.
- Line 10 – Other sources – revenue from other sources in 2017 includes clearing and stumpage revenue from District Lot 105 of nearly \$30,000. Other items included in the line item are composter, steel and oil revenue as well as interest earned on the capital reserve account.
- Line 13 to 16 – Bamfield transfer station – Staff will continue to examine the Bamfield transfer station operation to determine whether a partnership with Huu-ay-aht First Nations and the Bamfield Marine Science Station may be of benefit to all parties. The transfer station is the focus of a first nation facilitation grant provided by FCM that provides resources to analyze options. This project is nearing completion and a report with options will be coming to the Board later this spring.
- Line 25 – Advertising & promotion – The ACRD continued their partnership with the Alberni Valley Bulldogs to assist in the advertising of our programs including display ads in the Alberni Valley Multiplex.
- Line 27 – Illegal Dumping – The increase in tipping fees have not shown an increase in public complaints regarding illegal dumping. Public education and reporting information has been added to the ACRD website. A joint effort with other AVICC regional districts provided the opportunity to share education pieces.
- Line 32 – Disposal Bans – Effective July 1, 2017 disposal bans were implemented for gyproc, clean wood waste, and construction waste.
- Line 36 - Solid Waste management Plan initiatives – In the spring of 2017 staff submitted an application to the Strategic Priorities Fund for the development of a composting facility to support an organics diversion program. The result of the application is expected to be announced prior to March 31, 2018.
- Line 46 – Wood waste grinding and handling – The implementation of the disposal ban for clean wood waste and generated a substantial amount of product to be processed. Wood waste is now being hauled by a contractor and brought to the Catalyst Mill to be used for fuel.

Upcoming for 2018 - Operating:

The plan for 2017 includes:

- Line 21 – Labour and benefits – During the recent review of staff resources, the Alberni Valley and Bamfield Waste Management service was identified as one of the services that was not being adequately resourced. The recently approved position of a Manager of Solid Waste and Utilities Operations will create extra capacity to be used on this service moving forward. This capacity, along with the capacity of the Lands and Resources Coordinator that was added after budget in 2017, has resulted in a 90% increase in wages this year to address the many urgent initiatives that require attention in this service.
- Line 37 – Solid waste management plan initiatives – the disposal bans that were implemented in July of 2017 require that additional site supervision is provided to ensure that the public is following the bylaw. As a result, the landfill contractor now has a transfer station attendant supervising the bins at all times. This is listed as a separate line item at this point but will be made part of the overall landfill contract next time the contract is tendered.
- Line 46 – Wood waste grinding and handling – the diversion of this material has resulted in an increased cost to the landfill operations.

Capital Projects 2018:

- Line 60 – Bio-solid investigation and processing – The City of Port Alberni needs to dredge its current wastewater lagoon and would like to dispose of the bio-solid materials at the AVLFL. This was done previously but the material impacted landfill operations, as that portion of the landfill site remains not suitable for equipment traffic. Work needs to be done in 2018, in cooperation with the City, to investigate options to receive the bio-solid product. One option that needs further investigation is to possibly mix the product with a suitable material then utilized as cover during dry weather. This budget item assumes that the AVLFL is able to accept the product and therefore includes excavating, trucking, processing and stockpiling costs.
- Line 62 – Gyproc recycling – the diversion of gyproc began in July 2017 but currently the product is not protected from the weather and as a result the weights are increased by water and the cost to process is negatively impact. A prefabricated storage building will be installed at the AVLFL in early 2018 to better protect the recyclable material prior to its transportation to the processing facility and will result in a reduction of tipping fees paid by the ACRD.
- Line 63 – Interception well by lagoon – installation is recommended by the engineers to replace existing wells that were installed several years ago. This will help to control the flow of leachate.
- Line 64 – Landfill gas management – An update to the AVLFL landfill gas assessment is require by Ministry of Environment once every 5 years. As seen in the future years, there are significant expected costs that must be incurred if further diversion efforts are not undertaken in a timely manner.
- Line 65 – Leachate interception – Storm water greatly increases the volume of effluent conveyed by the equalization pond and leachate pipeline to the City of Port Alberni waste water system. In an effort to reduce the amount of effluent that is produced, the finished slopes of the northeast portion of the landfill will be capped and a curtain drain will be installed to divert clean storm water runoff. The \$100,000 estimated to cap the finished slopes has been budgeted in the closure fund. Improvements to the leachate equalization pond are also planned to install a vertical grating system to allow maintenance and prevent vegetation from clogging the discharges.
- Line 66 – Leachate line – All of the leachate line gate valves are not operating correctly and the leachate line requires pigging in order to clean it out. All the valves must either be replaced or repaired prior to pigging to prevent environmental spills. The end of the leachate line also requires relocation when the construction of the City's Wastewater Treatment Plant is complete to connect into the new location.
- Line 67 – Lot 105 development and access to cover material – The AVLFL has approximately one-year worth of cover material stockpiled and as a result needs to start developing another source. District Lot 105, adjacent to the landfill, was purchased to provide cover material and requires investment prior to excavation in order to develop an excavation plan.
- Line 68 – Metering leachate discharge – Inflows to the leachate equalization pond are not currently quantified. This project will install flow meters in the north boundary trench and pump stations and connect to the SCADA system for monitoring.
- Line 69 – Monitoring and observation well drilling – In order to properly monitor the south boundary of the

landfill three new wells require installation to measure permeability of the landfill. They will be equipped to be monitoring using the SCADA system.

- Line 72 – SCADA Control System – This monitoring program is expected to be operational by the end of 2018 and will assist in the effective monitoring of the operations.
- Line 73 – Site security and sustainable development – obtaining tenure is a major focus of the service again this year. Investigation of options if tenure is not secured is also important as the AVLF is faced with significant financial investment in the next couple of years and without certainty of tenure, the investment may not be prudent.
- Line 75 – Software upgrade – this project was planned in 2017 but during the investigation of the current software's upgrade it was determined that the new version may not meet our organization's needs. As a result, our IT contractor with input from finance staff and the landfill contractor, alternative software applications are being investigated.
- Line 76 – South expansion – The current landfilling area is going to reach capacity in approximately 2.5 years and therefore a decision is required as to where the next filling area is established. The recommendation from the engineers is to expand to the south and preparation work for this area will need to start in 2018. The expansion area will require a leachate liner be installed based on the new landfill criteria and will be a significant cost for the AVLF. Although expanding the landfill footprint is costly, it is still a more cost effective option than having to fill vertically on top of the existing landfill area.
- Line 77 – Water pump house upgrade – this project has been planned for many years now but an opportunity to purchase a used pump from the City of Port Alberni will enable this project to be done cost effectively this year.

Strategic Priorities

In addition to the safe and efficient delivery of all ACRD services, the Board identified the following priorities related to this service:

- AVLF: Gas Management
- AVLF: Tenure
- AVLF: Organics Infrastructure

The following initiatives were not considered strategic priorities at the latest session by the Board:

- AV Landfill: Illegal Dumping
- AV Landfill: 3rd Avenue Recycling Depot Improvements

Background:

This budget was developed with input from the following parties:

- The ACRD Environmental Services department
- Alberni Valley Landfill contractor – Berry and Vale Contracting Ltd
- Alberni Valley Landfill engineer – McGill and Associates Engineering

Financial:

The tax requisition for 2018 is \$74,439 compared to the 2017 tax requisition of \$76,217. The residential tax rates are as follows:

- Bamfield 2018 - \$0.275 2017 - \$0.304 per \$1,000 of assessed value.
- All other areas 2018 - \$0.003 2017 - \$0.004 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 2017 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2018-2022 FINANCIAL PLAN
ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'**

Draft for discussion purposes
February 2018

Line	History		Budget					Line
	2017 ACTUAL	2017 PLAN	2018	2019	2020	2021	2022	
			REVENUE					
1	\$ 382,143	\$ 382,143	\$ 389,421	\$ -	\$ -	\$ -	\$ -	1
2	76,217	76,217	74,439	569,460	588,372	628,202	652,557	2
3								3
			<i>Fees & charges</i>					
4	8,939	8,640	8,640	8,640	8,640	8,640	8,640	4
5	1,897,478	1,765,000	1,900,000	1,900,000	1,900,000	1,900,000	1,900,000	5
6	1,906,417	1,708,000	1,908,640	1,908,640	1,908,640	1,908,640	1,908,640	6
7	4,066	1,000	1,000	1,000	1,000	1,000	1,000	7
8	376,752	310,000	320,000	320,000	320,000	320,000	320,000	8
9	10,000	10,000	-	-	-	-	-	9
10	101,385	12,000	25,000	25,000	25,000	25,000	25,000	10
11	\$ 2,856,980	\$ 2,565,000	\$ 2,718,500	\$ 2,824,100	\$ 2,843,012	\$ 2,882,842	\$ 2,907,197	11
			EXPENDITURES					
12	\$ 62,000	\$ 62,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	\$ 64,000	12
13								13
			<i>Bamfield transfer station</i>					
14	75,379	75,000	75,000	76,500	78,000	79,600	81,200	14
15	3,000	5,000	5,000	5,100	5,200	5,300	5,400	15
16	78,379	80,000	80,000	81,600	83,200	84,900	86,600	16
17	711,495	660,000	650,000	650,000	650,000	650,000	650,000	17
18	120,000	120,000	120,000	120,000	120,000	120,000	120,000	18
19								19
			<i>Labour & related costs</i>					
20	3,043	5,000	5,000	5,000	5,000	5,000	5,000	20
21	79,497	69,000	131,000	197,000	200,900	204,900	209,000	21
22	1,139	2,000	2,000	2,000	2,000	2,000	2,000	22
23	83,679	76,000	138,000	204,000	207,900	211,900	216,000	23
24								24
			<i>Promotion & education</i>					
25	22,107	30,000	30,000	30,000	30,000	30,000	30,000	25
26	-	2,500	2,500	2,500	2,500	2,500	2,500	26
27	1,850	20,000	20,000	20,000	20,000	20,000	20,000	27
28	5,000	10,000	10,000	10,000	10,000	10,000	10,000	28
29	28,957	62,500	62,500	62,500	62,500	62,500	62,500	29



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2018-2022 FINANCIAL PLAN
 ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT (continued)
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'

Draft for discussion purposes
 February 2018

Line	History			Budget					Line
	2017 ACTUAL	2017 PLAN		2018	2019	2020	2021	2022	
			EXPENDITURES (continued)						
30			<i>Recycle, reduce, reuse</i>						30
31	\$ -	\$ -	Backyard composting program (offset)	\$ -	\$ 8,000	\$ -	\$ 8,000	\$ -	31
32	843	20,000	Disposal bans	10,000	10,000	10,000	10,000	10,000	32
33	81,993	85,000	Recycling depots - Alberni Valley	85,000	86,700	88,400	90,200	92,000	33
34	222,002	216,000	Residential recycling pickup	221,000	225,400	229,900	234,500	239,200	34
35	-	-	Share sheds	-	5,000	1,000	1,000	1,000	35
36	92,815	100,000	SWMP initiatives	130,000	130,000	130,000	130,000	130,000	36
37	-	30,000	Yard waste depot	30,000	30,600	31,200	31,800	32,400	37
38	397,653	451,000	Total recycle, reduce & reuse	476,000	495,700	490,500	505,500	504,600	38
39			<i>Residual waste management</i>						39
40	55,302	75,000	Cover material sourcing	75,000	75,000	75,000	75,000	75,000	40
41	765,374	765,500	Operations contract	780,000	795,600	811,512	827,742	844,297	41
42	51,365	100,000	Other operating costs	100,000	102,000	104,000	106,100	108,200	42
43	17,629	30,000	Professional fees	30,000	30,000	30,000	30,000	30,000	43
44	18,843	18,000	Utilities	18,000	18,700	19,400	20,200	21,000	44
45	32,053	45,000	Water monitoring	45,000	45,000	45,000	45,000	45,000	45
46	44,830	20,000	Wood waste grinding/handling	80,000	80,000	80,000	80,000	80,000	46
47	985,396	1,053,500	Total residual waste management	1,128,000	1,146,300	1,164,912	1,184,042	1,203,497	47
48	\$ 2,467,559	\$ 2,565,000	TOTAL EXPENDITURES	\$ 2,718,500	\$ 2,824,100	\$ 2,843,012	\$ 2,882,842	\$ 2,907,197	48
49	\$ 389,421	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	49
50	831,495	780,000	Add: Transfer to reserves	770,000	770,000	770,000	770,000	770,000	50
51	135,181	140,000	Deduct: Estimated amortization not included	140,000	140,000	140,000	140,000	140,000	51
52	382,143	382,143	Surplus from previous year	389,421	-	-	-	-	52
53	\$ 703,592	\$ 257,857	ANNUAL SURPLUS/(DEFICIT)	\$ 240,579	\$ 630,000	\$ 630,000	\$ 630,000	\$ 630,000	53

(for Financial Reporting purposes)



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2018-2022 FINANCIAL PLAN
ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT (continued)
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'**

Draft for discussion purposes
February 2018

Line	History			Budget					Line
	2017 ACTUAL	2017 PLAN		2018	2019	2020	2021	2022	
			CAPITAL FUND						
54	\$ 3,624,595	\$ 3,624,594	Balance, beginning of year	\$ 3,895,536	\$ 2,854,236	\$ 933,436	\$ 1,545,736	\$ 2,099,336	54
55	660,000	660,000	Contribution from operating fund	650,000	650,000	650,000	650,000	650,000	55
56	10,000	-	Grants & other contributions	-	-	-	-	-	56
57	41,495	23,300	Interest earnings	25,200	14,200	9,300	13,600	10,700	57
58			<i>Less - capital expenditures</i>						58
59	9,328	10,000	Access road upgrade	-	10,000	-	10,000	-	59
60	-	-	Biosolid investigation and processing	107,000	-	-	-	-	60
61	-	5,000	Compliance to new landfill criteria	-	-	-	-	-	61
62	94,133	115,000	Gyproc Recycling	115,000	-	-	-	-	62
63	161	94,000	Interception well by equalization pond	94,000	-	-	-	-	63
64	1,133	25,000	Landfill gas management	10,000	25,000	25,000	100,000	2,000,000	64
65	34,034	200,000	Leachate interception	220,000	2,000,000	-	-	-	65
66	920	55,000	Leachate line	135,000	50,000	22,000	-	-	66
67	6,685	200,000	Lot 105 development/access cover material	200,000	-	-	-	-	67
68	3,127	54,000	Metering leachate discharge	54,000	-	-	-	-	68
69	-	103,000	Monitoring & observation well drilling	103,000	-	-	-	-	69
70	177,804	206,000	North-east expansion	-	-	-	-	-	70
71	110,435	160,000	Recycling depot - 3620 3rd avenue	25,000	-	-	-	-	71
72	2,794	82,000	SCADA control system	82,000	-	-	-	-	72
73	-	250,000	Site security & sustainable development	250,000	-	-	-	-	73
74	-	20,000	Site signage improvement/standardization	20,000	-	-	-	-	74
75	-	18,500	Software upgrade	18,500	-	-	-	-	75
76	-	-	South Expansion	193,000	500,000	-	-	-	76
77	-	100,000	Water pumphouse upgrade	90,000	-	-	-	-	77
78	440,554	1,697,500	Total capital expenditures	1,716,500	2,585,000	47,000	110,000	2,000,000	78
79	\$ 3,895,536	\$ 2,610,394	BALANCE, END OF YEAR	\$ 2,854,236	\$ 933,436	\$ 1,545,736	\$ 2,099,336	\$ 760,036	79



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2018-2022 FINANCIAL PLAN
 ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT (continued)
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'

CLOSURE & POST CLOSURE FUND

80	\$ 1,857,307	\$ 1,857,307	Balance, beginning of year	\$ 2,000,629	\$ 2,035,729	\$ 2,171,429	\$ 2,308,129	\$ 2,445,929	80
81	120,000	120,000	Contribution from operating fund	120,000	120,000	120,000	120,000	120,000	81
82	23,322	14,400	Interest earnings	15,100	15,700	16,700	17,800	18,800	82
83		-	Less - closure costs	100,000	-	-	-	-	83
84	<u>\$ 2,000,629</u>	<u>\$ 1,991,707</u>	BALANCE, END OF YEAR	<u>\$ 2,035,729</u>	<u>\$ 2,171,429</u>	<u>\$ 2,308,129</u>	<u>\$ 2,445,929</u>	<u>\$ 2,584,729</u>	84



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Teri Fong, CPA, CGA, Manager of Finance
Heather Zenner, RPF, Lands and Resources Coordinator

Meeting Date: February 7, 2018

Subject: Log Train Trail - 2018-2022 Financial Plan

Recommendation:

THAT the Alberni Valley Committee recommend the Log Train Trail proposed budget be included in the first reading of the 2018-2022 Alberni-Clayoquot Regional District Financial Plan.

That the Alberni Valley Committee recommend that the Board of Directors direct staff to further develop funding mechanism options to support the ongoing maintenance of the Log Train Trail in order to no longer fund the trail as a grant in aid.

2017 Highlights:

Municipal Insurance Association of BC conducted a Risk Control Survey with staff on the Log Train Trail (LTT) in September 2017. The survey had five recommendations including:

- Install standardized set of trail directional signs (through the trail and at all junction points & entrances)
- Give consideration to removing barbed/electrical wire fence along the trail, or increase signage to ensure users understand the hazard
- Uneven surfaces (bridge crossings, eroded areas, exposed wood slats, steep areas) need to be repaired
- Recommend removing the rusted cars and metal culvert on the sides of trail
- Develop trail maintenance plan, and conduct inspections with annual written reports.

Trail repairs were conducted between Desmond Road and McLean Mill. Repairs included installing new culverts, upsizing one culvert, diverting water sources, repairing bridge approaches, ditching work, and trail grading. Work on the trail is challenging as trail bridges only allow small machinery to access the trail, and adjacent landowner permission was required in three locations. Work was also conducted in fish areas on the Cherry Creek side of the trail, therefore environmental permitting and monitoring was required by a professional biologist. The Department of Fisheries and Oceans Community Advisor assisted with the development of the project. The Alberni Valley Backcountry Horsemen of BC brushed out the trail prior to the contractor starting works. Western Forest Products donated tree seedlings that staff planted around the trail.

Upcoming for 2018:

There is opportunity to apply for signage grants in conjunction with the Backcountry Horsemen of BC by leveraging ACRD funds. Kiosks are planned for major entrances to the trail at Woolsey Road, McLean Mill Entrance, Desmond Road, Horne Lake Road, and at the powerline near Milligan Road. Kilometer markers are planned for the trail from 3km – 20km. Respectful use of the trail signs are also proposed for key locations along the trail. Projected costs for this project are \$6,600 including materials and labour. Staff recommend that 50% of the total cost of the project be provided through the Municipal Insurance Association Risk Management Grant program to leverage in grant applications.

Discussions with Island Timberlands are required as the first three kilometers of the trail (Mabelle Road to the power line near Milligan Road) are located on Island Timberlands private lands. Island Timberlands also own the property between McLean Mill and the LTT and directional signage across private lands will require landowner permission.

Repairs to the trail in 2018 are planned for the section between 6km and 9km near McLean Mill. Bridge approach repair, water diversion, ditching, installation of culverts, and grading are planned. Projected costs include contactor labour, machine time, materials, environmental permitting and monitoring totalling \$25,000.

Maintenance to the trail in 2018 is required during fall, after leaves drop to clear ditches by hand, and to clear culverts entrances. It is anticipated that this cost would be \$3,000.

A repair and maintenance plan is to be developed in 2018 for the 17km of trail that the ACRD has under lease. The plan will define frequency of inspections, budget for regular maintenance, budget for repairs, and identify staff time required to implement.

The 2018 Log Train Trail work plan requires a budget of \$31,300 compared to \$16,000 in the prior year.

Strategic Priorities

In addition to the safe and efficient delivery of all ACRD services, the Board identified the following priorities related to this service:

- Log Train Trail Management and Maintenance

Background:

The Log Train Trail currently does not have a service to which it belongs. To date it has been budgeted through Alberni Valley grants in aid function. Historically, this was suitable as the majority of the funding was provided to outside organizations to maintain the trail on the ACRD's behalf. Although many of these user groups still assist in the maintenance of the trail the ACRD is required to, from a liability risk standpoint, take a more active role in maintaining the trail for which the ACRD has under lease agreement.

Options:

The options consider when determining the future of this service include:

1. The Board of Directors pass a resolution to make the Log Train Trail a Regional Park. The operations could then be paid for through the Regional Parks Service. This option may not be practical as currently all Regional Parks are within the Alberni Valley yet also paid for by the West Coast and this would be another Alberni Valley located trail.
2. Create a separate service for the trail using either an Alternate Approval Process or Referendum. This could be specifically a Log Train Trail service or possibly an Alberni Valley Trails service for example.

Submitted by: 
Teri Fong, CPA, CGA, Manager of Finance

And 
Heather Zenner, RPF, Lands and Resources Coordinator

Approved by: 
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Valley Committee
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: February 7, 2018
Subject: Sproat Lake Marine Patrol 2018-2022 Financial Plan

Recommendation:

THAT the Alberni Valley Committee recommend the Sproat Lake Marine Patrol proposed budget be included in the first reading of the 2018-2022 Alberni-Clayoquot Regional District Financial Plan.

2017 Highlights:

Some of the highlights of the 2017 SLMP season include:

- Hired two new patrol members and two members returned from the previous year.
- Provided assistance to many boaters in launching their boats at the Sproat Lake Provincial Park with the busiest day being Sunday July 30th where there was 119 boats launched at the provincial park.
- Assisted boaters by providing 19 jump starts and 2 tows
- Loaned out over 72 life jackets
- Hosted a booth at an Our Town event at Bob Dailey Stadium where we handed out backpacks filled with Frisbees, stickers and coloring books.
- Assisted at the Sproat Lake Boat Regatta
- Replaced both batteries in the boat, and did not have to replace the motor yet.
- Performed weekly water temperature and clarity testing
- The ACRD was unsuccessful in our grant application to Transport Canada to support the education portion of this program.

Upcoming for 2018:

An intake for the Transport Canada grant program is expected later this spring but the announcements will not be in time to organize the SLMP staff to deliver the education program in the schools this year. Staff will still apply for the grant anyways in hopes of securing the funding for 2019. Due to the funding constraints of this service, the SLMP will operate for July and August only.

As was discussed in the prior year, due to the increased size of the new SLMP boat it is recommended that a new motor be purchased to better power the vessel. Therefore, \$20,000 has remained in the budget for 2018 to purchase a second hand motor. Staff was unable to locate an appropriate motor option during 2017 and continue to look while ensuring best value for money.

Strategic Priorities

There were no specific strategic priorities identified for this service except for the commitment to provide the safe and efficient delivery of all ACRD services.

Time Requirements – Staff & Elected Officials:

Each summer 4 SLMP members are hired to perform the duties of the marine patrol service as described in the 2017 highlights.

Other staff time is required each year to hire the patrol members and supervise their activities. Additional time is necessary to prepare and maintain the boat. Finally, staff time is utilized to apply for the Transport Canada grant.

Financial:

The planned 2018 tax requisition is \$36,911 compared to the prior year of \$32,251. The 2018 residential tax rate is \$0.0077 per \$1,000 of assessed value. This is equivalent to the 2017 rate of \$0.0077 per \$1,000 of assessed value.

Policy or Legislation:

The Sproat Lake Marine Patrol service was established in 2014 with bylaw E1057.



Submitted by: _____
Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2018-2022 FINANCIAL PLAN
 SPROAT LAKE MARINE PATROL
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion purposes
 February 2018

Line	History			Budget					Line
	2017 ACTUAL	2017 PLAN		2018	2019	2020	2021	2022	
REVENUE									
1	\$ 749	\$ 749	Surplus (deficit) from prior years	\$ 89	\$ -	\$ -	\$ -	\$ -	1
2	32,251	32,251	Tax requisition	36,911	38,000	38,000	38,000	38,000	2
3	-	-	Government grants	-	-	-	-	-	3
4	468	-	Grant in lieu of taxes	-	-	-	-	-	4
5	276	-	Other revenue	-	-	-	-	-	5
6	\$ 33,744	\$ -	TOTAL REVENUE	\$ 37,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	6
EXPENDITURES									
7	\$ 3,000	\$ 3,000	Administrative charge	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	7
8	2,072	3,000	Boat operations	3,000	3,000	3,000	3,000	3,000	8
9	276	-	Capital fund contribution	-	1,000	1,000	1,000	1,000	9
10	26,923	23,000	Labour & benefits	27,000	27,000	27,000	27,000	27,000	10
11	1,384	4,000	Other operating costs	4,000	4,000	4,000	4,000	4,000	11
12	\$ 33,655	\$ 33,000	TOTAL EXPENDITURES	\$ 37,000	\$ 38,000	\$ 38,000	\$ 38,000	\$ 38,000	12
FINANCIAL PLAN BALANCE									
13	\$ 89	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	13
14	276	-	Add: Transfer to reserves	-	1,000	1,000	1,000	1,000	14
15	488	500	Deduct: Estimated amortization not included	500	500	500	500	500	15
16	749	749	Surplus from previous year	89	-	-	-	-	16
17	-\$ 872	-\$ 1,249	ANNUAL SURPLUS/(DEFICIT)	-\$ 589	\$ 500	\$ 500	\$ 500	\$ 500	17
(for Financial Reporting purposes)									
CAPITAL FUND									
18									
19	\$ 23,755	\$ 23,755	Balance, beginning of year	\$ 24,031	\$ 2,731	\$ 3,731	\$ 4,731	\$ 5,731	19
20	-	-	Contribution from operating fund	-	1,000	1,000	1,000	1,000	20
21	276	-	Interest earnings	-	-	-	-	-	21
22			<i>Less - capital expenditures</i>						22
23	-	20,000	Patrol boat	20,000	-	-	-	-	23
24	-	-	Boat cover	1,300	-	-	-	-	24
25	-	20,000	Total capital expenditures	21,300	-	-	-	-	25
26	\$ 24,031	\$ 3,755	BALANCE, END OF YEAR	\$ 2,731	\$ 3,731	\$ 4,731	\$ 5,731	\$ 6,731	26



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Teri Fong, CPA, CGA, Manager of Finance

Meeting Date: February 8, 2018

Subject: Alberni Valley Regional Water Proposed Service 2018-2022 Financial Plan

Recommendation:

THAT the Alberni Valley Committee recommend the Alberni Valley Regional Water – proposed service budget be included in the first reading of the 2018-2022 Alberni-Clayoquot Regional District Financial Plan.

Summary:

The Alberni Valley Regional Water proposed service is in the initial investigation stage of examining the possibility of developing a water supply from Sproat Lake in order to receive a filtration deferral from Island Health. The supply would potentially provide water to the City of Port Alberni, Beaver Creek and Cherry Creek. McElhanney Engineering completed a report in 2017 regarding the terms of reference for developing the concept and costing. Staff time has been budgeted in 2018 to continue discussions with Catalyst regarding the utilization of their works to transfer water from the lake to a treatment facility. No other work will be done in 2018 to further develop this service.

Strategic Priorities

This proposed service was not identified as a Board priority during their January 2018 session.

Financial:

There is no tax requisition in 2018 compared to a \$9,798 tax requisition in 2017. The residential tax rate for 2018 is \$0.000 and the 2017 was \$0.003 per \$1,000 of assessed value.

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.

Submitted by: _____
Teri Fong, CPA, CGA, Manager of Finance

Approved by: _____
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2018-2022 FINANCIAL PLAN
 ALBERNI VALLEY REGIONAL WATER - PROPOSED SERVICE
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'E', and 'F'

Draft for discussion purposes
 February 2018

Line	History			Budget					Line
	2017 ACTUAL	2017 PLAN		2018	2019	2020	2021	2022	
			REVENUE						
1	\$ 11,203	\$ 11,202	Surplus (deficit) from prior years	\$ 11,016	\$ -	\$ -	\$ -	\$ -	1
2	-	-	Grants and other contributions	-	-	-	-	-	2
3	9,798	9,798	Tax requisition	-	-	-	-	-	3
4	-	-	Grant in lieu of taxes	-	-	-	-	-	4
5	\$ 21,001	\$ 21,000	TOTAL REVENUE	\$ 11,016	\$ -	\$ -	\$ -	\$ -	5
			EXPENDITURES						
6	\$ 9,000	\$ 9,000	Administrative charge	\$ 6,000	\$ -	\$ -	\$ -	\$ -	6
7	-	-	Alberni Valley Water Study	-	-	-	-	-	7
8	-	-	Labour & benefits	-	-	-	-	-	8
9	985	12,000	Operating costs	5,016	-	-	-	-	9
10	\$ 9,985	\$ 21,000	TOTAL EXPENDITURES	\$ 11,016	\$ -	\$ -	\$ -	\$ -	10
11	\$ 11,016	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	11
12	11,203	11,202	Deduct: Surplus from previous year	11,016	-	-	-	-	12
13	-\$ 187	-\$ 11,202	ANNUAL SURPLUS/(DEFICIT) (for Financial Reporting purposes)	-\$ 11,016	\$ -	\$ -	\$ -	\$ -	13



REQUEST FOR DECISION

To: Alberni Valley Committee
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: February 8, 2018
Subject: Alberni Valley Emergency Planning 2018-2022 Financial Plan

Recommendation:

THAT the Alberni Valley Committee recommend the Alberni Valley Emergency Planning proposed budget be included in the first reading of the 2018-2022 Alberni-Clayoquot Regional District Financial Plan.

Summary:

The Alberni Valley Emergency Planning service was significantly quieter in 2017 compared to the previous year when the organization participated in Exercise Coastal Response. The departure of the ACRD's former Chief Administrative Officer and then Emergency Planning Coordinator affected the number of training events and planning activities done during the year. The approval of the Protective Services Manager in January should see this service become considerably more active again in 2018.

The Emergency Social Services (ESS) portion of the service did remain active in 2017 through contracts with the City of Port Alberni and the Canadian Red Cross Society. Plans are already underway for 2018 to develop this part of the plan even further with financial assistance from UBCM in the form of a \$25,000 grant.

Other grant applications are in process to support the service including Fire Smart Planning & Activities as well as the Emergency Operations Center. If successful, the Protective Services Manager will work with City of Port Alberni Fire Chief to coordinate the message across the valley.

Emergency Events:

The flooding that occurred in November was the only emergency event for the Alberni Valley Emergency Planning service in 2017. The costs associated with the event included sand being placed at the local fire halls so the residents could access for sand bags. A claim to EMBC is being submitted for 100% recovery of these funds.

Strategic Priorities

There were no specific strategic priorities identified for this service except for the commitment to provide the safe and efficient delivery of all ACRD services.

Time Requirements – Staff & Elected Officials:

Staff time is required to participate in training events for the Emergency Operations Center (EOC). Many Regional District staff are involved in the EOC and time is spent ensuring that training is up to date. In 2018 staff time will also be required to hire the Protective Services Manager and incorporate their skills into the organization.

Financial:

The budgeted tax requisition for 2018 is \$127,486 compared with \$129,275 from the previous year. The 2018 residential tax rate is \$0.026 per \$1,000 of assessed value. This is a decrease from the previous year's rate of \$0.031 per \$1,000 of assessed value.

Policy or Legislation:

Emergency Services Act is the regulatory body for this service.

Disclosure:

The prior year actual balances may yet change as 2017 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2018-2022 FINANCIAL PLAN
 ALBERNI VALLEY EMERGENCY PLANNING
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion purposes
 February 2018

Line	History			Budget					Line
	2017 ACTUAL	2017 PLAN		2018	2019	2020	2021	2022	
REVENUE									
1	\$ 51,225	\$ 51,225	Surplus (deficit) from prior years	\$ 62,014	\$ -	\$ -	\$ -	\$ -	1
2	129,275	129,275	Tax requisition	127,486	185,500	183,700	190,900	182,100	2
3	1,150	-	EMBC funding - response & recovery	-	-	-	-	-	3
4	-	-	Other sources	-	-	-	-	-	4
5	1,880	500	Grant in lieu of taxes	500	500	500	500	500	5
6	\$ 183,530	\$ 181,000	TOTAL REVENUE	\$ 190,000	\$ 186,000	\$ 184,200	\$ 191,400	\$ 182,600	6
EXPENDITURES									
7	\$ 26,000	\$ 26,000	Administrative charge	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	\$ 26,000	7
8	26,713	42,000	Emergency planning coordinator	-	-	-	-	-	8
9	22,610	67,000	Emergency planning costs	77,000	60,000	57,000	63,000	53,000	9
10	1,150	-	Emergency response & recovery	-	-	-	-	-	10
11	30,000	30,000	ESS capacity building	30,000	30,000	30,000	30,000	30,000	11
12	10,000	10,000	Facility rent	10,000	10,000	10,000	10,000	10,000	12
13	4,346	6,000	Labour & benefits	45,000	58,000	59,200	60,400	61,600	13
14	698	-	Generator for EOC maintenance	2,000	2,000	2,000	2,000	2,000	14
15	\$ 121,516	\$ 181,000	TOTAL EXPENDITURES	\$ 190,000	\$ 186,000	\$ 184,200	\$ 191,400	\$ 182,600	15
16	\$ 62,014	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	16
17	9,730	10,000	Deduct: Estimated amortization not included	10,000	10,000	10,000	10,000	10,000	17
18	51,225	51,225	Surplus from previous year	62,014	-	-	-	-	18
19	\$ 1,059	-\$ 61,225	ANNUAL SURPLUS/(DEFICIT)	-\$ 72,014	-\$ 10,000	-\$ 10,000	-\$ 10,000	-\$ 10,000	19

(for Financial Reporting purposes)



REQUEST FOR DECISION

To: Alberni Valley Committee
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: February 7, 2018
Subject: Custom Transit Service 2018-2022 Financial Plan

Recommendation:

THAT the Alberni Valley Committee recommend the Custom Transit proposed budget be included in the first reading of the 2018-2022 Alberni-Clayoquot Regional District Financial Plan.

Summary:

The Custom Transit Service is provided by BC Transit who oversees our local operator, Diversified Transportation. The proposed budget is based on the final year of a three-year plan provided by BC Transit. Fuel has been identified by BC Transit as the most volatile component of the operating costs and has been conservatively budgeted by them at \$1.28 per litre.

Due to the commercially confidential information contained in the budget document, the detailed budget provided by BC Transit is subject to protection afforded by the *Freedom of Information and Protection of Privacy Act*. A summary of the information is as follows:

Revenues	\$33,099
Total Operating Costs	\$491,527
Total Costs	\$562,688
Total ACRD Share of Costs	\$217,640

Strategic Priorities

There were no specific strategic priorities identified for this service except for the commitment to provide the safe and efficient delivery of all ACRD services.

Time Requirements – Staff & Elected Officials:

A minimal amount of staff time is spent on this service each year reviewing the budget documentation provided by BC Transit and entering into the annual operating agreement with BC Transit and Diversified Transportation.

Financial:

The 2018 tax requisition is budgeted at \$196,725 compared with the 2017 tax requisition of \$186,026. The 2018 residential tax rate is \$0.041 per \$1,000 of assessed value. This is a slight decrease, due to the rise in assessed values in the service area, from the 2017 rate of \$0.044 per \$1,000.

Submitted by: 
Teri Fong, CPA, CGA, Manager of Finance

Approved by: 
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2018-2022 FINANCIAL PLAN
 CUSTOM TRANSIT
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion purposes
 February 2018

Line	History		Budget					Line
	2017 ACTUAL	2017 PLAN	2018	2019	2020	2021	2022	
REVENUE								
1	\$ 14,974	\$ 14,974	\$ 21,275	\$ -	\$ -	\$ -	\$ -	1
2	186,026	186,026	196,725	223,100	228,200	233,400	238,800	2
3	2,703	1,000	1,000	1,000	1,000	1,000	1,000	3
4	33,559	35,000	33,000	33,000	33,000	33,000	33,000	4
5	251,596	310,000	312,000	318,200	324,600	331,100	337,700	5
6	\$ 488,858	\$ 547,000	\$ 564,000	\$ 575,300	\$ 586,800	\$ 598,500	\$ 610,500	6
EXPENDITURES								
7	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	7
8	466,583	546,000	563,000	574,300	585,800	597,500	609,500	8
9	\$ 467,583	\$ 547,000	\$ 564,000	\$ 575,300	\$ 586,800	\$ 598,500	\$ 610,500	9
10	\$ 21,275	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	10
11	14,974	14,974	21,275	-	-	-	-	11
12	\$ 6,301	-\$ 14,974	-\$ 21,275	\$ -	\$ -	\$ -	\$ -	12

(for Financial Reporting purposes)



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Teri Fong, CPA, CGA, Manager of Finance
Mark Fortune, Airport Superintendent

Meeting Date: February 8, 2018

Subject: Alberni Valley Regional Airport 2018-2022 Financial Plan

Recommendation:

THAT the Alberni Valley Committee recommend the Alberni Valley Regional Airport proposed budget be included in the first reading of the 2018-2022 Alberni-Clayoquot Regional District Financial Plan.

Operations:

The following information and notes are provided to assist the committee in the understanding of the financial plan:

- Line 5 – Fuel sales – The fuel sales during 2017 were less than budgeted because of the airport being closed for a large portion of the year. In fact, when considering the fuel system operation expenses on line 11, the fuel operation actually lost money during 2017. This was mainly due to a lack of activity and the number of fixed costs associated with the operation but staff will continue to review fuel prices and to ensure the service is profitable while remaining competitive in price to nearby airports.
- Line 6 – Leases and other sources – There is an increase in revenue for 2018 because Coulson Airplane Ltd. has signed a second long-term lease agreement effective January 1, 2018. The increase does not reflect the full value of the lease because it is offset by a reduction in interest revenue since the reserve will be spent.
- Line 9 – Airfield lighting maintenance – the new runway lights will require maintenance moving forward. Although it is anticipated to be minimal in 2018, the system will require regular maintenance.
- Line 10 – Debt repayment - In the fall of 2017 long-term borrowing of \$6 million dollars was secured through the Municipal Finance Authority of BC to fund a portion of the airport expansion project. The term of the borrowing is 30 years and repayments of \$316,000 per year are required to service the debt.
- Line 11 – Consulting, legal and legislation costs – The development of long-term lease lots will require consulting and legal funding for surveying as well as a contaminated soils site investigation should the Ministry of Forests, Lands, Natural Resources Operations and Rural Development require it for the AVRA. Two of the existing leaseholders have requested long-term lease options. There are also six lease sites currently available at a rate of \$1,400 per year based on the 2016 appraisal rates. Staff feel the rates are low and are going to work with the appraiser to determine if the new runway infrastructure increases the market rate. Staff are also investigating as to whether there is an ability to charge subdivision fees to the leaseholder to reduce the organizations costs of being able to lease long term. A report will be coming back to the Alberni Valley Committee later this spring to update the Directors on this process as staff learns more.
- Line 12 – Environmental monitoring – there are two types of environmental monitoring that are currently required for the airport:

- A painted turtle-monitoring program is being developed for implementation in the spring.
- A water quality-monitoring program is in place to proactively address any sediment issues that may arise over the winter months.
- Line 16 – Labour and benefits – the last couple of years the wages for the Lands and Resources Coordinator have been capitalized as part of the project. Workload is now focused around securing access to the surrounding land that creates intrusions in the OLS for the long-term and therefore it has been budgeted as an operational expense. This change in practice has resulted in a significant increase in wages in 2018.
- Line 19 – Repairs and maintenance – this budget is to support the general repairs and maintenance of the airport. To better support the airport customers, a 19’ snowplow blade has been repositioned to the AVRA from the Long Beach Airport in order to assist with clearing the valley runway this winter.
- Line 21 – Utilities – The 2018 budget for utilities has been increased to allow for an estimate of hydro required to power the runway lights for night operations.

Capital Projects:

This report does not capture all of the capital activities of 2017 as a detailed project overview of the airport expansion was provided to the Board of Directors on September 13, 2017. The following are the activities completed since the September project update as well as the plan moving forward:

1. Runway surface - Nav Canada has now recognized and published the new runway surface and corresponding threshold coordinates. In the fall of 2017, during a significant rainfall event, a culvert adjacent to the runway was clogged and the runway was flooded. A repair to the culvert at an approximate cost of \$12,000 is required to fix the issue. An upgrade to this culvert is also recommended to prevent this from occurring again and the estimated budget is \$30,000.
2. Lighting – The hardware component of the lighting has been completed and is operational except for the Precision Approach Path Indicator (PAPI) system that has been turned off until the OLS can be cleared of obstructions. Nav Canada has published the availability of the medium intensity Aircraft Controlled Aerodrome Lighting LED system.
3. Global Positioning System (GPS) - Approach design was awarded to Direct Approach Consulting in October 2017. Nav Canada estimates that the GPS Approach will be ready to publish by 2020 at which time the ACRD will need to attest that all intrusions of the Obstacle Limitation Surface (OLS) have been cleared.
4. School District - Building has been relocation to a new foundation within the Christmas tree lease area, removing it from the OLS. The roads have also been constructed to allow access the new building site. The majority of this work was done in the fall of 2017 but some further work to the access road was required in January of 2018 to improve the safety of the access.
5. North West Industrial Road – this project is over 50% complete. Weather dependent, construction may resume as early as February 2018.
6. OLS clearing - plans continue to be developed with the Ministry of Forests, Lands, Natural Resources Operations and Rural Development. The estimated budget required to obtain access to the obstacles and then to remove the trees that are intruding the OLS is \$77,000.
7. Forest Service Road – This is also an obstruction of the OLS and requires lowering. The estimated cost of this project is \$269,000. The timing of this project is complicated as it is adjacent to a fish-bearing stream and therefore must comply with the fish window that is unfortunately during fire season. With permitting from the Ministry, the plan is to complete this project in late June in advance of the fish window but with some extra environmental monitoring in place. Staff is hoping to receive a contribution from the BC Air Access Program for this project, as is discussed in the financial section below.

Financial:

A summary of the revised budget, actuals to date and further amounts required is estimated as follows:

Component	January 2018 Revised Budget	Actuals to December 31, 2017	Budget Required
Runway Design	114,106	114,106	-
Runway Construction	4,700,362	4,658,362	42,000
Lighting Project	1,199,725	1,199,725	-
North West Industrial Road	1,376,844	891,899	484,945
Forest Service Road	269,000	358	268,643
Instrument Approach Design and Clearing	501,519	298,869	202,650
Sign Work	14,039	12,039	2,000
Other	98,545	98,545	-
Total	8,274,140	7,273,903	1,000,237

The 2018 tax requisition is estimated at \$565,909 compared with the 2017 requisition of \$480,179. The maximum requisition in 2018, based on the converted land and improvement of the service area, is \$567,812. The 2018 residential tax rate is \$0.1175 per \$1,000 of assessed value, slightly higher than the previous year of \$0.1145 per \$1,000 of assessed value.

In order to fund the \$1 million remaining in the project the following has been planned:

1. During 2017 the AVRA service received \$70,000 from the City of Port Alberni to support the airport expansion project. The Alberni Valley electoral area will provide \$30,000 of Community Works Funding during 2018 to match the City's contribution on a population basis. The \$30,000 is included in line 3 – government and other grants.
2. The BC Air Access Program (BCAAP) provided the ACRD with 50% grant funding for a maximum of \$729,215 for the installation of the runway lighting system. This project was completed, under budget, in 2017 and as a result, there is \$128,739 of the approved grant that has not been utilized. Although the hardware component of the project has been completed and the lights are operational, the ACRD is unable to operate the Precision Approach Path Indicators portion of the system until the ACRD can complete the clearing of obstacles. The obstructions include the Forest Service Road that requires lowering as well as trees that need to be cleared on adjacent land. ACRD staff is working with BCAAP representatives to see if the remaining grant funding can be used to assist in the removal of these obstacles.
3. The remaining budget required of approximately \$842,000 will be budgeted using the capital reserve fund over the next three years. This 3-year plan has been developed on the assumption that not all the remaining components of this project will be completed in 2018. Many components of the remaining work rely on access from surrounding landholders as well as permitting from the Ministry. Staff is uncertain as to whether the permission to complete the work will be secured in advance of the 2018 construction windows and therefore some components may not be done until 2019 and even 2020. The necessary steps for all components has been initialized and updates will be provided to the Board as they become available. If all activities can be completed

sooner than reserve funding is available then the ACRD will use internal borrowing to support the project as was discussed in the fall of 2017.

Strategic Priorities

In addition to the safe and efficient delivery of all ACRD services, the Board identified the following priorities related to this service:

- AVRA: Runway Expansion
- AVRA: Crown Land Negotiations
- AVRA: Forest Service Road
- AVRA: Industrial Road
- AVRA: OLS Clearing
- AVRA: Lease Sites
- AVRA: Lighting Project
- AVRA: Operations & Maintenance, Policy and Procedures
- AVRA: School District 70 Follow Up
- AVRA: Advisory Committee/Commission

Background:

This budget was developed with input from the Airport Superintendent, the Lands and Resources Coordinator and Chief Administrative Officer.

Time Requirements – Staff & Elected Officials:

A significant amount of staff time across all departments has been utilized to assist in the runway extension project. It is anticipated that this support will continue to be required in 2018. Other activities that require staff time for this service include lease management, fuel system operations, general airport operations, as well as the water system and insurance matters.

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 was provided under Port Alberni Airport Runway Extension Loan Authorization Bylaw No. F1120.

Transport Canada is the regulatory body for this service.

Disclosure:

The prior year actual balances may yet change as 2017 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____
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Submitted by: _____
Mark Fortune, Airport Superintendent



Approved by: _____
Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2018-2022 FINANCIAL PLAN
ALBERNI VALLEY REGIONAL AIRPORT
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'**

Draft for discussion purposes
February 2018

Line	History			Budget					Line
	2017 ACTUAL	2017 PLAN		2018	2019	2020	2021	2022	
REVENUE									
1	\$ 18,322	\$ 18,321	Surplus (deficit) from prior years	\$ 21,591	\$ -	\$ -	\$ -	\$ -	1
2	480,179	480,179	Tax requisition	565,909	566,800	567,000	567,300	567,600	2
3	645,326	704,065	Government and other grants	160,000	-	-	-	-	3
4	6,979	-	Grant in lieu of taxes	-	-	-	-	-	4
5	54,021	80,000	Fuel sales	80,000	80,000	80,000	80,000	80,000	5
6	39,431	28,000	Leases and other sources	37,000	37,000	37,000	37,000	37,000	6
7	\$ 1,244,258	\$ 1,310,565	TOTAL REVENUE	\$ 864,500	\$ 683,800	\$ 684,000	\$ 684,300	\$ 684,600	7
EXPENDITURES									
8	\$ 19,000	\$ 19,000	Administration charge	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000	8
9	-	-	Airfield lighting maintenance	3,000	8,000	8,000	8,000	8,000	9
10	94,400	90,000	Debt repayment	316,000	316,000	316,000	316,000	316,000	10
11	19,138	15,000	Consulting, legal & legislation costs	15,000	10,000	10,000	10,000	10,000	11
12	-	-	Environmental monitoring	15,000	14,000	13,000	12,000	11,000	12
13	56,807	70,000	Fuel system operation	70,000	70,000	70,000	70,000	70,000	13
14	-	7,000	GPS maintenance/weather station	7,000	7,000	7,000	7,000	7,000	14
15	3,322	3,500	Insurance	3,500	3,500	3,500	3,500	3,500	15
16	54,146	67,000	Labour & benefits	95,000	47,000	47,900	48,900	49,900	16
17	12,000	14,000	Operation contracts	14,000	14,000	14,000	14,000	14,000	17
18	8,905	10,000	Other operating	10,000	10,000	10,000	10,000	10,000	18
19	8,011	18,000	Repairs & maintenance	18,000	18,000	18,000	18,000	18,000	19
20	931	3,000	Travel & accomodation	3,000	3,000	3,000	3,000	3,000	20
21	8,589	7,000	Utilities	13,000	13,300	13,600	13,900	14,200	21
22	5,269	3,000	Water system operation	3,000	3,000	3,000	3,000	3,000	22
23	932,149	984,065	Capital fund contribution	250,000	118,000	118,000	118,000	118,000	23
24	\$ 1,222,667	\$ 1,310,565	TOTAL EXPENDITURES	\$ 864,500	\$ 683,800	\$ 684,000	\$ 684,300	\$ 684,600	24
FINANCIAL PLAN BALANCE									
25	\$ 21,591	\$ -		\$ -	\$ -	\$ -	\$ -	\$ -	25
26	932,149	984,065	Add: Transfer to reserves	250,000	118,000	118,000	118,000	118,000	26
27	-	-	Principal debt payments	126,616	126,616	126,616	126,616	126,616	27
28	22,568	30,000	Deduct: Estimated amortization not included	30,000	30,000	30,000	30,000	30,000	28
29	18,322	18,321	Surplus from previous year	21,591	-	-	-	-	29
30	\$ 891,259	\$ 935,744	ANNUAL SURPLUS/(DEFICIT)	\$ 198,409	\$ 88,000	\$ 88,000	\$ 88,000	\$ 88,000	30



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2018-2022 FINANCIAL PLAN
 ALBERNI VALLEY REGIONAL AIRPORT (continued)
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion purposes
 February 2018

Line	History			Budget					Line
	2017 ACTUAL	2017 PLAN		2018	2019	2020	2021	2022	
			CAPITAL FUND						
31	\$ 127,814	\$ 127,813	Balance, beginning of year	\$ 531,862	\$ 0	\$ 0	\$ 1,000	\$ 4,000	31
32	280,000	280,000	Contribution from operating fund	90,000	118,000	118,000	118,000	118,000	32
33	2,939,258	2,999,258	MFA Borrowing	-	-	-	-	-	33
34	645,326	704,065	Grants and other contributions	160,000	-	-	-	-	34
35	6,823	-	Interest earnings	-	-	-	-	-	35
36			<i>Less - capital expenditures</i>						36
37	-	10,000	Drainage improvements & ditching	-	-	-	5,000	5,000	37
38	-	6,000	Equipment shelter	-	-	6,000	-	-	38
39	-	30,000	Fencing & access	-	-	-	50,000	5,000	39
40	10,600	20,000	GPS system	-	-	-	-	10,000	40
41	-	10,000	Infrastructure	-	-	-	20,000	20,000	41
42	-	-	Landscaping	-	-	-	15,000	-	42
43	-	8,500	Line painting & crack sealing	-	-	-	5,000	5,000	43
44	1,149,425	1,141,006	Navigational aids*	-	-	-	-	-	44
45	2,298,986	2,060,047	Runway extension project	781,862	118,000	101,000	-	-	45
46	8,348	20,000	Signage improvements	-	-	-	-	-	46
47	-	-	Sweeper	-	-	-	-	4,000	47
48	-	-	Tree clearing/brushing	-	-	10,000	20,000	10,000	48
49	3,467,359	3,305,553	Total capital expenditures	781,862	118,000	117,000	115,000	59,000	49
50	\$ 531,862	\$ 805,583	BALANCE, END OF YEAR	\$ 0	\$ 0	\$ 1,000	\$ 4,000	\$ 63,000	50