



Alberni-Clayoquot Regional District

ALBERNI VALLEY & BAMFIELD COMMITTEE – FINANCIAL PLANNING MEETING TUESDAY, FEBRUARY 11, 2014, 10:00AM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>CORRESPONDANCE FOR INFORMATION</u>	
a. BARRIE FORBES Article forwarded regarding Community Airports: Asset for opportunity or financial burden?	4
4. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION Re: 2014-2018 Financial Plan – Alberni Valley & Bamfield Waste Management <i>THAT the Alberni Valley Committee review the Alberni Valley & Bamfield Waste Management proposed budget, make amendments if required, and approve for consideration by the Board of Directors.</i>	5-10
b. REQUEST FOR DECISION Re: 2014-2018 Financial Plan – Alberni Valley Emergency Planning <i>THAT the Alberni Valley Committee review the Alberni Valley Emergency Planning proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.</i>	11-15
c. REQUEST FOR DECISION Re: 2014-2018 Financial Plan – Custom Transit <i>THAT the Alberni Valley Committee review the Custom Transit proposed budget and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.</i>	16-19

- d. **REQUEST FOR DECISION** **20-24**
Re: 2014-2018 Financial Plan – Alberni Valley Regional Airport

THAT the Alberni Valley Committee review the Alberni Valley Regional Airport proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

- e. **REQUEST FOR DECISION** **25-30**
Re: 2014-2018 Financial Plan – Alberni Valley Regional Water

THAT the Alberni Valley Committee endorse the proposed 2014 budget to explore regional water at a cost of \$60,000 and determine the participating members – Cherry Creek, Beaver Creek and Port Alberni.

- f. **REQUEST FOR DECISION** **31-32**
Re: 2014-2018 Financial Plan – Sproat Lake Marine Patrol - Referendum

THAT the Alberni Valley Committee review the Sproat Lake Marine Patrol Proposed Service referendum budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

- g. **REQUEST FOR DECISION** **33-34**
Re: Alberni Valley Airport Superintendant (10% Allocation)

THAT the Alberni-Clayoquot Regional District Board of Directors endorse a 10% time allocation for the Long Beach Airport (LBA) Superintendant to perform work for the All Regional Airport (AVRA).

- h. **REQUEST FOR DECISION** **35-36**
Re: Recycling Depot Upgrades

THAT the Alberni-Clayoquot Regional District Board of Directors support the \$142,000 in the 2014 AVLF budget to provide safety upgrades and renovations to the Recycling Depot located at 3620 3rd Avenue.

- i. **ADMINISTRATIVE MEMO** **37-38**
Re: Air Quality Council

THAT the Alberni Valley Committee propose that the Regional District provide in kind support for the Alberni Valley Air Quality Council for the year 2014 in order to facilitate regular meetings and the development of long term plan outlining necessary resources to continue with past programs and services.

5. UNFINISHED BUSINESS

6. NEW BUSINESS

7. ADJOURN

Community Airports: Asset for opportunity or financial burden?

This question is posed to the City Fathers and/or regional administrators all across Canada. One group of B.C. community leaders that has definitely decided that their local airport is an asset and an opportunity is from: The District of Sechelt; The Sunshine Coast Regional District and the Town of Gibsons.

At the end of October I flew in to Sechelt (CAP3) to see my old friend and Cessna L19 guru, Kris Reynolds, and to top off with some of the least expensive fuel in the province at \$1.70 a litre.

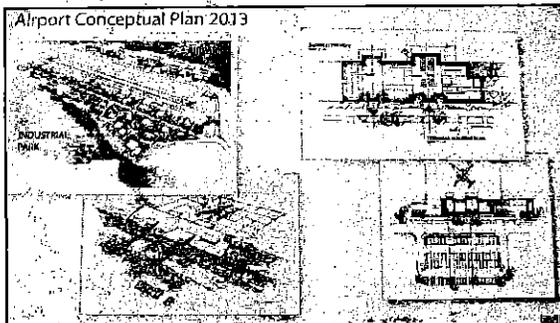
This beautiful little 2,400 foot aerodrome that is located on the Sunshine Coast, and about 15 minutes flying time from downtown Vancouver, always provides a warm welcome, a cup of coffee and a chance to catch up on the local news.

My first stop was to use the facilities at the Elphinstone Aero Club and what I found on entering their lounge was a number of poster boards, aerial photos and brochures touting the expansion of the airport. I was really intrigued as all too often, as a COPA director, I hear or am made aware of airport stories that range from apathy to downright hostility towards local airports.

Here was a group of communities that were actively seeking support to grow, expand and improve their local airport. How refreshing! I have since followed up with some of the local supporters and have been provided with a powerpoint presentation, and I have visited the website at www.secheltairport.ca.

These communities have done their homework and are putting forth compelling arguments as to why they should receive funding to expand and upgrade their airport. I recommend that you, and maybe your community leaders, visit their website and learn from a group of communities that are being progressive in realizing the value of their local airport and what it is doing, and has the potential to do, for the overall community.

I wish the Sunshine Coast communities every success in their endeavors.



Sechelt airport's conceptual plan. See www.secheltairport.ca

If you have any questions on airport development please contact Barrie Forbes at 250 723 3209 I was the Regional Director for Beaufort that worked on getting the referendum passed for building a new airport



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 11, 2014

Subject: Alberni Valley & Bamfield Waste Management

Recommendation:

That the Alberni Valley Committee review the Alberni Valley & Bamfield Waste Management proposed budget, make amendments if required, and approve for consideration by the Board of Directors.

2013 Highlights:

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

- The extraction of a gravel stock pile for cover material from DL 307.
- Partnered with the Tseshaht First Nations to implement a blue box program.
- Investigation of the Multi Materials BC program and the decision to participate in the recycling initiatives that are being setup by the Province.
- The purchase of the recycle depot on 3rd Avenue.
- The use of the Alberni Valley Bulldogs to make educational material for the public regarding our recycling programs and to make school presentations to the children of the Alberni Valley.
- Expanded landfill area to the North East.
- Added recycling stations for antifreeze and used oil as well as created a bike exchange shed.
- Increased the items accepted as free yard waste and periodically provided an attendant for the diversion efforts.

Upcoming for 2014:

The plan for 2014 includes:

- Line 4, 8, 36, 37 - The recycling program in the Alberni Valley will undergo some changes this year as the Multi Material BC (MMBC) program begins. For curbside pickup in the City of Port Alberni and Beaver Creek there will be limited impact on the service provided to residents and it is expected that the revenue we receive directly from MMBC will cover the cost of the program and that we will no longer have to bill residents a user fee. The recycle depots at both the landfill and the 3rd Avenue site will also be run by the ACRD through the MMBC program. The budget figures include a contingency amount as the details of the MMBC program are still being determined.
- Line 13 & 14 – The Bamfield Transfer Station is a challenging operation due to the location of the community and the access to the West side. Staff is concerned about the cost of the garbage that continues to rise and feels that options for this station need to be investigated this

year. There has been interest expressed from both the Bamfield Marine Station and Huu-ay-aht First Nations to partner in providing this service. Staff will come back to the Board with some recommendations later in the year to address the garbage situation in Bamfield. The recycling portion of the Bamfield transfer station will begin to be provided by the MMBC program in May. This will require an additional level of monitoring by the contractor to ensure compliance with the contamination limits that are set out in the agreement.

- Lines 32 – A cardboard disposal ban at the AVLF is planned for this year.
- Line 34 – The MMBC program requires monitoring of recycling depots and therefore a recycling attendant will be required at the AVLF site to ensure contamination levels are not exceeded. The schedule of the attendant will be dependent on traffic volumes.
- Line 36 – The recycling contract expires at the end of August and it will be retendered with the impacts of the MMBC program considered.
- Line 44 – The operations contract of the AVLF is up for renewal on October 1, 2014 and the ACRD will utilize the services of McGill and Associates to tender this contract for us and therefore an additional \$10,000 of professional fees are budgeted for this year.
- Line 65 – The amount of solid waste at the Landfill is reaching a point where the Ministry of Environment requires that we must develop a plan to capture the gas created by the waste.
- Lines 66 – The North East expansion will provide filling space for the next 1.5 years and requires site preparation including proper drainage.
- Line 67 – The 3rd Avenue recycle depot that was purchased in 2013 requires upgrades for both safety and cosmetic reasons. A separate Request for Decision will be included in this agenda to outline the plans for the building this year.
- Line 70 - The Solid Waste Management Plan expired in 2012 and the Ministry of Environment (MOE) requires that the plan be updated. Staff will do an in-house update of the plan and review with the Solid Waste Management Committees. It will then be submitted to MOE with the initiatives have been implemented and a new timeline to action the other initiatives that were previously identified. MOE will then determine the scope of public consultation that will be required to complete the update and a consultant will be utilized to support this public consultation process. It is the intention of staff to use only a portion of the budget to complete the update then use the remaining money to investigate the implementation of previously identified initiatives such as the curbside organics program.

Background:

This budget was developed with input from the following people:

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

Financial:

The residential tax rates are as follows:

- Bamfield 2014 - \$0.309 2013 - \$0.266 per \$1,000 of assessed value.
- All other areas 2014 - \$0.000 2013 - \$0.005 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 2013 invoices are still trickling in and year-end adjustments are still being completed.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2014-2018 FINANCIAL PLAN
ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT
PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
REVENUE									
1	\$ 561,406	\$ 562,189	Surplus (deficit) from prior years	\$ 515,329	\$ -	\$ -	\$ -	\$ -	1
2	84,012	84,011	Tax requisition	61,571	755,300	975,300	998,700	1,026,700	2
3			<i>Fees & charges</i>						3
4	251,934	240,000	Curbside recycling	127,000	-	-	-	-	4
5	1,579,523	1,585,000	Tipping fees	1,585,000	1,450,000	1,450,000	1,450,000	1,450,000	5
6	1,831,457	1,825,000	Total fees & charges	1,712,000	1,450,000	1,450,000	1,450,000	1,450,000	6
7	1,984	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	7
8	-	-	Multi Materials BC funding	157,000	270,000	270,000	270,000	270,000	8
9	85,127	10,000	Other sources	10,000	10,000	10,000	10,000	10,000	9
10	\$ 2,563,986	\$ 2,482,200	TOTAL REVENUE	\$ 2,456,900	\$ 2,486,300	\$ 2,706,300	\$ 2,729,700	\$ 2,757,700	10
EXPENDITURES									
11	\$ 69,000	\$ 69,000	Administration charge	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	\$ 72,000	11
12			<i>Bamfield transfer station</i>						12
13	55,177	52,000	Garbage - hauling & tipping fees	57,000	58,100	59,300	60,500	61,700	13
14	14,582	11,000	Recycling - hauling	16,000	16,300	16,600	16,900	17,200	14
15	69,759	63,000	Total Bamfield transfer station	73,000	74,400	75,900	77,400	78,900	15
16	584,995	545,000	Capital fund contribution	480,000	480,000	480,000	480,000	480,000	16
17	135,389	120,000	Closure & post closure fund contribution	120,000	120,000	120,000	120,000	120,000	17
18			<i>Labour & related costs</i>						18
19	2,128	5,000	Convention/professional development	5,000	5,000	5,000	5,000	5,000	19
20	47,746	51,000	Labour & benefits	50,000	51,000	52,000	53,000	54,100	20
21	705	3,000	Vehicle operation	2,000	2,000	2,000	2,000	2,000	21
22	50,579	59,000	Total labour & related costs	57,000	58,000	59,000	60,000	61,100	22
23			<i>Promotion & education</i>						23
24	4,467	10,800	Advertising & promotion	10,000	10,000	10,000	10,000	10,000	24
25	-	2,500	Bear-human conflict management	2,500	2,500	2,500	2,500	2,500	25
26	42	12,000	Illegal dumping prevention/waived tipping	12,000	12,000	12,000	12,000	12,000	26
27	9,000	10,000	School program	10,000	10,000	10,000	10,000	10,000	27
28	13,509	35,300	Total promotion & education	34,500	34,500	34,500	34,500	34,500	28



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT (continued)
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
			EXPENDITURES (continued)						
29			<i>Recycle, reduce, reuse</i>						29
30	\$ 7,500	\$ -	Backyard composting program	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	\$ 8,000	30
31	-	50,500	Onsite composting program	-	-	-	-	-	31
32	-	8,000	Disposal bans	15,000	8,000	8,000	8,000	8,000	32
33	-	2,400	Green business campaign	2,400	2,400	2,400	2,400	2,400	33
34		-	Recycling attendant - AVLF	80,000	80,000	80,000	80,000	80,000	34
35	31,159	35,000	Recycling depots - Alberni Valley	35,000	35,700	36,400	37,100	37,800	35
36	227,532	240,000	Residential recycling pickup	240,000	244,800	249,700	254,700	259,800	36
37	-	-	Share sheds	-	20,000	5,000	1,000	1,000	37
38	808	30,000	Yard waste depot	15,000	15,000	15,000	15,000	15,000	38
39	266,999	365,900	Total recycle, reduce & reuse	395,400	413,900	404,500	406,200	412,000	39
40			<i>Residual waste management</i>						40
41	19,486	200,000	Cover material sourcing	200,000	200,000	408,000	408,000	408,000	41
42	743,585	750,000	Operating costs	750,000	765,000	780,300	795,900	811,800	42
43	43,579	175,000	Other operating costs	175,000	178,500	182,100	185,700	189,400	43
44	10,738	17,000	Professional fees	27,000	17,000	17,000	17,000	17,000	44
45	13,608	18,000	Utilities	18,000	18,000	18,000	18,000	18,000	45
46	27,431	35,000	Water monitoring	35,000	35,000	35,000	35,000	35,000	46
47	-	30,000	Wood waste grinding	20,000	20,000	20,000	20,000	20,000	47
48	858,427	1,225,000	Total residual waste management	1,225,000	1,233,500	1,460,400	1,479,600	1,499,200	48
49	\$ 2,048,657	\$ 2,482,200	TOTAL EXPENDITURES	\$ 2,456,900	\$ 2,486,300	\$ 2,706,300	\$ 2,729,700	\$ 2,757,700	49
50	\$ 515,329	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	50
51	720,384	665,000	Add: Transfer to reserves	600,000	600,000	600,000	600,000	600,000	51
52	95,000	95,000	Deduct: Estimated amortization not included	95,000	95,000	95,000	95,000	95,000	52
53	561,406	562,189	Surplus from previous year	515,329	-	-	-	-	53
54	\$ 579,307	\$ 7,811	ANNUAL SURPLUS/(DEFICIT)	-\$ 10,329	\$ 505,000	\$ 505,000	\$ 505,000	\$ 505,000	54

(for Financial Reporting purposes)



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 ALBERNI VALLEY & BAMFIELD WASTE MANAGEMENT (continued)
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'A', 'B', 'D', 'E', and 'F'

Draft for discussion
 purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
CAPITAL FUND									
55	\$ 3,398,620	\$ 3,398,621	Balance, beginning of year	\$ 3,598,343	\$ 3,047,643	\$ 2,159,943	\$ 1,915,243	\$ 2,422,143	55
56	545,000	545,000	Contribution from operating fund	480,000	480,000	480,000	480,000	480,000	56
57	39,996	38,900	Interest earnings	41,300	32,300	25,300	26,900	32,300	57
58			<i>Less - capital expenditures</i>						58
59	-	5,000	Alternate energy options	5,000	-	-	-	-	59
60	-	-	Bamfield transfer station	5,000	-	-	-	-	60
61	2,671	25,000	Extending & shortening of wells	-	-	-	-	-	61
62	-	-	Fencing repairs	70,000	-	-	-	-	62
63	-	-	Interception well by lagoon	100,000	-	-	-	-	63
64	2,192	75,000	Landfill gas management	75,000	500,000	-	-	-	64
65	225	50,000	Leachate interception	50,000	500,000	750,000	-	-	65
66	180,882	300,000	North-east expansion	100,000	-	-	-	-	66
67	188,018	-	Recycling depot - 3620 3rd avenue	142,000	-	-	-	-	67
68	-	50,000	SCADA control system	50,000	-	-	-	-	68
69	-	315,000	Site security & sustainable development	250,000	-	-	-	-	69
70	-	70,000	Solid waste management plan & initiatives	70,000	-	-	-	-	70
71	10,331	50,000	Transfer station expansion	80,000	400,000	-	-	-	71
72	954	175,000	Water pumphouse upgrade	75,000	-	-	-	150,000	72
73	385,273	1,115,000	Total capital expenditures	1,072,000	1,400,000	750,000	-	150,000	73
74	\$ 3,598,343	\$ 2,867,521	BALANCE, END OF YEAR	\$ 3,047,643	\$ 2,159,943	\$ 1,915,243	\$ 2,422,143	\$ 2,784,443	74
CLOSURE & POST CLOSURE FUND									
75	\$ 1,307,908	\$ 1,307,908	Balance, beginning of year	\$ 1,443,297	\$ 1,582,097	\$ 1,722,597	\$ 1,864,897	\$ 2,008,997	75
76	120,000	120,000	Contribution from operating fund	120,000	120,000	120,000	120,000	120,000	76
77	15,389	17,100	Interest earnings	18,800	20,500	22,300	24,100	25,900	77
78	-	-	Less - closure costs	-	-	-	-	-	78
79	\$ 1,443,297	\$ 1,445,008	BALANCE, END OF YEAR	\$ 1,582,097	\$ 1,722,597	\$ 1,864,897	\$ 2,008,997	\$ 2,154,897	79



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 11, 2014

Subject: Alberni Valley Emergency Planning

Recommendation:

That the Alberni Valley Committee review the Alberni Valley Emergency Planning proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

2013 Highlights:

The Alberni Valley Emergency Planning performed a plan update in 2013 in addition to the regular emergency planning training that occurs each year.

Upcoming for 2014:

The 2014 budget includes an amount for the annual training and public education requirements but also includes the following items:

- Line 6 – A spreadsheet detailing the emergency planning costs planned for the year has been provided by the Emergency Program Manager and has been attached to this report for your information.
- Line 7 – Emergency Social Service's current capacity has been identified as an area of concern from the Emergency Plan. The budget would allow contracting the City of Port Alberni Parks and Recreation staff in developing a plan as well as training appropriate staff and volunteers to provide functioning Reception Centers. This would not just be focused on the City of Port Alberni buildings but all of the Alberni Valley Reception centers.
- Line 11 – A generator was budgeted in 2013 but was not installed as it has been determined that the best location for this equipment is to install it where the current HVAC system is located. Staff is proposing that the HVAC system be relocated to the building roof when it is upgraded this year and therefore the enclosed area will be available for the generator. The proposal to relocate the HVAC system is in the General Government budget for discussion. Staff did investigate partnering with the City but it was determined to not be cost effective to invest in a system that could support both buildings.

Background:

This budget was developed with input from the Emergency Program Manager, Property Maintenance Coordinator and Chief Administrative Officer.

Financial:

The requisition has risen by 0.63% from the prior year. The residential tax rate is the same as prior year at \$0.027 to \$0.027 per \$1,000 of assessed value.

Policy or Legislation:

Emergency Management BC is the regulatory body for this service.

Disclosure:

The prior year actual balances may yet change as 2013 invoices are still trickling in and year-end adjustments are still being completed.



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



Approved by: _____
Russell Dyson, Chief Administrative Officer

Emergency Planning			2014 Budget		
Professional Development - L. L'Heureux					
Event	Location	Dates		Registration	Expenses
Vancouver Island Emergency Preparedness Conference	Sidney	April, 2014		\$ 125.00	\$ 500.00
JI Training	Victoria	June, 2014		\$ 600.00	\$ 800.00
Sub Total				\$ 725.00	\$ 1,300.00
Staff/Volunteer Training					
Course	Location	Dates		Registration	Expenses
Emergency Operations Centre	Port Alberni	TBA			\$ 3,000.00
ESS training	Various	TBA			\$ 2,500.00
Staff training for EOC roles	EOC	TBA			\$ 1,000.00
Sub Total				\$ -	\$ 6,500.00
Public Education					
	Location	Date			Expenses
Brochures					\$ 3,500.00
Tsunami Awareness Campaign	TBA	May thru July 2014			\$ 1,500.00
Tsunami Anniversary Event	Port Alberni	March-27-14			\$ 1,500.00
Fall Fair	Port Alberni	September, 2014			\$ 1,500.00
Emergency Preparedness Day	Port Alberni	May, 2014 (tentative)			\$ 500.00
Emergency Preparedness Week	Port Alberni	May 4 thru 10, 2014			
Sub Total				\$ -	\$ 8,500.00
Emergency Plan Exercises					
	Location	Dates	Attendees	Registration	Expenses
EOC set up drill	Port Alberni	TBA	City/ACRD staff		\$ 1,000.00
Functional Exercise - topic TBA	Port Alberni	28-Mar-14	EPC, Stakeholders		\$ 6,500.00



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 ALBERNI VALLEY EMERGENCY PLANNING
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
REVENUE									
1	\$ 9,831	\$ 9,831	Surplus (deficit) from prior years	\$ 31,017	\$ -	\$ -	\$ -	\$ -	1
2	101,869	101,869	Tax requisition	102,508	109,400	110,300	111,200	112,100	2
3	1,552	500	Grant in lieu of taxes	500	500	500	500	500	3
4	\$ 113,252	\$ 112,200	TOTAL REVENUE	\$ 134,025	\$ 109,900	\$ 110,800	\$ 111,700	\$ 112,600	4
EXPENDITURES									
5	\$ 9,000	\$ 9,000	Administrative charge	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	5
6	12,607	26,200	Emergency planning costs	25,025	25,000	25,000	25,000	25,000	6
7	-	-	ESS capacity building	30,000	20,000	20,000	20,000	20,000	7
8	10,000	10,000	Facility rent	10,000	10,000	10,000	10,000	10,000	8
9	40,296	42,000	Labour & benefits	44,000	44,900	45,800	46,700	47,600	9
10	10,332	10,000	Studies & reports	-	-	-	-	-	10
11	-	15,000	Generator for EOC	15,000	-	-	-	-	11
12	\$ 82,235	\$ 112,200	TOTAL EXPENDITURES	\$ 134,025	\$ 109,900	\$ 110,800	\$ 111,700	\$ 112,600	12
13	\$ 31,017	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	13
14	9,831	9,831	Deduct: Surplus from previous year	31,017	-	-	-	-	14
15	\$ 21,186	-\$ 9,831	ANNUAL SURPLUS/(DEFICIT)	-\$ 31,017	\$ -	\$ -	\$ -	\$ -	15

(for Financial Reporting purposes)



REQUEST FOR DECISION

To: Alberni Valley Committee
From: Teri Fong, CGA, Manager of Finance
Meeting Date: February 11, 2014
Subject: Custom Transit

Recommendation:

That the Alberni Valley Committee review the Custom Transit proposed budget and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

Background:

The Custom Transit service is provided by BC Transit who oversees our local operator, Diversified Transportation. The proposed budget is based on the 3 year plan provided by BC Transit.

Financial:

The requisition has increased by 4.52% from the prior year. The residential tax rate has increased from \$0.028 to \$0.029 per \$1,000 of assessed value.

Submitted by: _____


Teri Fong, CGA, Manager of Finance

Approved by: _____


Russell Dyson, Chief Administrative Officer

September 30, 2013

File: alb.23

Russell Dyson
Chief Administrative Officer
Regional District of Alberni-Clayoquot
3008 Fifth Avenue
Port Alberni, BC V9Y 2E3

Dear Mr. Dyson:

Please find attached your draft budget for the 2014-2015 Annual Operating Agreement (AOA) covering the period of April 1, 2014 to March 31, 2015, and budget projections for fiscal years 2015-2016 and 2016-2017.

The draft budget updates your 2014-2015 forecast budget provided last year and will become the basis for the Schedule C in your 2014-2015 AOA. It reflects all adjustments and variances due to trends in revenue, fuel volatility and anticipated future costs. It is also important to note that the attached budgets only include estimated costs and revenues associated with your base (existing) transit services and assume no change in service hours. Further to our commitment to provide calendarized budgets at our workshop in Whistler, we are pleased to confirm budgets in this format will follow in late October.

2014-2015 Draft AOA Budget

The draft 2014/15 budget summary outlines revenues and expenses similar to the schedule C format. It includes the percentage change in costs by line item and where appropriate with corollary explanations.

Significant factors affecting the draft budget include:

Revenue – Revenue and ridership assumptions are based on current trends. BC Bus Pass revenue directly reflects information provided by the Ministry of Social Development and Social Innovation.

Fleet Maintenance: Fleet maintenance expenses have been updated to reflect current information including labour rates and the costs for parts.

Fuel Costs – Fuel price of \$1.30 per litre has been assumed

Lease Fees, Vehicles – The 2012 BC Transit Independent Review Panel recognized the benefits of the BC Transit Vehicle Asset Management Strategy and its consistency with generally accepted asset management principles. The Panel also re-iterated the desire from local governments for a more stable and predictable standard fee. However, to move to a standardized bus lease fee structure will require more analysis and consultation with our local government partners. Accordingly, over the next few months, we will be examining this issue further with the expectation to have a report for discussion with our local government partners at our workshop in May 2014

Lease Fees - IT Projects – The most significant change to this budget is the progress of the Online Communications Project which is tied to the Enterprise Investment Initiative BC Transit developed with the local government consultations last year. Further information on this project can be found at www.bctransit.com/transitfuture/online_default.cfm

While we have prepared this projection based on information currently available, there is still some risk associated with cost volatility, the most significant of which are with fuel and fluctuations in passenger ridership (and derived revenue). Should significant changes occur between receipt of this budget forecast and February 2014, these changes will be reflected in the final budget which accompanies the 2014-2015 AOA in March 2014.

2015-2016 to 2016-2017 Projections

The 2015-2016 and 2016-2017 budget projections attached were created using current results and other relevant information available to BC Transit to develop corporate assumptions applied to future costs. Key corporate cost assumptions used within the projections include:

- fuel costs
- labour costs
- fleet composition
- maintenance requirements
- insurance, accident and repair costs; and,

These projections will be continuously revised as new information becomes available.

BC Transit is committed to the ongoing improvement of the budget process and to providing timely and accurate information for your budget development. I look forward to working with you on this and welcome the opportunity to review your budgets should you have any questions or require additional information.

Yours truly,



Senior Regional Transit Manager
BC Transit

Enclosed: Detailed 3 Year Base Budget & Forecast, Lease Fee Summary



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 CUSTOM TRANSIT
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
REVENUE									
1	\$ 18,042	\$ 18,042	Surplus (deficit) from prior years	\$ 1,346	\$ -	\$ -	\$ -	\$ -	1
2	103,958	103,958	Tax requisition	108,654	129,000	130,000	140,280	150,800	2
3	1,584	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	3
4	36,879	37,000	Sales of services	36,000	36,000	36,000	36,000	36,000	4
5	289,380	283,000	Provincial Government grant	305,000	343,000	349,000	349,000	349,000	5
6	\$ 449,843	\$ 443,000	TOTAL REVENUE	\$ 452,000	\$ 509,000	\$ 516,000	\$ 526,280	\$ 536,800	6
EXPENDITURES									
7	\$ 3,000	\$ 3,000	Administrative charge	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	7
8	445,497	440,000	Operating costs	450,000	507,000	514,000	524,280	534,800	8
9	\$ 448,497	\$ 443,000	TOTAL EXPENDITURES	\$ 452,000	\$ 509,000	\$ 516,000	\$ 526,280	\$ 536,800	9
10	\$ 1,346	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	10
11	18,042	18,042	Deduct: Surplus from previous year	1,346	-	-	-	-	11
12	-\$ 16,696	-\$ 18,042	ANNUAL SURPLUS/(DEFICIT)	-\$ 1,346	\$ -	\$ -	\$ -	\$ -	12

(for Financial Reporting purposes)



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Teri Fong, CGA, Manager of Finance

Meeting Date: February 11, 2014

Subject: Alberni Valley Regional Airport

Recommendation:

That the Alberni Valley Committee review the Alberni Valley Regional Airport proposed budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

2013 Highlights:

The daily operations of the Alberni Valley Regional Airport were very similar to that of previous years and from an infrastructure perspective the improvements that were started in 2012 were continued including:

- The installation of a new access road to the top of the airfield.
- Fencing repairs and improvements.
- More ditching and drainage improvements.
- Installation of a new airport sign.
- Assisting the Thunder in the Valley committee with a concrete return road.

A site review was also performed by the ACRD Long Beach Airport Superintendent and his report was used to draft this year's budget.

Upcoming for 2014:

The following items are of note when reviewing the budget:

- Line 11 & 34 – A pro bono review of a possible GPS/WAAS upgrades is currently being completed by Jet Pro and money to implement the system has been budgeted if results are favorable.
- Line 13 – An increase in oversight from the Airport Superintendent has been recommended by the Manager of Environmental Services in a separate report and the labour and benefits amount reflects this increase.
- Many capital improvements to the airside portion of the airport are again planned for this year as identified in the site services report.
- The Airport Superintendent is currently investigating LED lighting options at the Long Beach Airport and will make recommendation in 2015 regarding the lighting of the runway at the AVRA. The current lighting system does not meet Transport Canada standards.
- The development of an airport operations manual is also planned for this year.

Background:

This budget was developed with input from the Environmental Services department and Chief Administrative Officer.

Financial:

The requisition has risen by 62.59% from the prior year. The residential tax rate has increased from \$0.010 to \$0.013 per \$1,000 of assessed value.

Policy or Legislation:

The Letters Patent for the Alberni Valley Regional Airport limit the requisition to a maximum of \$50,000 per year. Based on the Transport Canada regulations and the Board's direction to make improvements at the airport, such as navigational aids, it is becoming increasingly difficult to create a budget that fits within this \$50,000 maximum. Staff will investigate the procedures to amend this section of the Letters Patent and report back to the Board later this year with options and a recommendation.

Disclosure:

The prior year actual balances may yet change as 2013 invoices are still trickling in and year-end adjustments are still being completed.



Submitted by: _____

Teri Fong, CGA, Manager of Finance



Approved by: _____

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 ALBERNI VALLEY REGIONAL AIRPORT
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
REVENUE									
1	\$ 34,115	\$ 34,072	Surplus (deficit) from prior years	\$ 15,026	\$ -	\$ -	\$ -	\$ -	1
2	30,427	30,428	Tax requisition	49,474	49,280	49,566	49,857	50,154	2
3	464	500	Grant in lieu of taxes	-	-	-	-	-	3
4	71,289	60,000	Sales of services	63,000	63,000	63,000	63,000	63,000	4
5	36,539	30,000	Other sources	30,000	30,000	30,000	30,000	30,000	5
6	\$ 172,834	\$ 155,000	TOTAL REVENUE	\$ 157,500	\$ 142,280	\$ 142,566	\$ 142,857	\$ 143,154	6
EXPENDITURES									
7	\$ 10,000	\$ 10,000	Administration charge	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000	7
8			<i>Airport operation</i>						8
9	-	5,000	Consulting & legal	1,000	1,000	1,000	1,000	1,000	9
10	62,875	56,000	Fuel system operation	56,000	56,000	56,000	56,000	56,000	10
11	-	-	GPS maintenance	-	5,000	5,000	5,000	5,000	11
12	3,359	4,000	Insurance	4,000	4,000	4,000	4,000	4,000	12
13	10,179	7,000	Labour & benefits	11,000	11,220	11,444	11,673	11,907	13
14	1,910	4,000	Office & weather station	3,000	3,060	3,121	3,184	3,247	14
15	12,900	14,000	Operation contracts	14,000	13,500	13,500	13,500	13,500	15
16	18,902	20,000	Repairs & maintenance	20,000	10,000	10,000	10,000	10,000	16
17	3,995	3,000	Utilities	4,500	4,500	4,500	4,500	4,500	17
18	50	2,000	Water system operation	2,000	2,000	2,000	2,000	2,000	18
19	114,170	115,000	Total airport operation	115,500	110,280	110,566	110,857	111,154	19
20	33,638	30,000	Capital fund contribution	30,000	20,000	20,000	20,000	20,000	20
21	\$ 157,808	\$ 155,000	TOTAL EXPENDITURES	\$ 157,500	\$ 142,280	\$ 142,566	\$ 142,857	\$ 143,154	21
22	\$ 15,026	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	22
23	33,638	30,000	Add: Transfer to reserves	30,000	20,000	20,000	20,000	20,000	23
24		16,000	Deduct: Estimated amortization not included	16,000	16,000	16,000	16,000	16,000	24
25	34,115	34,072	Surplus from previous year	15,026	-	-	-	-	25
26	\$ 14,549	-\$ 20,072	ANNUAL SURPLUS/(DEFICIT)	-\$ 1,026	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	26



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 ALBERNI VALLEY REGIONAL AIRPORT (continued)
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion
 purposes only

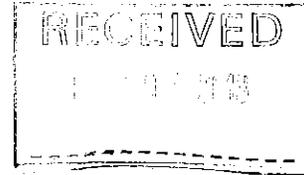
Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
			CAPITAL FUND						
27	\$ 314,266	\$ 314,266	Balance, beginning of year	\$ 315,134	\$ 215,934	\$ 193,434	\$ 170,734	\$ 147,734	27
28	30,000	30,000	Contribution from operating fund	30,000	20,000	20,000	20,000	20,000	28
29	3,638	3,600	Interest earnings	3,300	2,500	2,300	2,000	1,600	29
30			<i>Less - capital expenditures</i>						30
31	-	7,500	Line painting & crack sealing	7,500	5,000	5,000	5,000	5,000	31
32	6,267	10,000	Drainage improvements & ditching	10,000	-	-	-	-	32
33	2,018	10,000	Fencing & access	30,000	-	-	-	-	33
34	-	-	GPS system	50,000	-	-	-	10,000	34
35	-	-	Infrastructure	-	40,000	40,000	40,000	40,000	35
36	15,297	30,000	Road construction	10,000	-	-	-	-	36
37	4,299	5,000	Signage improvements	5,000	-	-	-	-	37
38	4,889	20,000	Tree clearing/brushing	20,000	-	-	-	-	38
39	32,770	82,500	Total capital expenditures	132,500	45,000	45,000	45,000	55,000	39
40	\$ 315,134	\$ 265,366	BALANCE, END OF YEAR	\$ 215,934	\$ 193,434	\$ 170,734	\$ 147,734	\$ 114,334	40



PORT ALBERNI PORT AUTHORITY
2750 Harbour Road
Port Alberni, B.C. V9Y 7X2
Tel. 250-723-5312 Fax. 250-723-1114
www.portalberniportauthority.ca

ADMINISTRATION PORTUAIRE DE PORT ALBERNI
2750, Harbour Road
Port Alberni, (C.-B.) V9Y 7X2
Tél. 250-723-5312 Fax. 250-723-1114
www.portalberniportauthority.ca

October 28, 2013



Alberni-Clayoquot Regional District
Russell Dyson, CAO
3008 5th Ave
Port Alberni, BC, V9Y 2E3

Dear Russell:

Re: Support for Alberni Valley Regional Airport Improvements

On behalf of the Port Alberni Port Authority (PAPA) I offer my support and encouragement to the Alberni-Clayoquot Regional District (ACRD) towards the investment in improvements required at the Alberni Valley Regional Airport (AVRA) to accommodate commercial flights.

As community organizations, such as PAPA, work towards developing new economic development initiatives reliable transportation options into and out of our region become even more important. While PAPA works towards attracting scheduled float plane service to Centennial Pier in the Alberni Harbour we also see the opportunity for other air services at the AVRA. I understand that certain investments to improve navigation are necessary. PAPA encourages the ACRD to make these investments.

PAPA appreciates the positive relationship it has with other community stakeholders and organizations such as the ACRD as we all work together to build a strong future for our Region, such as the Port's development of a new Port Alberni Trans-shipment Hub (PATH) in the Alberni Inlet. If you have any question about our support for this initiative or how we can continue to strengthen our relationship please feel free to contact me.

Yours truly,

PORT ALBERNI PORT AUTHORITY

Zoran Knezevic,
President & CEO





Administrative Memo

To: Alberni Valley Committee

From: Russell Dyson, CAO

CC: Andy Daniel, Manager ES
Teri Fong, Manager of Finance
Ken Watson, CAO Port Alberni
Cherry Creek Waterworks District

Date: Monday February 3, 2014

Subject: **Budget to Explore Regional Water in 2014**

Recommendation:

That the Alberni Valley Committee endorse the proposed 2014 budget to explore regional water at a cost of \$60,000 and determine the participating members – Cherry Creek, Beaver Creek and Port Alberni.

Desired Outcome

To establish a budget for developing details and costs for a regional water supply from Sproat Lake in 2014. Staff with engineering support from McElhanney Consulting Services will develop an expanded plan from the Koers AV Regional Water Supply report, for the purpose of budgeting, approvals and negotiations of a community water supply from Sproat Lake.

Background

The Regional District has been exploring an Alberni Valley Regional Water service in order to provide bulk water for the community water systems of the Alberni Valley (potentially Cherry Creek, Beaver Creek and City of Port Alberni). Various reports and studies have been completed culminating in the Alberni Valley Regional Water Study Update – 2010 by Koers and Associates Engineering Ltd.

Members: Port Alberni, Ucluelet, Tofino, Electoral Areas

"A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

The preferred water supply option of the report was for the City's existing supply to be provided with dual level disinfection and Sproat Lake to be pursued as an alternative supply. Sproat Lake would be secured as an alternative supply to be used at times of high turbidity from the City supply if it receives a filtration deferral. The objective is to satisfy the Island Health requirements for treatment of surface water supplies.

The City proposes that the Sproat Lake supply be pursued as a regional alternative. The City will retain control over their own supply but are willing to be a bulk seller of water from Bainbridge by contract.

It is in the interest of the Beaver Creek water system to pursue the Sproat Lake as a component of a regional supply as outlined in the strategy submitted to Island Health. Cherry Creek is an independent body administered by the Waterworks District. Their Board would make the ultimate decision on their water supply. However, the area director has agreed to fund regional water studies in the past to enable the CCWW to make an educated decision.

In order to move forward on the Sproat Lake supply further research and study is required. It is proposed that the regional district staff undertake this work in 2014 with the assistance of McElhanney Consulting Services Ltd. Catalyst Mill Manager – Fred Chinn has agreed to provide access to their water infrastructure for this work to take place.

Financial

It is estimated that the costs for this work will be \$60,000 in 2014. The participating members need to be determined from Cherry Creek, Beaver Creek and the City of Port Alberni. The respective directors can provide their approval for their areas participation.



Submitted by:

Russell Dyson, CAO



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 ALBERNI VALLEY REGIONAL WATER - PROPOSED SERVICE
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'E', and 'F'

Draft for discussion
 purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
			REVENUE						
1	\$ 10,750	\$ 10,750	Surplus (deficit) from prior years	\$ 19,790	\$ -	\$ -	\$ -	\$ -	1
2	10,000	-	Grants and other contributions	-	-	-	-	-	2
3		-	Tax requisition	40,210	-	-	-	-	3
4		-	Grant in lieu of taxes	-	-	-	-	-	4
5	<u>\$ 20,750</u>	<u>\$ 10,750</u>	TOTAL REVENUE	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	5
			EXPENDITURES						
6	\$ -	\$ -	Administrative charge	\$ 10,000	\$ -	\$ -	\$ -	\$ -	6
7	960	10,750	Alberni Valley Water Study	-	-	-	-	-	7
8	-	-	Labour & benefits	20,000					8
9	-	-	Operating costs	30,000					9
10	<u>\$ 960</u>	<u>\$ 10,750</u>	TOTAL EXPENDITURES	<u>\$ 60,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	10
11	\$ 19,790	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	11
12	10,750	10,750	Deduct: Surplus from previous year	19,790	-	-	-	-	12
13	<u>\$ 9,040</u>	<u>-\$ 10,750</u>	ANNUAL SURPLUS/(DEFICIT)	<u>-\$ 19,790</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	13

(for Financial Reporting purposes)

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014 REQUISITION (BASED ON DRAFT PLAN)
 ALBERNI VALLEY REGIONAL WATER - PROPOSED SERVICE

PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS E AND F

TOTAL REQUISITION: \$ 40,210

BASIS OF APPORTIONMENT: LAND AND IMPROVEMENTS
 CONVERTED HOSPITAL VALUES

PARTICIPANT	BCAA CODE	2014 CONVERTED VALUES	% SHARE	REQUISITION	ADJUSTMENT RE CHANGES TO PREVIOUS YEARS' ASSESSMENTS	NET REQUISITION
PORT ALBERNI		\$ 223,100,959	76.79%	\$ 30,879	\$ 0	\$ 30,879
AREA E		31,974,362	11.01%	\$ 4,426	\$ 0	\$ 4,426
AREA F		35,439,939	12.20%	\$ 4,905	\$ 0	\$ 4,905
		<u>\$ 290,515,260</u>	<u>100.00%</u>	<u>\$ 40,210</u>	<u>\$ 0</u>	<u>\$ 40,210</u>

December 16, 2013

Alberni Clayoquot Regional District
3008 – 5th Avenue
Port Alberni, BC,
V9Y 2E3

Attention: Mr. Russell Dyson
CAO

Dear Sir,

Re: Proposed Sproat Lake Water Supply

We are writing to provide a Work Program to assess the Catalyst Paper Corporation's water supply pipeline from Sproat Lake as a potential water source for the Regional District

1.1. Task 1 – Site Meeting

Meet with staff from Catalyst Paper to review the following:

- Existing infrastructure including the lake intake, pipeline, crossing and potential points of connection.
- Operating procedures as they may relate to operation and maintenance of a continuous municipal supply
- Current water testing protocol, parameters and results
- Identify an appropriate sampling station for the ACRD to monitor water quality
- Take an initial sample and have it tested for all parameters under the current Guidelines for Canadian Drinking Water Quality

1.2. Task 2 – Review Existing Available Information

Review the following information obtained from Catalyst and other agencies to identify parameters of specific concern

- Record Drawings
- Water quality test results - Catalyst
- Water quality test results – MOE, Sproat Lake
- Any previous reports



1.3. Task 3 - Outline Testing Program

Outline a testing program for the next year

- Identify parameters to be tested (Total Suspended Solids, Total Dissolved Solids, Coliform, Turbidity, pH, Total Organic Carbon, Dissolved Organic Carbon, Alkalinity)
- Identify testing frequency
- Assess warrant to install a turbidity meter on the intake system
- Assess locations for a turbidity meter on the intake system

1.4. Task 4 – Monitor and Collect Data

- Collect data over a defined period of time (possibly 1 year)
- Monitor data received and adjust testing program as warranted

We are available to meet with yourselves and Catalyst at your convenience.

Yours truly,

McElhanney Consulting Services Ltd.

Russ Irish P.Eng.
Nanaimo/Duncan Branch Manager



REQUEST FOR DECISION

To: Alberni Valley Committee
From: Teri Fong, CGA, Manager of Finance
Meeting Date: February 11, 2014
Subject: Sproat Lake Marine Patrol – Proposed Service

Recommendation:

That the Alberni Valley Committee review the Sproat Lake Marine Patrol – Proposed Service referendum budget, make amendments if required, and approve to be included in the first reading of the 2014-2018 Alberni-Clayoquot Regional District Financial Plan.

Background:

At the November 13, 2013 Board of Directors meeting a resolution was passed to conduct a referendum for the Sproat Lake Marine Patrol - Proposed Service in conjunction with the 2014 general election based on a recommendation from the Alberni Valley Committee. Although the costs of conducting the referendum will be reduced by doing it in conjunction with the general election, they will not be eliminated. The actual costs will depend on whether general elections are held in each area or not.

Financial:

The residential tax rate is \$0.003 per \$1,000 of assessed value.

Submitted by: 
Teri Fong, CGA, Manager of Finance

Approved by: 
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2014-2018 FINANCIAL PLAN
 SPROAT LAKE MARINE PATROL - PROPOSED SERVICE
 PARTICIPANTS: PORT ALBERNI, ELECTORAL AREAS 'B', 'D', 'E', and 'F'

Draft for discussion
 purposes only

Line	History			Budget					Line
	2013 ACTUAL	2013 PLAN		2014	2015	2016	2017	2018	
			REVENUE						
1	\$ -	\$ -	Surplus (deficit) from prior years	\$ -	\$ -	\$ -	\$ -	\$ -	1
2			Tax requisition	10,000	-	-	-	-	2
3	<u>\$ -</u>	<u>\$ -</u>	TOTAL REVENUE	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	3
			EXPENDITURES						
4	\$ -	\$ -	Administrative charge	\$ -	\$ -	\$ -	\$ -	\$ -	4
5			Referendum	10,000	-	-	-	-	5
6	<u>\$ -</u>	<u>\$ -</u>	TOTAL EXPENDITURES	<u>\$ 10,000</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	6
7	\$ -	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	7
8			Deduct: Surplus from previous year	-	-	-	-	-	8
9	<u>\$ -</u>	<u>\$ -</u>	ANNUAL SURPLUS/(DEFICIT) (for Financial Reporting purposes)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	9



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Andy Daniel, Manager of Environmental Services

Meeting Date: February 11, 2014

Subject: Alberni Valley Airport Superintendant (10% Allocation)

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors endorse a 10% time allocation for the Long Beach Airport (LBA) Superintendant to perform work for the Alberni Valley Regional Airport (AVRA).

Summary:

The Regional District has come to recognize an increasing need in oversight and supervision at the AVRA. The Directors have requested staff look into improved navigational aids and a recent site review identified there are a number of deficiencies, administrative requirements and potential future upgrades which require qualified airside expertise.

The AVRA is a registered airdrome that operates under Transport Canada standards. While these specifications are not as stringent as for an airport with scheduled service they must be attained. The LBA Superintendant has the knowledge and expertise to assist with developing these requirements which include an Airport Operations Manual (AOM), preventative maintenance scheduling and advising on regulatory compliance.

By allocating time for the LBA Superintendant at the AVRA there are synergies and cost benefits created including researching for navigational aids, creating common procedures/ documentation and maintaining industry standards at both ACRD airports. A current example is the pro-bono GPS work being performed for the AVRA, which will provide benefits for the LBA.

Background:

To date, the duties at the AVRA have been carried out by Environmental Services staff and the caretakers. Over the last two years there has been significant improvements made to the airport infield and there continues to be an interest by the Directors and public to continue. To provide due diligence airside regulations must be complied with and documented.

On September 25, 2013 the Alberni Valley Committee was presented with an update on a GPS system for the AVRA by the LBA Supervisor including an August 28, 2013 site review. There were a number of physical and administrative deficiencies identified (attached), which should be addressed to reduce the liability.

Time Requirements – Staff & Elected Officials:

Some of the time historically spent by staff would be reallocated to the LBA Supervisor who would spend 10% of time working on the AVRA initiatives. This equates to 180 hours annually or 3.5 hours per week. This proposal would increase the position from 0.75 to 0.85 Full Time Equivalent.

Financial:

The annual cost to the ACRD for the 10% allocation would be \$8,000, which includes benefits.

Submitted by: _____
Andy Daniel, Manager of Environmental Services

Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Alberni Valley Committee

From: Andy Daniel, Manager of Environmental Services

Meeting Date: February 11, 2014

Subject: Recycling Depot Upgrades

Recommendation:

That the Alberni-Clayoquot Regional District Board of Directors support the \$142,000 in the 2014 AVLF budget to provide safety upgrades and renovations to the Recycling Depot located at 3620 3rd Avenue.

Desired Outcome:

To bring the recycling depot up to correct safety and operational standards and to invest in the building to extend the useful life of the asset.

Summary:

In October 2013, the ACRD purchased the property located at 3620 3rd Avenue, which is used as a recycling depot. The building and site require some upgrades.

- Mandatory Safety upgrades \$20,000
- Lighting \$1,500
- New Windows \$3,600
- New Concrete For Wooden Floors Area \$6,000
- Safety Lighting \$500
- Signage \$3,000
- Washroom Repairs \$5,000
- Chemical Isolation Room \$4,000
- Roof Repairs \$2,400
- New Siding \$76,000
- Sprinkler System for old store front area ~\$20,000

At the time of purchase, staff estimated \$80,000 for upgrades to the building. This included painting the exterior of the building. We recognize that these funds are more than anticipated originally, but further investigation shows the old exterior sheathing needs to be replaced as quite a few areas are allowing leaks to the interior. Staff therefore recommend new siding be installed to provide longevity to the structure and increase the overall asset value.

The installation of a sprinkler system to the store front of the building was not previously considered. It will enable the ACRD to rent or lease out space in the future. Without the sprinkler system this will not be an option.

Background:

The 2013 property assessment is \$436,000, which consists of 2 legal lots. Land is assessed at \$134,000 and Improvements at \$302,000. The ACRD purchased the property for \$188,000, including all legal fees and other costs. The neighboring businesses have expressed concerns over the appearance and safety of this building and have enquired of the status and/or future upgrades.

Time Requirements – Staff & Elected Officials:

Staff time to organize upgrades.

Financial:

This is budgeted for in the AVLF capital reserve budget.

Options Considered:

In lieu of siding, painting and safety upgrades could be completed for \$100,000. Eliminating the sprinkler system would enable the original target of \$80,000 to be met.

Submitted by: _____
Andy Daniel, Manager of Environmental Services

Approved by: _____
Russell Dyson, Chief Administrative Officer



Administrative Memo

To: AV Committee

From: Russell Dyson, CAO

Date: Wednesday February 5, 2014

Subject: Air Quality Council

Recommendation:

That the Alberni Valley Committee propose that the Regional District provide in kind support for the Alberni Valley Air Quality Council for the year 2014 in order to facilitate regular meetings and the development of long term plan outlining necessary funding and resources to continue with past programs and services.

Desired Outcome

To support the Alberni Valley Air Quality Council for 2014 and enable the Council to determine a plan for the future.

Background

The Alberni Valley Air Quality Council has been an independent organization. It includes a political appointment from the ACRD.

The Council includes industry and government representatives having an interest or potential impact on air quality. It has been very successful at increasing the awareness of air quality, implementing monitoring and programs to reduce air pollution (i.e. wood stove exchange). To date modest support has been provided by the regional district.

With the retirement of the volunteer coordinator – Bernadette Wytton, the council requires a succession plan. Ms Wytton provided exceptional service with many volunteer hours to support the council and all that it accomplished. Without a functioning air quality council the valley risks losing

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułuʔiłʔatḥ Government, Huu-ay-aht First Nations Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

valuable resources for measuring and monitoring air quality and for implementing programs that make a difference.

It is proposed that the regional district support the council for 2014 to enable it to review its options and determine a way to continue in the future. This may be a committee or service of the ACRD, be funded through grants in aid or other alternatives not requiring ACRD support.

Financial

Staff will be required to provide administrative support and resources for meetings, correspondence and programs (i.e. woodstove exchange). The value of the support is estimated to be \$3,000.

Submitted by:

Russell Dyson, CAO