



Alberni-Clayoquot Regional District

COMMITTEE-OF-THE-WHOLE MEETING 2021-2025 FINANCIAL PLAN BUDGET DELIBERATIONS WEDNESDAY, MARCH 10, 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/10-3-2021/>

Public Attendance: the public are welcome to attend the meeting via Zoom Webinar by registering at:

https://portalberni.zoom.us/webinar/register/WN_FEgO4jkaQAK5ejdnSK5z6Q

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Territories.	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
2. <u>APPROVAL OF AGENDA</u>	
<i>(motion to approve, including late items required ALL VOTE 2/3 majority vote)</i>	
3. <u>CORRESPONDENCE</u>	
a. MOSAIC FOREST MANAGEMENT/ALBERNI-CLAYOQUOT REGIONAL DISTRICT	4-5
Press Release – Working Group to Identify and Support Public Access to Priority Areas on Private Forest Lands in Alberni-Clayoquot.	
<i>THAT this correspondence be received for information.</i>	
4. <u>REQUEST FOR DECISIONS & REPORTS</u>	
a. REQUEST FOR DECISION	6
Grant-in-Aid – City of Port Alberni for Economic Development	
<i>THAT the Committee of the Whole approve the following grant-in-aid amounts to the City of Port Alberni for Economic Development to be included in the Alberni-Clayoquot Regional District 2021-2025 Financial Plan:</i>	
• Area 'A' Bamfield _____	
• Area 'B' Beaufort _____	

7. **IN CAMERA**

Motion to close the meeting to the public as per the Community Charter, section(s):

- i. 90 (1) (j): 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;
 - 21 (1) (c) (i) of FOIPPA: The head of a public body must refuse to disclose to an applicant information the disclosure of which could reasonably be expected to harm significantly the competitive position or interfere significantly with the negotiating position of the third party;*
- ii. 90 (1) (i) the receipt of advice that is subject to solicitor-client privilege, including communications necessary for that purpose.*

8. **REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

9. **ADJOURN**

For Immediate Release

Working Group to Identify and Support Public Access to Priority Areas on Private Forest Lands in Alberni-Clayoquot

March 2, 2021, Port Alberni, BC – Mosaic Forest Management and the Alberni-Clayoquot Regional District, in partnership with the Province of British Columbia through the Ministry of Forests, Lands, Natural Resource Operations and Rural Development, entered into an agreement to work together to prioritize and explore public access opportunities to areas within or adjacent to Mosaic-managed private forest lands in the Alberni-Clayoquot region.

Through this agreement, a working group has been established and has identified its first pilot project: allowing increased public access on a trial basis through Mosaic-managed private forest lands to Scout Beach and Lowry Lake – two provincially managed Recreation Sites accessed via Mosaic’s privately-owned roads. The pilot is expected to launch later this year.

Mosaic is currently evaluating road design, signage and other modifications that would allow the public to safely use this private industrial road in a predictable way. Once safe parameters are established, regular public access through this corridor will be initiated and the working group will evaluate the use, benefits and impacts through the trial period. If this pilot project is deemed a success, with no illegal dumping, vandalism to equipment or gates, or other risks to the forest, the working group will proceed to evaluate access solutions for other areas of Mosaic’s privately owned managed forest in the ACRD, such as access to Mount Arrowsmith Regional Park.

Mosaic currently offers weekend public access to some areas of its private managed forests, but these initiatives are limited by issues related to legal liability, wildfire risk and response, costs associated with illegal dumping and vandalism, and safety concerns related to forestry operations and industrial traffic. It is the intent of the signatories to this agreement to work together to mitigate these impediments to public access to private lands, collaboratively.

“This agreement presents a positive path forward for all parties as we look to facilitate safe and responsible public enjoyment of Mosaic’s private managed forest lands,” said Jeff Zweig, Mosaic’s CEO. “The working group establishes a much-needed forum to mutually address the challenges we face in opening private lands to the public.”

“Backcountry access to recreation sites and trails is extremely important to residents of the Alberni-Clayoquot region,” said Josie Osborne, MLA for Alberni-Pacific Rim and Minister of



Municipal Affairs. “Through this partnership agreement, the Province is helping to increase people’s access to campsites, trails and day trip destinations in or near managed forest lands.”

“People choose to live in the Alberni-Clayoquot region in large part because of the area’s natural beauty and the opportunities to enjoy nature and the outdoors,” said John Jack, Chair of the ACRD Board of Directors. “The ACRD sees this agreement as a significant step toward resolving public concerns related to backcountry access to sites within or adjacent to private lands, and we look forward to working with Mosaic and the Province to find solutions that support recreation opportunities.”

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About Mosaic Forest Management Corp.

Mosaic Forest Management is the timberlands manager for TimberWest and Island Timberlands – two affiliated companies that have operated on Vancouver Island for over a century, delivering sustainable forest management within their private forest lands and Crown tenure areas. Mosaic employs several thousand people directly and indirectly striving to achieve the positive economic, social and sustainability outcomes from the working forest. For more information, visit mosaicforests.com.

About Alberni-Clayoquot Regional District

The Alberni-Clayoquot Regional District is situated in the heart of Vancouver Island with one of the most dramatic and majestic landscapes. The Alberni-Clayoquot Regional District is a federation consisting of member Municipalities; Port Alberni, Tofino, Ucluelet, Treaty First Nations; Huu-ay-aht, Yuuʔuʔiʔaʔh, Uchucklesaht Tribe Government and Toquaht Nation and six electoral areas; "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek). The Alberni-Clayoquot Regional District is within the traditional territory of ten First Nations. Established in 1966, the Alberni-Clayoquot Regional District provides services to their member jurisdictions. For more information, visit acrd.bc.ca

Media Inquiries

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Alberni-Clayoquot Regional District

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REQUEST FOR DECISION

To: Committee of the Whole
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: March 10, 2021
Subject: Grant-in-Aid – City of Port Alberni for Economic Development

Recommendation:


That the Committee of the Whole approve the following grant-in-aid amounts to the City of Port Alberni for Economic Development to be included in the Alberni-Clayoquot Regional District 2021-2025 Financial Plan:


- Area 'A' Bamfield _____
- Area 'B' Beaufort _____
- Area 'D' Sproat Lake _____
- Area 'E' Beaver Creek _____
- Area 'F' Cherry Creek _____

Summary:

At the February 11, 2021 Committee of the Whole meeting the Directors discussed the rural annual grant-in-aid contribution for Economic Development to the City of Port Alberni. The Directors deferred the grant-in-aid discussion and requested a delegation from Pat Deakin, City of Port Alberni - Economic Development Manager. Mr. Deakin presented to the Alberni Valley and Bamfield Services Committee on February 25, 2021. Direction is now requested from the Directors as to the amount to be included as a grant-in-aid for 2021. To date, no amount for this grant has been included in the draft 2021-2025 Financial Plan so approved amounts will increase the requisitions in each area. The table below shows the grant amounts, by area, from prior years for your information:

Organization	2020 Awarded Amount	2019 Awarded Amount	Participants
City of Port Alberni – Economic Development	\$1,000	\$2,500	A
	\$500	\$2,000	B
	\$1,000	\$6,000	D
	\$1,000	\$6,000	E
	\$1,000	\$5,333	F

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

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



REQUEST FOR DECISION

To: Committee of the Whole
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: March 10, 2021
Subject: West Coast Multi Use Path Funding Update

Recommendation:

THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to make an application for the West Coast Multi Use Path Project through the British Columbia Active Transportation Infrastructure Grant Program for the anticipated 2021/2022 intake.

Summary:

Staff submitted a grant application for the West Coast Multi-Use Path (MUP) through the Community Economic Recovery Infrastructure Program (CERIP) Grant in October of 2020 for \$877,252. In February of 2021 the ACRD was informed that this grant application was unsuccessful.

The preparation of the detailed design and the land tenure application with the Province of British Columbia are in progress and will continue to completion. This will provide a Class B cost estimate and ensure the project is shovel ready once sufficient funding is secured.

Staff submitted a grant application through Island Coastal Economic Trust (ICE-T) which was successful at stage one for a potential amount of \$200,000. A Stage two application is required by May 31st, 2021. Staff will be requesting an extension to the stage two application deadline while further funding is explored.

MUP Cost Estimate	\$1,367,252.25
Secured Funding Sources	
Gas Tax – Community Works Fund	\$240,000
Regional Parks Capital Reserve	\$50,000
Potential Funding Sources	
Island Coastal Economic Trust Grant (accepted through 1 st application stage)	\$200,000
BC Active Transportation Grant	Maximum of \$500,000
Funding Shortfall	\$377,252.25

The BC Active Transportation Grant, which is currently closed for intake, provides a maximum funding of \$500,000 or 70% of eligible funds. The ACRD submitted an application to this program in 2020 which was unsuccessful due to not being a shovel ready project. If the board supports the resolution, staff will submit an application when it reopens.

The Federal Government recently announced 14.9 million dollars for public transit projects over the next 8 years including the construction of multi-use pathways. Details on how these funds will be made available have not yet been announced. Staff will continue to explore potential funding options like this to make up the funding shortfall.

Time Requirements – Staff & Elected Officials:

There will be staff time required to apply for an extension of the ICE-T funding deadline, apply to the BC Active Transportation Infrastructure Grant and other grants that become available, and to fulfill the reporting requirements for all of these grant programs to complete this project.

Financial:

If the MUP project is not funded by 2023, \$40,000 will be required to be paid back into the Gas Tax – Community Works Fund from the Regional Parks Service. This reimbursement would be required as design work is not an eligible expenditure under the Community Works Fund program unless the associated construction proceeds.

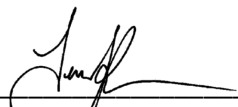
Strategic Plan Implications:


The MUP funding is supported under strategy 1.2 Leverage Community Works Funds and Other Grants

Policy or Legislation:

The Board has had a number of discussions regarding the regional parks service and how to establish an agreed upon funding equity model. Completion of the West Coast MUP is an integral component that would impact direction of this service. Staff will be focusing efforts on securing funding to complete this section of the MUP prior to bringing back this important topic for further review and direction from the Board.

Submitted by: 
Michael McGregor, Lands and Resources Coordinator

Reviewed by: 
Jenny Brun, Interim General Manager of Community Services

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



REQUEST FOR DECISION

To: Committee of the Whole
From: Michael McGregor, Lands and Resources Coordinator
Meeting Date: March 10, 2021
Subject: Parks Level of Service Review

Recommendation:

THAT the Committee of the Whole recommend that the ACRD Board of Directors direct staff to utilize the Proposed Levels of Service and Maintenance Standards as presented for the development of the ACRD Parks Asset Management Plan.

Desired Outcome:

To adopt minimum service levels and maintenance standards for ACRD owned and operated parks.

Background:

The ACRD is the quintessential west coast outdoor playground. With oceans, rivers and mountains running from peak to sea, there are amazing recreational opportunities for everyone.

The ACRD established its Regional Parks function in 1970. Regional Parks can have a variety of roles, but their focus is on meeting the outdoor recreation needs of the region, as well as contribute to attracting tourism as a regional destination. Community parks are provided through localized park functions of individual electoral areas or municipalities which focus on providing the local area outdoor recreation opportunities and promote a sense of community. The ACRD currently owns and/or operates 5 Regional Parks and 24 Community Parks.

In 2006, an Alberni Valley Trails Planning Study was completed and, in 2008, the ACRD completed a Regional Parks & Trails Policy Report. The policy report identified a need for an overall plan for regional parks and trails. In 2015, the ACRD Parks & Trails Strategic Plan was completed to guide park and trail development.

In the report that went to the Committee of the Whole (COW) on December 11th 2019, staff stated that:

The Regional Parks service has been operated at an unsustainable low level of funding for a number of years but, as the infrastructure ages and the risks associated with these parks and trails increases, more funding is required to support these services. This low level of service has been supplemented by volunteer work and grants which will continue to be pursued but cannot be relied on to address all maintenance and risks. For example, the type of maintenance work that is currently required mostly relates to bridges and culverts which is specialized work that cannot normally be completed by volunteers. Overall, the level of service for Regional Parks needs to support the intended purpose of the asset which, in this case, is to provide recreation opportunities to residents and visitors in a safe, reliable, and cost-effective manner.

In 2020, the ACRD Board developed a strategic plan that identified the desired areas of focus. One of the areas that received significant attention was parks and trails, which was included in the adopted strategic plan under strategy 1.3 Parks and Trails Service Levels, with the objective to review Levels of Service for Parks and Trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

Discussion:

The ACRD is fortunate to have a wide range of opportunities found through both Parks and Trails. Presently, the ACRD owns several properties throughout the Regional District that have park zoning. Some of these parcels are undeveloped

vacant lands that are unused and do not receive maintenance while others function as heavily used parkland or other uses. The Regional District also has partnership agreements in place permitting legal park or trail use and access on properties that are owned by other jurisdictions.

To achieve sustainable service delivery and ACRD strategic objectives within Parks services, it is important to understand what the current Level of Service (LOS) is and how it is achieved. There are a number of factors that contribute to the LOS delivery for a Parks service. When establishing the Parks LOS, it's best to look at the ACRD policy objectives, community expectations, legislative requirements and resource constraints. Some of these factors are continuously evolving but we can take the information available to focus on two main terms:

Customer LOS: measures how the customer receives the service and measure of value we provide.

Technical LOS: measures of performance relating to the allocation of resources to service activities to best achieve the desired outcomes and demonstrate effective performance.

The ACRD is in a unique position where the current budget does not necessarily determine the Technical LOS because it receives a substantial boost of resources from community volunteers. For many of the Parks services, the Technical LOS is determined by the local group of community volunteers as they are the ones who dedicate the time to perform the regular maintenance and routine upgrades. This is a great benefit which helps lower requisitions for these services but it also exposes the ACRD to some risk as the Technical LOS is established based on volunteer hours which can fluctuate greatly from year to year and is generally not under direct supervision of the ACRD.

Staff polled current volunteers from the Bamfield Parks Commission, Sproat Lake Parks Commission, Alberni Valley Outdoor Club and the Alpine Club of Canada - Vancouver Island Section. These organizations were asked to provide a brief description of volunteer contributions within ACRD Parks as well as estimate total volunteer hours, donated materials, equipment hours and supplies. Through these discussions it is estimated that, in 2020, roughly 4,500 hours of volunteer labour by over 50 volunteers were dedicated to the operations and maintenance of parks and trails owned or operated by the ACRD. It is a challenge to place a dollar value and account for the true benefits the ACRD parks services and its communities receive from volunteers. Of note: each volunteer organization expressed the concern that the average age of volunteers is high and rising. Without an influx of additional volunteers from a younger generation, there is a risk that many of the current volunteers will age out of their programs soon resulting in these organizations dedicating less time spent performing the operations and maintenance of ACRD Parks and Trails. This would result in lowered Technical and Customer LOS.

To achieve sustainable service delivery, it is important to establish a minimum acceptable level of service for each park based upon natural characteristics, current assets and current use developing a framework for establishing LOS for ACRD Parks.

The following are proposed park minimum service levels:

PROPOSED LEVEL OF SERVICE CATEGORIES		
LEVEL	STANDARD	USE
LEVEL 1 – HIGHEST LEVEL OF MAINTENANCE	<ul style="list-style-type: none"> - The park or trail is maintained for first-class appearance. - Generally, impeccably clean and well-groomed. - Maintenance and monitoring performed weekly to multiple times a week. - Infrastructure is designed to highest standard and inspected regularly to ensure maintained public safety and high functionality. - Vegetation including trees, shrubs and grasses are kept pruned and manicured to be in exceptional condition and aesthetically pleasing. 	Highly visible, high profile parks and trails with intensive public use.

	<ul style="list-style-type: none"> - No accumulated debris or litter onsite. 	
LEVEL 2 – MEDIUM TO MODERATE LEVEL OF MAINTENANCE	<ul style="list-style-type: none"> - Parks and trails are kept neat, order and groomed but not to the same standard as Level 1. - There is tolerance to the effects of “wear and tear”, moderate traffic and natural processes. - Maintenance and monitoring performed bi-monthly to weekly. - Infrastructure is designed to safely accommodate current level of use and is routinely inspected to ensure public safety. - Vegetation including trees, shrubs and grasses are kept pruned and maintained to accommodate current park use. - Little to no accumulated debris or litter. 	Medium to high level of intensive public use.
LEVEL 3 – LOW TO MEDIUM LEVEL OF MAINTENANCE	<ul style="list-style-type: none"> - Natural park space. - Maintenance and monitoring performed monthly or in response to public complaints. - Limited and low maintenance infrastructure designed for less intensive uses. - Vegetation pruned or maintained in the event of a safety concern. - Debris or litter cleaned up in response to a public complaint. 	Intended to be a natural park space or low to medium use of constructed trail.
LEVEL 4 – NO ROUTINE MAINTENANCE	<ul style="list-style-type: none"> - Natural park space. - No scheduled routine maintenance or monitoring. - No assets onsite. - Vegetation management, debris or litter clean up occurs in response to public complaint. 	Inactive park with no infrastructure.

After initial review of current operational practices, staff have determined where each park can potentially be classified under current Technical LOS within the above proposed maintenance standards. Based on observed use and predicted Customer LOS, staff assigned a recommended maintenance standard as well.

PROPOSED ACRD PARK AND TRAIL MAINTENANCE SERVICE LEVELS			
ACRD PARK OR TRAIL NAME	CURRENT SERVICE LEVEL	RECOMMENDED SERVICE LEVEL	COMMENTS
ACRD REGIONAL PARKS SERVICE			
West Coast Multi-Use Pathway	Design Phase	Level 2	- under development
Alberni Inlet Trail (License Agreement)	Level 3	Level 3	-Regular Volunteer maintenance -Increased investment for asset renewal required -Increased public use anticipated
China Creek Regional Park	Level 2	Level 2	-Operated by the Port Alberni Port Authority
Log Train Trail (Lease Agreement)	Level 3/4	Level 2/3	-Sections of trail hold different levels of use and require different levels of maintenance -Recommended high use areas be improved to service level 2 -Regular Volunteer maintenance

			-Increased investment for asset renewal required -Increased public use anticipated
Mount Arrowsmith Regional Park	Level 3	Level 3	-Backcountry use -Increased public use anticipated -Improved public access may increase Customer LOS
LONG BEACH COMMUNITY PARK SERVICE			
Willowbrae Park	Level 4	Level 4	
South Long Beach Multi-Purpose Path	Level 2	Level 2	-Maintenance performed by District of Ucluelet -Increased investment for asset renewal required
Salmon Beach Public Square -Permit Agreement	Level 2	Level 2	-Regular maintenance preformed -Updated condition assessments required
BAMFIELD COMMUNITY PARK SERVICE			
Eileen Scott (Centennial Park)	Level 2	Level 2	-Regular maintenance preformed -Updated condition assessments required -Increased investment for asset renewal required
Waterfront Parcel A	Level 3	Level 3	
Waterfront Parcel B	Level 3	Level 3	
West Park (West Bamfield)	Level 3	Level 2	-Regular Volunteer maintenance -Increased public use anticipated -Development and added assets require maintenance to be increased.
South Bamfield Subdivision (Parkland Dedication)	Level 4	Level 4	
SPROAT LAKE COMMUNITY PARK SERVICE			
Cougar Smith Park	Level 2	Level 2	-Regular maintenance preformed -Increased public use anticipated -Updated condition assessments required
Faber Park	Level 2	Level 2	-Regular maintenance preformed -Increased public use anticipated -Updated condition assessments required
Boat Launch Great Central Lake	Level 3	Level 3	-Increased public use anticipated -Infrastructure upgrades required
Faber Road Trail	Level 2	Level 2	-Regular maintenance preformed
Lakeshore Road Trail	Level 2	Level 2	-Regular maintenance preformed
Parkland at Great Central Lake (West of Trestle)	Level 4	Level 4	
Sander Subdivision (Parkland Dedication)	Level 4	level 4	
10210 Bishop Dr Subdivision (Parkland Dedication)	Level 4	Level 4	
10193 Klitsa Dr Subdivision (Parkland Dedication)	Level 4	Level 4	
CHERRY CREEK COMMUNITY PARK SERVICE			
Maplehurst Park and Trails	Level 3	Level 2	-Increased public use anticipated -Infrastructure upgrades to accommodate

			increased use required (parking, park access) -Updated condition assessments required
Cherry Creek Roadside Trail	Level 3	Level 3	
BEAVER CREEK COMMUNITY PARK SERVICE			
Evergreen Park	Level 3	Level 3	-Regular Volunteer maintenance -Updated condition assessments required
Nordstrom Park	Level 3	Level 3	
Darnley/Highland Subdivision (Parkland Dedication)	Level 4	Level 4	
Karen Place Subdivision (Parkland Dedication)	Level 4	Level 4	
Chase Subdivision (Parkland Dedication)	Level 4	Level 4	

Financial:

In the case of a discrepancy from the current and recommended maintenance standard there are many options to explore to improve operations, such as; increased funding for infrastructure improvements, increased funding for paid services that are not currently being fulfilled and increased staff engagement with volunteers to achieve specific outcomes. If the Board approves the recommendations, staff will move forward with developing a Parks Improvement Plan which will provide relative costs and options for sustainably achieving these service levels.

Time Requirements – Staff & Elected Officials:

A significant amount of staff time has been involved in developing these options and will be required to develop and implement specific park improvement plans. Staff time has also been dedicated to preparing grant applications to fund improvements and coordinate with volunteers.


Strategic Plan Implications:

The 2021-2024 strategic plan identified the following:

1.5 Parks and Trails Service Levels – Review service levels for parks and trails to maximize their wellness values and benefits to economic development and COVID-19 recovery.

Submitted by: 
 Michael McGregor, Lands and Resources Coordinator

Reviewed by: 
 Jenny Brunn, GM of Community Services

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



INFORMATION REPORT

To: Committee of the Whole

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

Meeting Date: March 10, 2021

Subject: Alberni Valley Aquatics Facility – Funding of Feasibility Study

Desired Outcome:

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

Summary:

At the February 25, 2021 Alberni Valley & Bamfield Services Committee meeting, Directors passed a resolution recommending that the Alberni-Clayoquot Regional District Board of Directors include a proposed Alberni Valley Aquatics Facility service in the 2021-2025 Draft Financial Plan. At this meeting, staff advised Directors that the only option for funding a “proposed service” is based on converted land and improvements. Apportionment based on an alternate method, such as 50% based on population and 50% based on land and improvements, can only be considered when establishing a service, not a “proposed service”.

Since that meeting, staff have identified an alternative funding option for this “proposed service” that may be considered to address the higher concentration of population in the City of Port Alberni and the higher assessed values of Area ‘D’ Sproat Lake. In this option, the ACRD would request \$30,000 from the City of Port Alberni in addition to the apportionment of \$70,000 to the areas based on converted land and improvements. The financial impacts by area of this option is as follows:

PARTICIPANT	EXAMPLE OF APPORTIONMENT BASED ON 50% POP. & 50% L&I	100% REQUISITION BASED ON CONVERTED	\$30K FROM CPA PLUS REQ OF \$70K	DIFFERENCE FROM 100% L&I
PORT ALBERNI	\$ 63,351	56,286	\$ 69,401	\$ 13,114
AREA B	\$ 2,284	2,803	\$ 1,962	-\$ 841
AREA D	\$ 15,561	22,475	\$ 15,732	-\$ 6,742
AREA E	\$ 10,223	9,013	\$ 6,309	-\$ 2,704
AREA F	\$ 8,581	9,422	\$ 6,596	-\$ 2,827
TOTAL	\$ 100,000	\$ 100,000	\$ 100,000	\$ 0

The \$30,000 has been used in this example as it creates a requisition amount for Area 'D' Sproat Lake that is comparable to the amount that would result if \$100,000 had been apportioned on the 50% population and 50% converted land and improvement. A different direct contribution amount could be considered if desired by the Board.

Consultation with City of Port Alberni staff and possibly Council may be required, but if the Directors would like staff to explore this option then the following motion would be required:

That the Committee of the Whole request a \$30,000 contribution from the City of Port Alberni for the feasibility work related to the development of an Alberni Valley Aquatics Facility – Proposed Service with the remaining \$70,000 budgeted in 2021 to be apportioned by land and improvements between the proposed participants.



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



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



INFORMATION REPORT

To: Committee of the Whole
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: March 10, 2021
Subject: Rate Stabilization Reserves

Desired Outcome:

To confirm the use of Rate Stabilization Reserves in the 2021-2025 Financial Plan.

Summary:

As part of the Draft 2021-2025 Financial Plan staff recommended the development of operating or 'Rate Stabilization' reserves in a few services in 2021. The concept of rate stabilization reserve has not been used by the ACRD in the past and the Directors have requested further discussion on the topic. The services that the rate stabilization reserves are proposed include:

- Electoral Area Administration – concept presented on February 17, 2021 to Committee of the Whole meeting. Further information provided to February 24, 2021 Committee of the Whole meeting.
- Alberni Valley Custom Transit - concept presented on February 17, 2021 to Committee of the Whole meeting. Further information provided to February 25, 2021 Alberni Valley and Bamfield Services Committee meeting.
- West Coast Transit - concept presented on February 17, 2021 to Committee of the Whole meeting.

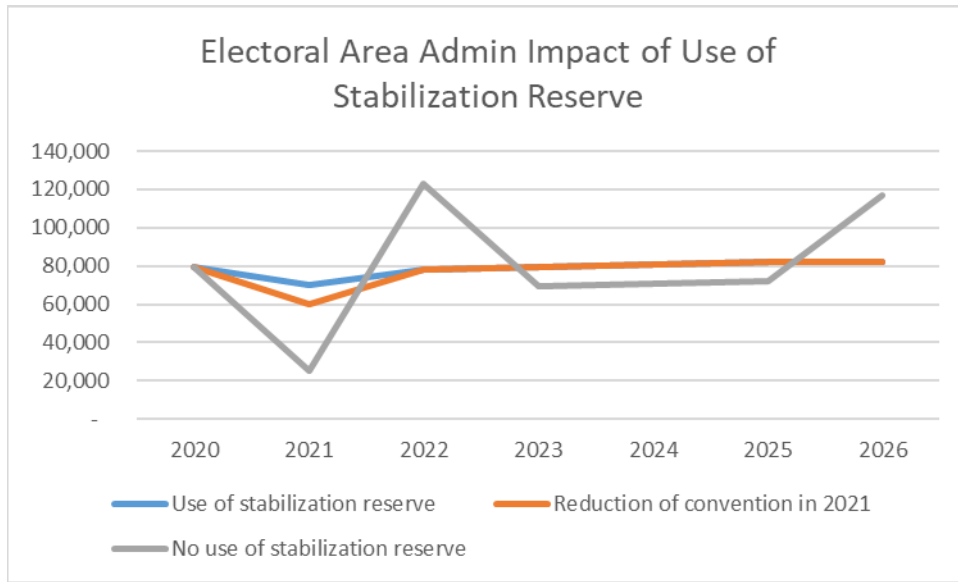
At the February 25, 2021 Alberni Valley & Bamfield Services Committee the Directors passed the following motion:
THAT the Alberni Valley & Bamfield Services Committee recommend staff bring back options for use of rate stabilization reserves as a separate item for consideration at the March 10, 2021 Committee of the Whole meeting.

Electoral Area Administration:

There was a significant surplus from 2020 because both the AVICC and the UBCM conventions were held virtually, resulting in significant cost savings. The draft plan includes a budget line for in-person attendance at the UBCM Convention in September 2021 as the convention has not officially confirmed that it will be virtual this year. Staff consider an in-person conference unlikely and therefore the Directors could pass the following motion if a reduction in the tax requisition is preferred:

That the Committee of the Whole recommend that the Electoral Area Administration budget of the 2021-2025 Draft Financial Plan be adjusted by reducing the 'Elected Official's Costs' line by \$10,000 to an amount of \$24,000.

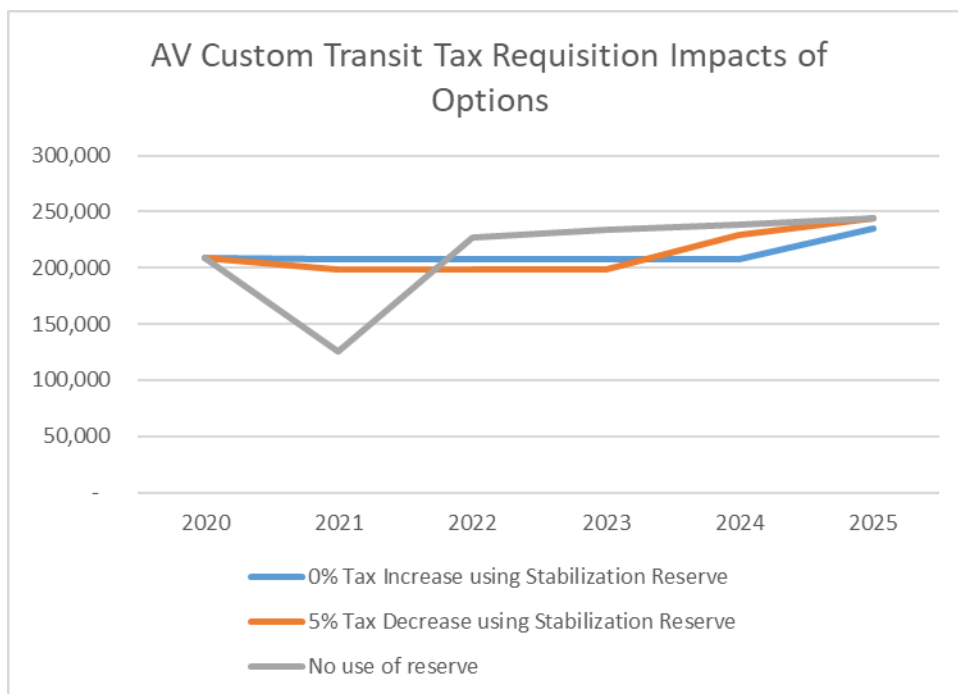
In terms of the use of the rate stabilization reserve, the surplus from 2020 is proposed to be held for use in 2022 for the administration of general local elections that occur once every four years. If no stabilization reserve is established this year then the tax requisition will decrease by 64% in 2021 but then consequently increase by 386% in 2022. The following chart graphically outlines the impact of using a rate stabilization reserve vs allowing the requisition amount to fall as a result of the surplus:



Alberni Valley Custom Transit

There was a fairly significant surplus in the Alberni Valley Custom Transit Service in 2020 because of the BC Transit vehicle lease holiday and the Safe Restart Program funding provided by the Province. The operating costs for 2021 are anticipated to return to pre-pandemic levels and no further grant funding is anticipated. Staff have recommended the establishment of a stabilization reserve in 2021. The Directors discussed this at the February 25, 2021 and appeared to be considering a 5% tax requisition decrease in 2021 with a 1% increase in 2022 and 2023 before the remaining stability reserve funding would be depleted in 2024 but requested this discussion be brought back and no changes were made at that time.

The following chart graphically outlines the impact of three different options including creation of the reserve as recommended, a 5% decrease in tax requisition in 2021 and no use of a rate stabilization reserve:

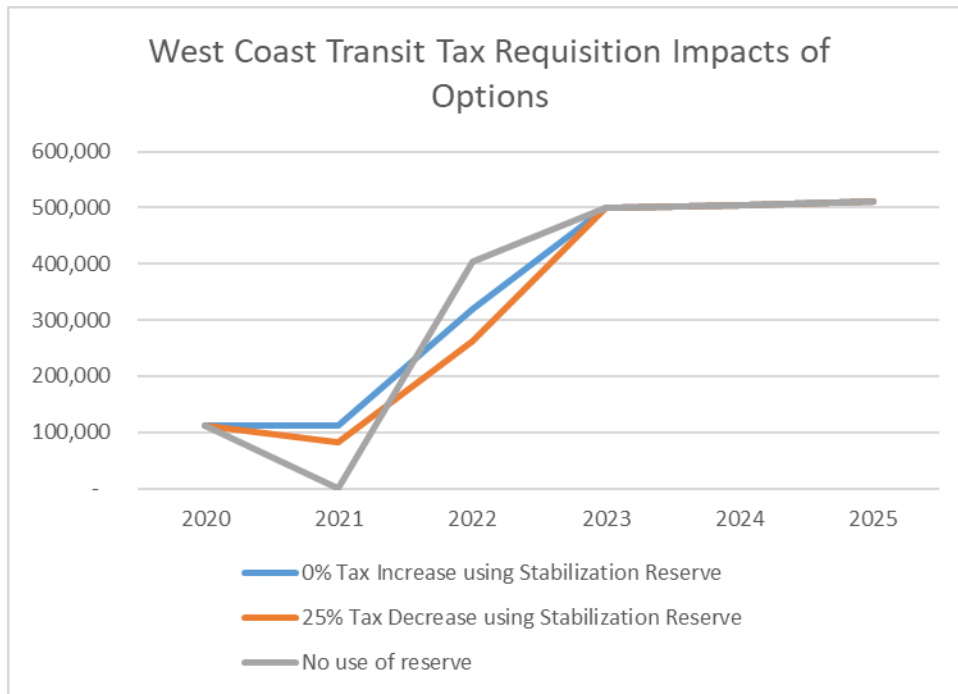


West Coast Transit:


The new transit service on the West Coast was planned to be implemented in 2021 but has been delayed to an estimated start of late spring or summer 2022. As a result of this delay, there was a significant surplus in this service in 2020. Staff recommend the development of a Rate Stabilization Reserve instead of reducing the requisition in 2021 that would be followed by a sharp tax increase in 2022. Three options are presented for discussion with the Directors:

1. 0% tax increase in 2021 and the creation of a rate stabilization reserve. This is the recommended approach.
2. Decrease 2021 tax requisition by creating a smaller rate stabilization reserve. For the example provided below a decrease of 25% has been presented. The percentage decrease could be set at any amount the Directors would like but the larger the percentage decrease in 2021, the steeper the tax increase in 2022.
3. No establishment of a stabilization reserve. This will result in a substantial \$110,000 reduction in tax requisition in 2021 but a steep \$319,000 increase in tax requisition in 2022.

The following chart graphically outlines the impact of three different options that were discussed above:



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

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



REQUEST FOR DECISION

To: Committee of the Whole
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: March 10, 2021
Subject: 2021-2025 Draft Financial Plan

Recommendation:

That the Committee of the Whole direct staff to prepare the 2021-2025 Alberni-Clayoquot Regional District Financial Plan bylaw for consideration at the March 24, 2021 Board of Directors meeting.

Desired Outcome:

To finalize the 2021-2025 Draft Financial Plan in advance of adoption of the plan bylaw on March 24, 2021.

Summary:

This report is provided as a follow-up to discussions that took place earlier in the year regarding the 2021-2025 Draft Financial Plan. All 'parking lot' items identified by either staff or Directors earlier in this financial planning process have been included in this report. Any further changes to the draft plan are requested at this time as the financial plan process for 2021 is nearing the end, with adoption of the bylaw planned for March 24, 2021. The updated version of the 2021-2025 Draft Financial Plan is attached separately for your information.

Plan Discussions and Changes:

The following information describes the discussion and changes that have occurred since the initial presentation of the draft plan to the Committee of the Whole on February 17, 2021:

Resources:

- Purchasing Coordinator – at the February 24, 2021 Committee of the Whole meeting the Directors recommended that this position be approved with an implementation date of September 1, 2021. This position was already included in the Draft 2021-2025 Draft Financial Plan so no adjustment was necessary.
- Communications Coordinator – at the February 24, 2021 Committee of the Whole meeting the Directors recommended that this position be approved but with a deferred implementation date of January 1, 2022. This position has now been removed from various services within the 2021 budget with an overall adjustment of approximately \$30,800.

COVID Restart Funding:

- COVID Restart Funding – at the January 13, 2021 Board of Directors meeting the Directors allocated the majority of the COVID-19 Safe Restart Grant from the Province. At that time, \$27,600 was left unallocated as the

Directors requested staff consider an allocation for mitigation efforts to address illegal camping issues. Staff presented a report at the February 24, 2021 Committee of the Whole meeting as a follow up. At that time \$10,000 was allocated toward this topic. The remaining \$17,600 was then allocated to Regional and Community Park improvements.

Rate Stabilization Reserves:

- The implementation of Rate Stabilization Reserves has been discussed a couple times during this budgeting process. A separate report including some options has been included earlier on this agenda.

Other Parking Lot Items:

- Grants-in-aid – page 67 – were initially presented to the Committee of the whole on February 11, 2021. Directors deferred some applications and requested delegations from others. The follow-up actions to those requests are as follows:
 - Music by the Sea – was originally deferred requesting further information regarding the event being held in Bamfield. This additional information was presented to the February 24, 2021 Committee of the Whole. At that time, \$2,000 was approved from all municipalities and electoral areas.
 - Alberni Valley Drag Race Association - was originally deferred requesting further information regarding the use of funding from 2020. This additional information was presented to the February 24, 2021 Committee of the Whole. At that time, \$5,000 was approved from the City of Port Alberni, and Electoral Areas A, B, D, E, and F.
 - Tofino – Long Beach Chamber of Commerce - at the February 24, 2021 Committee of the Whole meeting staff advised the Directors that the application had been withdrawn. No further action necessary.
 - Delegations were received at the February 25, 2021 Alberni Valley and Bamfield Services Committee by the following organizations:
 - Alberni Valley Chamber of Commerce
 - Arrowsmith Amateur Radio Club
 - City of Port Alberni – Economic Development
- Regional and Community Parks discussion –page 69 – a report was presented earlier in this agenda to discuss this topic including governance and level of service.
 - Public access to private managed forest land – a press release regarding the work related to this topic has been included on this agenda.
- Regional Planning – page 72 – staff is in the process of developing options for a Somass Flood Management Study Peer Review for consideration by the Board.
 - Agriculture Development – the Directors requested that staff investigate the option of providing honorariums to volunteers of the committee. Staff will look into this during the year to confirm but believe that remuneration of volunteers of a local government is unlawful.
- Alberni Valley Aquatics Facility – page 91 – this is a proposed service that was not originally included in the 2021-2025 Draft Financial Plan. The concept, participants and related budget were discussed at the February 25, 2021 Alberni Valley and Bamfield Services Committee. Based on their direction, the proposed service has been added to the draft plan. A separate report has been included earlier in this agenda to discuss options for funding the feasibility process.
- Alberni Valley Regional Airport – page 103 – additional information was requested regarding staff time allocated to this service. This information was presented to the Alberni Valley and Bamfield Services Committee on February 25, 2021. No action was taken to adjust.
- Sproat Lake Marine Patrol –page 114 – at the February 25, 2021 Alberni Valley and Bamfield Services Committee meeting staff presented some of the challenges of operating this service during a pandemic. The Directors have requested that the service operate during 2021. Some of the surplus from the prior year will be used to engage a consultant to determine processes for operating the service in a manner that keeps the workers and the public

safe including in relation to COVID-19.


- West Coast Transit – page 126 - at the February 17, 2021 Committee of the Whole meeting Director Roberts requested that staff provide a report on how to remove a portion of Area ‘C’ Long Beach from the West Coast Transit service. A report outlining the steps was presented to the West Coast Committee on March 3, 2021. The report was received by the committee and no further action was requested.
- Cherry Creek Community Park – page 222 – Community concerns regarding parking and access to Maplehurst Park was discussed as part of the Lands and Resources Coordinator presentation earlier in this meeting.
- Inter-Regional Transit Service – this topic was discussed at the February 24, 2021 Board of Directors meeting. At that time the Board resolved to work with BC Transit to expand the Port Alberni/ACRD Transit Service Plan Terms of Reference to include investigation of inter-regional transit in 2022.
- Bylaw Enforcement – Director Paulson requested information about how bylaw enforcement works in a Regional District setting. Staff met with the Director and outlined the different bylaw enforcement services and processes at the ACRD. No further action is required at this time.

Time Requirements – Staff & Elected Officials:

A significant amount of staff and elected official time has gone into the development of this financial plan.

Policy or Legislation:

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

Submitted by: 

 Teri Fong, CPA, CGA, Chief Financial Officer

Approved by: 

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