



# Alberni-Clayoquot Regional District

## ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING THURSDAY, FEBRUARY 25, 2021, 10:00 AM

Due to COVID-19, the meeting will be held via Zoom Video Conferencing and will be livestreamed on the ACRD website at <https://www.acrd.bc.ca/events/25-2-2021/>

**Public Attendance:** the public are welcome to attend the meeting via Zoom Webinar by registering at: [https://portalberni.zoom.us/webinar/register/WN\\_cP-GmJ2kSAKEA69nEb1G2w](https://portalberni.zoom.us/webinar/register/WN_cP-GmJ2kSAKEA69nEb1G2w)

### AGENDA

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	PAGE #
<b>1. <u>CALL TO ORDER - CAO</u></b>	
<b>Recognition of Territories.</b>	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
<b>2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2021</u></b>	
<b>3. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>4. <u>MINUTES</u></b>	
a. <b>Alberni Valley &amp; Bamfield Services Committee Meeting held November 4, 2020</b>	<b>4-7</b>
<i>THAT the minutes of the Alberni Valley &amp; Bamfield Committee meeting held on November 4, 2020 be received.</i>	
<b>5. <u>PETITIONS, DELEGATIONS &amp; PRESENTATIONS (10-minute maximum)</u></b>	
a.     Pat Deakin – City of Port Alberni Economic Development Manager regarding economic development activities in the region.	
b.     Bill Collette – Alberni Valley Chamber of Commerce regarding the Chamber of Commerce’s Grant-in-Aid application and an update on McLean’s Mill.	

- c. Al Winney & Ted Maczulat – Arrowsmith Radio Club regarding their Grant-in-Aid application.

**6. REQUEST FOR DECISIONS & BYLAWS**

- a. **REQUEST FOR DECISION**  
Review – Alberni Valley & Bamfield Services Committee Terms of Reference, 2021 **8-12**

*THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised Terms of Reference for the Alberni Valley & Bamfield Services Committee for 2021.*

- b. **REQUEST FOR DECISION**  
Sproat Lake Marine Patrol Program **13-20**

*THAT the Alberni Valley & Bamfield Services Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that staff engage consultants to determine processes for operating the 2021 Sproat Lake Marine Patrol Program in a manner that keeps the workers and the public safe including in relation to COVID-19.*

- c. **REQUEST FOR DECISION**  
Replacement of the Echo Aquatic and Fitness Centre **21-22**

*THAT the Alberni Valley & Bamfield Services Committee recommend the inclusion of \$100,000 for the feasibility study of an Alberni Valley Aquatics Center – Proposed Service in the Draft 2021-2025 Financial Plan for consideration by the Board of Directors.*

**7. REPORTS**

- a. Alberni Valley Regional Airport **23-28**
- b. Alberni Valley Custom Transit Budget **29-33**
- c. Bamfield Sewage – verbal report, D. Holmes, CAO

*THAT the Alberni Valley & Bamfield Services Committee receives reports a-c for information.*

**8. LATE BUSINESS**

**9. QUESTION PERIOD**

**Questions/Comments from the public participating in the Zoom meeting.**

**Questions/Comments from the Public, respecting an agenda item, can be emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca) and will be read out by the Corporate Officer at the meeting.**

**10. ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ALBERNI VALLEY & BAMFIELD SERVICES COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 4, 2020, 10:00 AM

Regional District Board, 3008 Fifth Avenue, Port Alberni, BC  
and Zoom video/phone conferencing

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**DIRECTORS PRESENT:** John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)  
Bob Beckett, Director, Electoral Area "A" (Bamfield) (via zoom)  
Tanya Shannon, Director, Electoral Area "B" (Beaufort) (via zoom)  
Penny Cote, Director, Electoral Area "D" (Sproat Lake)  
Dianne Bodnar, Director, Electoral Area "F" (Cherry Creek) (via zoom)  
Ron Corbeil, Councillor, City of Port Alberni, Alternate (via zoom)  
Debbie Haggard, Councillor, City of Port Alberni (via zoom)  
John Jack, Councillor, Huu-ay-aht First Nation (via zoom)

**REGRETS:** Wilfred Cootes, Councillor, Uchucklesaht Tribe Government

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer (via zoom)  
Mike Irg, General Manager of Planning and Development  
Teri Fong, Chief Financial Officer (via zoom)  
Wendy Thomson, General Manager of Administrative Services  
Jenny Brunn, Acting General Manager of Community Services  
Janice Hill, Executive Assistant (via zoom)

The meeting can be viewed on the Alberni-Clayoquot Regional District website at  
<https://www.acrd.bc.ca/events/4-11-2020/>

### 1. **CALL TO ORDER**

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

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

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

### 2. **APPROVAL OF AGENDA**

*MOVED: Director Cote*

*SECONDED: Director Bodnar*

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

**a. Alberni Valley & Bamfield Services Committee Minutes – September 2, 2020**

*MOVED: Director Jack*

*SECONDED: Director Cote*

*THAT the minutes of the Alberni Valley and Bamfield Services Committee meeting held on September 2, 2020 be adopted.*

**CARRIED**

**4. REQUEST FOR DECISIONS & BYLAWS**

**a. Request for Decision regarding Alberni Valley Curbside and Recycling Depot Contract Extensions**

*MOVED: Director Jack*

*SECONDED: Director Haggard*

*THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors authorize the CAO to negotiate and execute a contract extension with Waste Management for curbside recycling collection in the Alberni Valley until March 31, 2021 with the ability to extend up to October 31, 2021.*

**CARRIED**

*MOVED: Director Jack*

*SECONDED: Director Haggard*

*THAT the Alberni Valley and Bamfield Services Committee recommend that the ACRD Board of Directors authorize the CAO to negotiate and execute a contract extension with Waste Management for operation of the 3rd Avenue Recycling Depot until May 31, 2021 with the ability to extend up to November 30, 2021.*

**CARRIED**

**b. Request for Decision regarding Review of Municipal Solid Waste Tipping Rates**

*MOVED: Director Jack*

*SECONDED: Director Haggard*

*THAT the Alberni Valley and Bamfield Services Committee recommend that the staff complete a follow-up review of rates after the implementation of Organics Diversion in the City of Port Alberni.*

**CARRIED**

**c. Request for Decision regarding Somass Watershed Flood Management Plan**

Director Beckett entered the meeting at 10:39 am.

*MOVED: Director Cote*

*SECONDED: Director Jack*

*THAT the Alberni Valley and Bamfield Services Committee:*

- 1. Receive the staff report; and*
- 2. Recommend to the Board of Directors that staff investigate mitigation options; and*
- 3. Recommend to the Board of Directors that staff provide options for applying the 200-year flood plain maps within the Electoral Areas of the ACRD.*

**CARRIED**

*MOVED: Director Cote*

*SECONDED: Director Shannon*

*THAT the Alberni Valley & Bamfield Services Committee recommend that the ACRD Board of Directors direct staff to investigate potential grant funding for drought planning to accompany the Somass Watershed Flood Management Plan.*

**CARRIED**

**5. REPORTS**

- a. Review of Flat Rate for Branches and Yard Waste – J. Brunn**
- b. Alberni Valley Landfill Upgrades – J. Brunn**

*MOVED: Director Jack*

*SECONDED: Director Cote*

*THAT the Alberni Valley & Bamfield Services Committee receives reports a-b.*

**6. LATE BUSINESS**

**7. QUESTION PERIOD**

The Corporate Officer reported there is no public in attendance at the meeting today via zoom webinar and no questions or comments were received via email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca) respecting any of the agenda items.

**8. ADJOURN**

*MOVED: Director Jack*  
*SECONDED: Director Beckett*

*THAT the meeting be adjourned at 11:20 am.*

**CARRIED**

Certified Correct:



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John McNabb,  
Chairperson



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Wendy Thomson,  
General Manager of Administrative Services



## REQUEST FOR DECISION

**To:** Alberni Valley & Bamfield Services Committee

**From:** Wendy Thomson, General Manager of Administrative Services

**Meeting Date:** January 25, 2021

**Subject:** **Review – Alberni Valley & Bamfield Services Committee Terms of Reference, 2021**

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### **Recommendation:**

THAT the Alberni Valley & Bamfield Services Committee recommend that the Alberni-Clayoquot Regional District Board of Directors adopt the revised Terms of Reference for the Alberni Valley & Bamfield Services Committee for 2021.

### **Desired Outcome:**

To review and re-confirm the Terms of Reference for the Alberni Valley & Bamfield Services Committee for 2021.

### **Background:**

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a Committee.

The Alberni Valley & Bamfield Services Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that assists the ACRD Board of Directors with decision making including budget, policy, infrastructure needs and other issues related to Alberni Valley and Bamfield services including the following:

- Alberni Valley Emergency Planning
- Alberni Valley Waste Management
- Alberni Valley Regional Airport
- Bamfield Waste Management
- Custom Transit
- Sproat Lake Marine Patrol
- Emergency Fire Services Coordinator

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. Regional District staff recommend one change to the Alberni Valley & Bamfield Services Committee Terms of Reference for 2021 with the addition of section 2.4 to include the Committee's consideration of the ACRD's Strategic Plan during all deliberations and recommendations respecting Alberni Valley and Bamfield services. The amended Terms of Reference is attached for consideration by the Committee.

All amendments to a Committee's terms of reference require approval by the ACRD Board of Directors.

### **Time Requirements – Staff & Elected Officials:**

Minimal

**Financial:**

n/a

**Strategic Plan Implications:**

These amendments will support the committees of the ACRD in aligning their recommendations with the Board’s strategic plan.

**Policy or Legislation:**

*Local Government Act* and ACRD Procedures Policy applies.



Submitted by: \_\_\_\_\_  
Wendy Thomson, General Manager of Administrative Services



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



## Alberni-Clayoquot Regional District

### Terms of Reference Alberni Valley/Bamfield Services Committee

#### 1. Purpose

- 1.1 The Alberni Valley/Bamfield Services Committee has been established to consider issues and to make recommendations to the ACRD Board pertaining to services paid for by one or more of the following areas within the region: City of Port Alberni, Huu-ay-aht First Nation, Uchucklesaht Tribe Government, Bamfield, Beaufort, Sproat Lake, Beaver Creek and Cherry Creek.

#### 2. Duties/Mandate

- 2.1 The Alberni Valley/Bamfield Services Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- Alberni Valley Emergency Planning
- Alberni Valley Waste Management
- Alberni Valley Regional Airport
- Alberni Valley Regional Water (proposed)
- Bamfield Waste Management
- Custom Transit
- Sproat Lake Marine Patrol
- Emergency Fire Services Coordinator

- 2.2 The Committee will explore, consider and make recommendations to the Board on possible future services within the areas defined in section 1.1.

- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services with the areas defined in section 1.1

- 2.4 All Committee deliberations and recommendations to the Board will be guided by the ACRD's Strategic Plan.

#### 3. Membership

- 3.1 Membership on the Committee is as follows:

- Director for Electoral Area "A" Bamfield, or his/her alternate

- Director for Electoral Area “B” Beaufort, or his/her alternate
- Director for Electoral Area “D” Sproat Lake, or his/her alternate
- Director for Electoral Area “E” Beaver Creek, or his/her alternate
- Director for Electoral Area “F” Cherry Creek, or his/her alternate
- Two (2) Directors appointed to the Board from the City of Port Alberni, or his/her alternate
- One (1) Director appointed to the Board from the Huu-ay-aht First Nation, or his/her alternate
- One (1) Director appointed to the Board from the Uchucklesaht Tribe Government, or his/her alternate

#### **4. Appointment and Term**

- 4.1 The appointment and term of Committee Members coincides with the Directors appointment or elected term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.
- 4.3 The Chair of the Board may appoint persons who are not Directors of the ACRD Board to the Committee as ex-officio non-voting Members. These Members sit without remuneration. The ACRD Board may consider reimbursement for travel expenses for ex-officio non-voting Members upon recommendation from the Committee.

#### **5. Committee Chair**

- 5.1 The Committee will elect a Chair and Vice-Chair from amongst its Members at the first meeting of each year.

#### **6. Meeting Procedures**

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.
- 6.2 A quorum for a meeting of the Committee shall be the majority of the Members of the Committee.
- 6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedure Bylaw.

**7. Reporting to the Board**

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

**8. Resources**

- 8.1 On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.
- 8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Approved by the ACRD Board:	May 15, 2015
Revised by the Board:	



## REQUEST FOR DECISION

**To:** Alberni Valley & Bamfield Services Committee  
**From:** Jenny Brunn, GM of Community Services  
**Meeting Date:** February 25, 2021  
**Subject:** Sproat Lake Marine Patrol Program

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### Recommendation:

***THAT the Alberni Valley & Bamfield Services Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that staff engage consultants to determine processes for operating the 2021 Sproat Lake Marine Patrol Program in a manner that keeps the workers and the public safe including in relation to COVID-19.***

### Desired Outcome:

To provide services to the community while ensuring worker and public safety and to run services as effectively as possible.

### Background:

In May 2020, the Board approved suspending the Sproat Lake Marine Patrol Program for the 2020 season as recommended by staff in the attached report. Many of the same issues and concerns identified last year will still exist for the 2021 season. Staff are investigating with the School District if the School Program will be able to be delivered and determining how the other components of the program could be operated with effective safety protocols in place that will meet WorkSafeBC requirements. If the program is to proceed, detailed COVID hazard assessments would need to be completed, followed by the creation of safe work procedures that would need to be developed. Given the current staffing shortages, staff would engage an external OHS consultant to get this done in a timely fashion.

Unfortunately, staff do not know at this point to what extent the program would need to be modified. This could only be determined through the completion of hazard assessments. The result could range from the program being limited to having students at a kiosk with limited interactions with the public to one where some or all activities proceed with various controls and safety procedures in place. If the program is significantly limited there may be limited value in running the program for the 2021 season. If the program proceeds, it will require additional oversight by management to ensure the health and safety of the students and of the public considering the extra precautions that are currently required.

### Time Requirements – Staff & Elected Officials:

There is an elevated level of risk and increased oversight that would be required to run this program in the 2021 season. There is concern that with the limited resources (until vacancies are filled), the capacity required for this program to be implemented safely and effectively is not available without reducing capacity to complete other high priority work.

**Financial:**

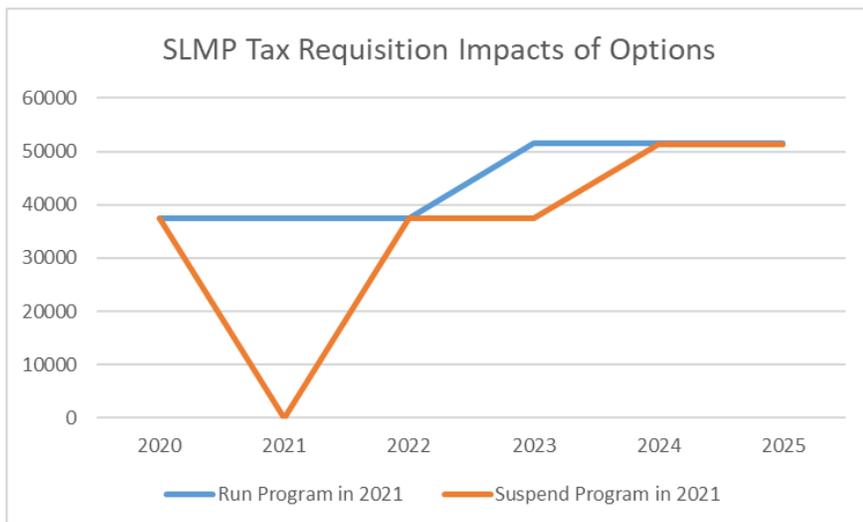
The draft Sproat Lake Marine Patrol portion of the Financial Plan presented to the Committee of the Whole on February 17<sup>th</sup> has been attached for your information. One modification to this plan if the resolution is passed to engage consultants to determine safe operating processes would be to shift approximately \$10,000 from the contribution to capital to professional services for the development of safety protocols.

Also attached is a revised financial plan to show the impact if the program is suspended again in 2021. If the program is suspended then the surplus that resulted from the program not running in 2020 is recommended to be allocated between the capital reserve fund as well as a new rate stabilization reserve to offset the impacts of reducing the tax requisition to zero in 2021. The program also received grant funding from Transport Canada for boating safety education that was successfully extended in 2020 and is likely to be approved for an additional extension if the program is postponed.

The impact to other services of the reallocation of wages that were to support the Sproat Lake Marine Patrol service in 2021 is as follows:

Service	Impact
Alberni Valley & Bamfield Waste Mgmt	1,300
Sproat Lake Marine Patrol	- 7,600
West Coast Transit	3,700
Sproat Lake Community Park	1,400
General Government	1,200

The staffing increase for West Coast Transit will reduce contractor costs resulting in a net zero impact. The following graph shows the impacts on the tax requisition of the two different options. A reduction to zero for the tax requisition in 2021 will result in a \$37,500 increase in tax requisition in 2022 to begin operating the program again:



**Strategic Plan Implications:**

N/A

**Policy or Legislation:**

This service was established with Bylaw No. E1057 in 2014.

**Options Considered:**

If the Committee does not think it is worth engaging a consulting firm to investigate/develop work procedures to deliver some or all of the service in 2021, the following resolution would be appropriate:

*THAT the Alberni Valley & Bamfield Services Committee recommend to the Alberni-Clayoquot Regional District Board of Directors that the 2021 Sproat Lake Marine Patrol Program be suspended until 2022 when it can be safely delivered.*



Submitted by: \_\_\_\_\_  
Jenny Brunn, GM of Community Services



Reviewed by: \_\_\_\_\_  
Teri Fong, CPA, CGA, Chief Financial Officer



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



As presented February 17, 2021  
Committee of the Whole

## Sproat Lake Marine Patrol

### Budget Highlights

This program was suspended in 2020 due to COVID. The ACRD was successful in extending the deadline by one year for Transport Canada’s Boating Safety Contribution Grant Program which provides 75% funding for costs incurred for the delivery of education and outreach to schools and the general public. The 2021 budget has assumed that this program will resume in 2021 with some limitation on the activities undertaken to ensure worker and public safety.

*Patrol Boat* - Anticipated repairs and replacement of the patrol boat is being budgeted for.

### Financial Summary

2020 Requisition	2021 Requisition	Change \$	Change %
\$37,436	\$37,435	-\$1	0.00%

The requisition limit for this service is \$0.0101 per \$1,000 of assessed value. The estimated requisition maximum for 2021 is \$51,442.

### Overview

The purpose of this service is to provide boating safety awareness through community outreach as well as throughout the summer via a staff kiosk at the Sproat Lake Provincial Park Boat Launch. The summer students who operate this service also provide regular boat patrols around lake providing beach clean-up, conduct water samples, and provide general assistance.

### Legislation

This service was established with Bylaw No. E1057 in 2014.

### Participants

Port Alberni, Electoral Areas B, D, E & F



As presented February 17, 2021  
Committee of the Whole

Service	Account Type	GLCategory	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
076 - Sproat Lake Marine Patrol	Revenues	103 - Conditional Grant	\$5,030	\$26,350	\$26,350	\$26,350			
		121 - Other Sources	\$252						
		126 - Surplus (Deficit) from Prior Years	\$11,564	\$11,564	\$40,967				
		127 - Tax Requisition	\$37,434	\$37,436	\$37,436	\$37,440	\$51,442	\$51,443	\$51,443
		130 - Unconditional Grant	\$70						
		<b>Total</b>	<b>\$54,349</b>	<b>\$75,350</b>	<b>\$104,753</b>	<b>\$63,790</b>	<b>\$51,442</b>	<b>\$51,443</b>	<b>\$51,443</b>
	Expenses	220 - Contribution to Capital Fund	\$3,252	\$3,000	\$31,453				
		247 - Labour & Benefits	\$7,956	\$35,000	\$38,300	\$41,140	\$37,872	\$38,629	\$39,402
		257 - Operating Costs	\$2,175	\$37,350	\$35,000	\$22,650	\$13,570	\$12,813	\$12,041
		<b>Total</b>	<b>\$13,382</b>	<b>\$75,350</b>	<b>\$104,753</b>	<b>\$63,790</b>	<b>\$51,442</b>	<b>\$51,443</b>	<b>\$51,443</b>



**As presented February 17, 2021**  
**Committee of the Whole**

SPROAT LAKE MARINE PATROL	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>CAPITAL FUND</b>							
Balance, beginning of year	\$ 24,828	\$ 24,828	\$ 28,079	\$ 39,532	\$ 39,832	\$ 40,132	\$ 40,432
Contribution from operating fund	3,000	3,000	31,453	-	-	-	-
Interest earnings	251	-	-	300	300	300	300
<i>Less - capital expenditures</i>							
Patrol boat upgrades	-	20,000	20,000	-	-	-	-
Boat cover	-	-	-	-	-	-	-
Total capital expenditures	-	20,000	20,000	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 28,079</b>	<b>\$ 7,828</b>	<b>\$ 39,532</b>	<b>\$ 39,832</b>	<b>\$ 40,132</b>	<b>\$ 40,432</b>	<b>\$ 40,732</b>



## Option to Suspend Service in 2021 - Draft Financial Plan

Service	Account Type	GLCategory	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
076 - Sproat Lake Marine Patrol	Revenues	103 - Conditional Grant	\$5,030	\$26,350		\$26,350	\$26,350		
		121 - Other Sources	\$252						
		126 - Surplus (Deficit) from Prior Years	\$11,564	\$11,564	\$40,967				
		127 - Tax Requisition	\$37,434	\$37,436		\$37,500	\$37,500	\$51,400	\$51,400
		130 - Unconditional Grant	\$70						
		135 - Transfer from Stabilization Reserve				\$10,650	\$11,872	\$3,878	
		<b>Total</b>	<b>\$54,349</b>	<b>\$75,350</b>	<b>\$40,967</b>	<b>\$74,500</b>	<b>\$75,722</b>	<b>\$55,278</b>	<b>\$51,400</b>
	Expenses	220 - Contribution to Capital Fund	\$3,252	\$3,000	\$10,267				
		247 - Labour & Benefits	\$7,956	\$35,000	\$3,700	\$39,500	\$40,220	\$40,944	\$41,473
		257 - Operating Costs	\$2,175	\$37,350	\$1,000	\$35,000	\$35,502	\$14,334	\$9,927
		290 - Contribution to Stabilization Reserve			\$26,000				
		<b>Total</b>	<b>\$13,382</b>	<b>\$75,350</b>	<b>\$40,967</b>	<b>\$74,500</b>	<b>\$75,722</b>	<b>\$55,278</b>	<b>\$51,400</b>



Option to Suspend Service in  
2021 - Draft Financial Plan

SPROAT LAKE MARINE PATROL	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>CAPITAL FUND</b>							
Balance, beginning of year	\$ 24,828	\$ 24,828	\$ 28,079	\$ 18,346	\$ 18,446	\$ 18,546	\$ 18,646
Contribution from operating fund	3,000	3,000	10,267	-	-	-	-
Interest earnings	251	-	-	100	100	100	100
<i>Less - capital expenditures</i>							
Patrol boat upgrades	-	20,000	20,000	-	-	-	-
Boat cover	-	-	-	-	-	-	-
Total capital expenditures	-	20,000	20,000	-	-	-	-
<b>BALANCE, END OF YEAR</b>	<b>\$ 28,079</b>	<b>\$ 7,828</b>	<b>\$ 18,346</b>	<b>\$ 18,446</b>	<b>\$ 18,546</b>	<b>\$ 18,646</b>	<b>\$ 18,746</b>
SPROAT LAKE MARINE PATROL	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>STABILIZATION RESERVE</b>							
Balance, beginning of year	\$ -	\$ -	\$ -	\$ 26,100	\$ 15,650	\$ 3,878	\$ -
Contribution from operating budget	-	-	26,000	-	-	-	-
Interest earnings	-	-	100	200	100	-	-
Transfer to operating budget	-	-	-	10,650	11,872	3,878	-
<b>BALANCE, END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 26,100</b>	<b>\$ 15,650</b>	<b>\$ 3,878</b>	<b>\$ -</b>	<b>\$ -</b>



## REQUEST FOR DECISION

**To:** Alberni Valley and Bamfield Services Committee

**From:** Douglas Holmes, CAO

**Meeting Date:** February 25, 2021

**Subject:** Replacement of the Echo Aquatic and Fitness Centre

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### **Recommendation:**

That the Alberni Valley & Bamfield Services Committee recommend the inclusion of \$100,000 for the feasibility study of an Alberni Valley Aquatics Center – Proposed Service in the Draft 2021-2025 Financial Plan for consideration by the Board of Directors.

### **Desired Outcome:**

To engage the Alberni Valley communities to undertake an informed conversation to determine its future needs for an aquatic center.

### **Summary:**

The Echo Aquatic Centre is very near the end of its service life. Stakeholders from the Alberni Valley including most of the elected officials have expressed their wish to cooperatively examine its replacement through conversations with the communities who benefit from this amenity. To provide for this, the Board will need to identify resources for this purpose.

### **Background:**

On December 4<sup>th</sup>, 2019, elected leaders from the Alberni Valley gathered to continue discussions related to the replacement of the pool in Port Alberni.

The consultant's summary of that meeting is attached. The conclusions by the parties for next steps were as follows:

- undertaking in 2020 a full feasibility study, cost-shared by the Alberni Valley jurisdictions, on a new, sub-regional aquatic facility service
- engaging the broader Alberni Valley community in discussions on a new facility as part of the feasibility study exercise

Examining the undertaking of these steps was delayed by the COVID-19 Pandemic and staff shortages.

While the ACRD is still in the process of filling its staff positions, the Board will want to consider its ability to continue this community conversation. Employing consultant support will still typically take significant staff time so, if the Board proceeds with this approach, staff will work to assign as much of this process as possible to external resources.

**Time Requirements – Staff & Elected Officials:**

Significant time will be required to conclude on cost recovery and governance and to engage the community.

**Financial:**

Prior to performing any specific research, an estimate of the cost to prepare order-of-magnitude budgets for construction and operation of pool options and engage the broader community to inform the way forward is \$100,000. An apportionment based on the Alberni Valley participants is as follows:

		2021		
	BCAA	CONVERTED	%	
PARTICIPANT	CODE	VALUES	SHARE	REQUISITION
PORT ALBERNI		\$ 347,198,989	56.29%	\$ 56,286
AREA B		\$ 17,291,438	2.80%	\$ 2,803
AREA D		138,633,981	22.47%	\$ 22,475
AREA E		55,597,425	9.01%	\$ 9,013
AREA F		58,120,811	9.42%	\$ 9,422
		\$ 616,842,644	100.00%	\$ 100,000

Further participation from Treaty and Non-Treaty First Nations was discussed at the two meetings on this topic and could affect apportionment.

**Strategic Plan Implications:**

Strategy 5.3 under “Partnerships and Alignment” includes the target of engaging resources in Spring 2021 for community engagement with respect to the Alberni Valley Aquatic Centre.

**Policy or Legislation:**

The Local Government Act allows for the broad definition of services including locally customized options for cost apportionment and governance. The Act also allows participants to requisition for the purposes of examining the feasibility of a service.

**Options Considered:**

- a) Do not proceed at this time. This option is available but could leave the community without a pool for several years if, when the existing pool fails, there is no plan underway to replace it. The Board would also need to adjust its strategic plan targets, specifically in Strategy 5.3.
- b) Request feasibility funding from the City of Port Alberni. The Alberni Valley participants have articulated their intention undertake a full feasibility study that is cost-shared by the Alberni Valley jurisdictions. The City of Port Alberni has paid for the two facilitated sessions that have taken place thus far.

Submitted/  
 Approved by:   
 \_\_\_\_\_  
 Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



## INFORMATION REPORT

**To:** Alberni Valley & Bamfield Services Committee

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

**Meeting Date:** February 24, 2021

**Subject:** Alberni Valley Regional Airport

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### Summary:

At the February 17, 2021 Committee of the Whole meeting the Directors requested that the Draft 2021-2025 Financial Plan for the Alberni Valley Regional Airport Service be revisited for further discussion at a future meeting. In particular, the Directors requested further information regarding the allocation of staff time to this service. The Alberni Valley Regional Airport section of the Draft 2021-2025 Financial Plan has been attached for information.

In order to assist with this discussion the following listing outlines many of the activities associated with the airport. The list is an excerpt of the Alberni Valley Regional Airport portion of the Service Area Operations & Projects Appendix that was presented as part of the resources discussion to the Board on January 13, 2021:

### **Alberni Valley Regional Airport**

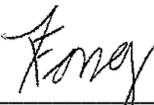
- Weather station grant
- Update market rates for leases - Update lease fees to match current market
- Establish a consistent long-term lease application process
- Lease renewals, billing and collection
- Visioning exercise
- Fuel system – recording of sales
  - Tracking inventory levels
  - Ordering fuel
  - Setting fuel prices and tracking cost of sales
  - Assisting caretaker with repairs
- Develop fuel system maintenance program as per CSA B836
- AVRA Committee support during visioning, and resulting projects/initiatives
- Address FLNRO/sponsored crown management issues
- Long-term management plan for OLS
- Airport capital works including grant application and administration
- Increased airport vegetation management
- AWOS certification (BCAAP)
- OLS clearing to improve Instrument Approach Procedures (IAP)
- Painted turtle habitat enhancement
- Start Annual reporting
- AVRA Water System –requires monthly checks, annual maintenance and water quality sampling
- On-going maintenance activities: regular inspections of runways and maneuvering surfaces. Daily / weekly airfield lighting and navigation aid checks. Runway surface maintenance, vegetation management, tree

topping, equipment maintenance and servicing. Response to work orders, contractor oversight, emergency responses, customer service requests and inquiries.

- On-going administrative activities: billing, annual reporting, data tracking, long term planning and budgeting, develop, apply and oversee grant applications, training to maintain certifications, review regulatory compliance, amend and maintain the airport manuals. Liaise with multiple organizations.

**Options Considered:**

ACRD staff do not recommend any changes to the draft financial plan, however, if during the discussion the Directors decide they would like to see a change, then a motion to include the change in the draft financial plan would be required.

Submitted by:   
 \_\_\_\_\_  
 Teri Fong, CPA, CGA, Chief Financial Officer

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



## Alberni Valley Regional Airport

### Budget Highlights

Highlights for 2020 – installed an AWAS weather station with funding, and completed OLS clearing and had GPS approach.

*AVRA Advisory Committee* – the Committee is in the process of developing a strategic plan and long term vision for the airport. A facilitator has been hired, with the assistance of grant funding, to assist with this project.

### Financial Summary

2020 Requisition	2021 Requisition	Change \$	Change %
\$654,551	\$670,702	\$16,151	2.47%

The tax limit of Alberni Valley Regional Airport is \$0.1483 per \$1,000 of assessed value. For 2021 the estimated requisition maximum is \$755,047.

### Overview

The Purpose of the service is to operate and maintain the Registered Aerodrome, CBS8, to the Canadian Aviation Regulations. The recent major capital investment is estimated to be complete by September 2020. The project has included runway widening and extension, upgraded lighting and a GPS approach system that will allow for expanded operations and improved access for high performance aircraft.

### Legislation

This service was established with Bylaw No. 791 in 1992 and amended with Bylaw No. 791-2 in 2015.

### Participants

Port Alberni, Electoral Areas B, D, E & F, Uchucklesaht



Service	Account Type	GL Category	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
058 - Alberni Valley Regional Airport	Revenues	103 - Conditional Grant	\$75,080	\$64,875	\$8,000				\$250,000
		120 - MFA Reserve Fund Income	\$1,297						
		121 - Other Sources	\$54,353	\$45,000	\$45,000	\$45,900	\$46,818	\$47,754	\$48,709
		124 - Fees & Charges	\$97,857	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000	\$80,000
		126 - Surplus (Deficit) from Prior Years	\$45,484	\$44,049	\$96,298				
		127 - Tax Requisition	\$654,551	\$654,551	\$670,702	\$678,134	\$684,793	\$691,590	\$698,398
		130 - Unconditional Grant	\$1,738						
		<b>Total</b>	<b>\$930,362</b>	<b>\$888,475</b>	<b>\$900,000</b>	<b>\$804,034</b>	<b>\$811,611</b>	<b>\$819,344</b>	<b>\$1,077,107</b>
	Expenses	216 - Committee Expenses	\$2,000	\$15,000	\$15,000	\$5,000	\$5,100	\$5,202	\$5,306
		218 - Consultant Costs			\$15,000	\$10,000	\$10,000	\$10,000	\$10,000
220 - Contribution to Capital Fund		\$277,623	\$274,875	\$238,700	\$141,200	\$163,500	\$170,900	\$433,200	



Service	Account Type	GL Category	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
058 - Alberni Valley Regional Airport	Expenses	245 - Insurance	\$2,849	\$3,600	\$3,600	\$3,672	\$3,745	\$3,820	\$3,897
		247 - Labour & Benefits	\$113,000	\$113,000	\$111,200	\$118,500	\$120,870	\$123,287	\$125,753
		250 - Legal Costs	\$2,444	\$15,000	\$5,000	\$5,000	\$5,000	\$5,000	\$5,000
		257 - Operating Costs	\$106,916	\$121,000	\$124,500	\$123,420	\$125,888	\$128,406	\$130,974
		266 - Repairs & Maintenance	\$14,116	\$30,000	\$71,000	\$81,242	\$61,507	\$56,728	\$46,977
		281 - Debt Repayment - Interest	\$189,000	\$189,500	\$189,500	\$189,500	\$189,500	\$189,500	\$189,500
		282 - Debt Repayment - Principal	\$126,116	\$126,500	\$126,500	\$126,500	\$126,500	\$126,500	\$126,500
		<b>Total</b>	<b>\$834,063</b>	<b>\$888,475</b>	<b>\$900,000</b>	<b>\$804,034</b>	<b>\$811,611</b>	<b>\$819,344</b>	<b>\$1,077,107</b>



ALBERNI VALLEY REGIONAL AIRPORT	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>CAPITAL FUND</b>							
Balance, beginning of year	\$ 167,393	\$ 167,393	\$ 305,882	\$ 340,675	\$ 253,875	\$ 219,375	\$ 390,275
Contribution from operating fund	210,000	210,000	238,700	141,200	163,500	170,900	183,200
Grants and other contributions	64,875	64,875	-	-	-	-	250,000
Community Works Fund transfer		-	-	-	-	-	-
Interest earnings	3,206	-	-	-	-	-	-
<i>Less - capital expenditures</i>							
Drainage improvements & ditching	-	10,000	-	-	-	-	-
Equipment shelter	-	-	8,000	200,000	-	-	-
Fencing & access	20,844	28,000	20,000	-	140,000	-	-
Fuel system replacement	-	-	-	-	58,000	-	-
Gates required for clearing OLS	-	-	12,000	-	-	-	-
Instrument approach design and clearing	21,693	175,000	153,307	-	-	-	-
Line painting & crack sealing	10,555	30,000	-	-	-	-	-
Nahmint Forest Service Road lowering^	-	-	-	-	-	-	500,000
Plow truck - purchase used	-	-	5,000	-	-	-	-
Septic tank replacment	-	-	-	28,000	-	-	-
Water treatment system	-	-	5,600	-	-	-	-
Weather station upgrade^	86,500	92,000	-	-	-	-	-
Total capital expenditures	139,592	335,000	203,907	228,000	198,000	-	500,000
<b>BALANCE, END OF YEAR</b>	<b>\$ 305,882</b>	<b>\$ 107,268</b>	<b>\$ 340,675</b>	<b>\$ 253,875</b>	<b>\$ 219,375</b>	<b>\$ 390,275</b>	<b>\$ 323,475</b>
^eligible for 50% BCAAP funding							



## REPORT FOR INFORMATION

**To:** Alberni Valley and Bamfield Committee  
**From:** Jenny Brunn, GM of Community Services  
Teri Fong, GM of Finance  
**Meeting Date:** February 24, 2021  
**Subject:** Alberni Valley Custom Transit Budget

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### **Background:**

At the February 17, 2021 Committee of the Whole meeting the Directors requested that the Draft 2021-2025 Financial Plan for the Alberni Valley Custom Transit Service be revisited for further discussion at a future meeting. In particular, the Directors requested further information about whether or not future grant funding from BC Transit was anticipated for 2021 and if operating costs were the same as pre pandemic levels. The Alberni Valley Custom Transit section of the Draft 2021-2025 Financial Plan has been attached for information.

Service expansion of 1,300 hours in September 2019 for Custom AV Transit had resulted in an average number of rides just over 1,200 each month for the end of 2019. This dropped dramatically in March and April to 687 and 109 and has stayed under 600 monthly passengers for the remainder of 2020. There was a small increase of the taxi-saver program planned for September 2020 which did not occur and BC Transit is still awaiting confirmation from the Province that this service expansion will proceed in 2021. This is unlikely to have a significant impact on users of the service this year as we project ridership to stay at these reduced levels until pre-COVID activities and behavior return. Custom Transit remains an essential service for many members of the community, providing transportation for essential medical and other appointments.

### **Financial:**

In April 2020, due to COVID safety concerns, BC Transit implemented safety barriers on buses and decided to temporarily suspend collection of rider fares. BC Transit then provided a vehicle lease holiday for the period July 1 to December 31 to assist in off-setting lost revenues. This meant that monthly fees for the use of transit buses would be waived and resulted in a reduction of costs (savings) of \$29,399 for the AV Custom Transit System.

In December 2020, additional funding for Transit was announced under the Safe Restart Program which provided \$86 million dollars in support of transit services throughout British Columbia for costs between April 1, 2020 and March 31, 2022. This funding was equally allocated based on transit system's budgeted fare losses and operating expenses, providing a total of \$47,265 to the Alberni Clayoquot Custom Transit System to be applied over the course of 24 months. Conditions of receiving this funding included executing the AOA by January 31, 2021 and limiting annual fare increases to 2.3% through to March 31, 2024. We do not anticipate further grants to assist with Transit costs related to COVID.

Projected costs for this service remain unchanged as the fixed costs for operating the buses remains the same although ridership is significantly lower than projected. The vehicle lease holiday that resulted in reduced operating costs in 2020 are no longer going to be provided as there is now Restart funding provided for the next 2 years to off-set the reduced revenues.

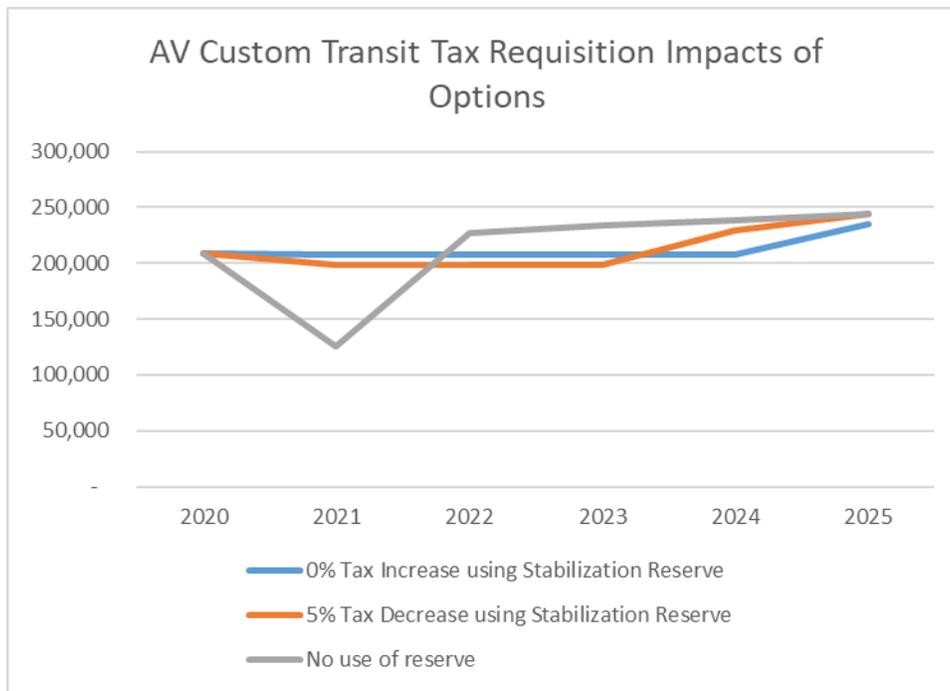
Staff have recommended the establishment of a stabilization reserve for the AV custom transit service. This will allow the Board to maintain tax requisition at the exact same amount for 4 years. Since this does not incorporate inflation, it will result in a minor reduction of percentage of tax per thousand value. This strategy is recommended to best provide stable operation of the service.

**Options Considered:**

If the Directors do not support the recommendation of holding the tax requisition at a zero percentage increase and the establishment of a stabilization reserve fund then there are other options available:

1. Establish no stabilization reserve in 2021 – this option would result in a 67% decrease in tax requisition in 2021 to \$124,928. Consequently, there would be an 82% increase in tax requisition in 2022 to \$227,434. This option is not recommended by staff due to the significant increase in 2022.
2. 5% decrease in tax requisition in 2021 – in this option the Financial Plan could include a 5% tax requisition decrease in 2021 using a rate stabilization reserve. The reserve could only hold the rate flat until 2023 and in 2024 there would be a 15% increase in the tax requisition. Although this option does not create the steep tax requisition impact that is created in option 1, it is still not recommended by staff.
3. There are any number of other combinations that the Board may want staff to consider for example a 5% decrease in 2021 but then maybe a 1% increase in 2022 and 2023 before the remaining stability reserve is depleted in 2024. Staff can build further options if desired by the Board.

The following chart graphically outlines the impacts of the different options:



Submitted by:   
Jenny Brunn, General Manager of Community Services

Submitted by:   
Teri Fong, CPA, CGA, Chief Financial Officer

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



## Custom Transit

### Budget Highlights

The Safe Restart Program is providing funding to support transit systems throughout BC during COVID and up to March 31, 2022. This has off-set some of the lost passenger revenues in 2020. We also saw a reduction in operating costs in 2020 and we anticipate an overall surplus in 2021 for this service. Establishment of a stabilization reserve will allow this service to have a static tax requisition until 2025.

### Financial Summary

2020 Requisition	2021 Requisition	Change \$	Change %
\$208,932	\$208,000	-\$932	-0.45%

There is no requisition limit on this service.

### Overview

The purpose of this service is to provide funding for the delivery of a custom transit (handyDART) service within the Alberni Valley. This is a door-to-door transportation service for eligible clients.

### Legislation

Supplementary Letters Patent Division XXI – Urban Transit dated July 28, 1982 provides the authority for this service.

### Participants

Port Alberni, Electoral Areas B, D, E & F



Service	Account Type	GLCategory	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
050 - Custom Transit	Revenues	103 - Conditional Grant	\$252,051	\$329,000	\$357,000	\$384,020	\$389,040	\$396,821	\$404,758
		124 - Fees & Charges	\$15,813	\$35,000	\$16,000	\$16,320	\$16,646	\$16,979	\$17,319
		126 - Surplus (Deficit) from Prior Years	\$52,068	\$52,068	\$105,772				
		127 - Tax Requisition	\$208,932	\$208,932	\$208,000	\$208,000	\$208,000	\$208,000	\$235,494
		130 - Unconditional Grant	\$86						
		135 - Transfer from Stabilization Reserve				\$19,434	\$26,163	\$30,846	\$8,129
		<b>Total</b>	<b>\$528,950</b>	<b>\$625,000</b>	<b>\$686,772</b>	<b>\$627,774</b>	<b>\$639,849</b>	<b>\$652,646</b>	<b>\$665,699</b>
	Expenses	247 - Labour & Benefits	\$5,000	\$5,000	\$3,700	\$3,774	\$3,849	\$3,926	\$4,005
		257 - Operating Costs	\$418,178	\$620,000	\$600,000	\$624,000	\$636,000	\$648,720	\$661,694
		290 - Contribution to Stabilization Reserve			\$83,072				
		<b>Total</b>	<b>\$423,178</b>	<b>\$625,000</b>	<b>\$686,772</b>	<b>\$627,774</b>	<b>\$639,849</b>	<b>\$652,646</b>	<b>\$665,699</b>



ALBERNI VALLEY CUSTOM TRANSIT	2020 Actual	2020 Budget	2021 Budget	2022 Budget	2023 Budget	2024 Budget	2025 Budget
<b>STABILIZATION RESERVE</b>							
Balance, beginning of year	\$ -	\$ -	\$ -	\$ 83,372	\$ 64,538	\$ 38,775	\$ 8,129
Contribution from operating budget	-	-	83,072	-	-	-	-
Interest earnings	-	-	300	600	400	200	-
Transfer to operating budget	-	-	-	19,434	26,163	30,846	8,129
<b>BALANCE, END OF YEAR</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,372</b>	<b>\$ 64,538</b>	<b>\$ 38,775</b>	<b>\$ 8,129</b>	<b>\$ -</b>