



Alberni-Clayoquot Regional District

ELECTORAL AREA DIRECTORS COMMITTEE – FINANCIAL PLANNING MEETING

THURSDAY, FEBRUARY 4, 2016, 1:30 PM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>ELECTION OF CHAIRPERSON FOR 2016</u>	
3. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
4. <u>ADOPTION OF MINUTES</u>	
a. Electoral Area Directors Committee Meeting held November 4, 2015	3-6
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on November 4, 2015 be adopted.</i>	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION	7-10
2016-2020 Financial Plan – Building Inspection	
<i>THAT the Electoral Area Directors approve the Building Inspection proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.</i>	
b. REQUEST FOR DECISION	11-14
2016-2020 Financial Plan – Electoral Area Administration	
<i>THAT the Electoral Area Directors approve the Electoral Area Administration draft budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.</i>	
c. REQUEST FOR DECISION	15-18
2016-2020 Financial Plan – Management of Development –Rural Planning	
<i>THAT the Electoral Area Directors approve the Management of Development - Rural Planning proposed budget to be included in the first reading of the 2016-</i>	

2020 Alberni-Clayoquot Regional District Financial Plan.

- d. **REQUEST FOR DECISION******19-22**
- 2015-2019 Financial Plan – Vancouver Island Regional Library

THAT the Electoral Area Directors approve the Vancouver Island Regional Library proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

- e. **REQUEST FOR DECISION******23-25**
- Finalizing and Archiving Old/Expired Building Permits

THAT the Electoral Area Directors Committee recommends that the Board of Directors authorize the closing and archiving of building permits 10 years and older as of the date of issuance due to inactivity, if the determination of the Building Official is that no significant or unacceptable conditions exist in relation to the Building Permit issued.

6. REPORTS

- a. **Zoning Bylaw Update - M. Irg (Verbal)****

THAT the Electoral Area Director's Committee receive this verbal report.

- b. **Memorandum******26-29**
- Community Works Fund - (CWF)

THAT this Memorandum be received.

7. LATE BUSINESS

8. ADJOURN



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE

MEETING HELD ON WEDNESDAY, NOVEMBER 4, 2015

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

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

PRESENT: Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
Lucas Banton, Director, Electoral Area "F" (Cherry Creek)

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

The Chairperson called the meeting to order at 1:30 pm.

The Chairperson recognized the meeting this afternoon is being held in the Tseshaht First Nation and the Hupacasath First Nation Traditional Territories.

2. APPROVAL OF AGENDA

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the agenda be approved as circulated.

CARRIED

3. ADOPTION OF MINUTES

a. **Electoral Area Directors Committee Meeting – May 27, 2015**

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the minutes of the Electoral Area Directors Committee Meeting held on May 27, 2015 be received.

CARRIED

4. CORRESPONDENCE FOR ACTION/INFORMATION

5. REQUEST FOR DECISIONS & BYLAWS

- a. **Request for Decision regarding Electoral Area Directors Committee – Terms of Reference.**

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommend that the Alberni-Clayoquot Regional District Board of Directors approve the Terms of Reference for the Electoral Area Directors Committee.

CARRIED

- b. **Request for Decision regarding Development Procedures.**

The Manager of Planning and Development provided an overview of development procedures and the ability to delegate certain powers to issue development permits to staff.

MOVED: Director Kokura

SECONDED: Director Banton

THAT the Electoral Area Directors Committee direct staff to prepare a Development Approval Procedures Bylaw that includes a section that delegates the power to issue Development Permits, under sections 919.1 (1) (a) protection of the natural environment and (b) protection of development from hazardous conditions only, to the CAO.

MOVED: Director Bennett

SECONDED: Director Cote

THAT the main motion be amended to include the following: THAT the draft bylaw forwarded to the Electoral Area Directors Committee prior to going to the Board of Directors.

CARRIED

The main motion as amended was;

CARRIED

- c. **Request for Decision regarding Willowbrae Creek Restoration Plan.**

MOVED: Director Bennett

SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommend that the Board of Directors authorize \$2,000 for a fish habitat assessment and restoration plan for Willowbrae Creek with the funds coming from the Rural Planning budget.

CARRIED

MOVED: Director Bennett

SECONDED: Director Cote

THAT funding for fish habitat assessments and restorations in the electoral areas be referred for consideration during 2016 budget discussions.

CARRIED

6. REPORTS

a. Update on Zoning Bylaw Project – October 27, 2015

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the report on the Zoning Bylaw Project be received.

CARRIED

b. Building Inspection Services – M. Irg (verbal)

The Manager of Planning and Development provided an update on the Building Inspection Department.

c. Contracts with Municipalities and First Nations – M. Irg (verbal)

The Manager of Planning and development discussed possible contracts with Municipalities and First Nations for building inspection services.

d. Community Works Fund (CWF) 2014-18

The Manager of Environmental Services/Acting Manager of Finance provided an update on gas tax funding allocation and eligible projects. The Committee discussed allocation of funds and possible projects. The CAO confirmed that the funds do not have to be allocated by electoral area based on population. He stated that staff recommends the funding be allocated to critical infrastructure projects especially water improvements. At the next Electoral Area Directors Committee meeting staff will bring back recommendations on allocation of gas tax funds and Electoral Area Directors will bring back possible projects within their areas.

e. **Other Reports**

MOVED: Director Kokura

SECONDED: Director Bennett

THAT the Electoral Area Directors receives reports a-e.

CARRIED

7. **UNFINISHED BUSINESS**

8. **LATE BUSINESS**

9. **ADJOURN**

MOVED: Director Bennett

SECONDED: Director Kokura

THAT this meeting be adjourned 3:15 pm.

CARRIED

Certified Correct:

John McNabb,
Chairperson

Russell Dyson,
Chief Administrative Officer

REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Mike Irg, Manager of Planning & Development
Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 4, 2016

Subject: Building Inspection

Recommendation:

THAT the Electoral Area Directors review the Building Inspection proposed budget, make amendments if required, and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

2015 Highlights:

The Building Inspection service highlights for the year include:

- 89 building permits with a total value of \$8.6 million.
- 74 woodstove inspections.
- ACRD Building inspectors continue to provide coverage for the City of Port Alberni inspector when he is away. This is a reciprocal agreement, with the City of Port Alberni inspector providing backup for the ACRD.
- Providing some building inspection services to Toquaht Nation.
- Providing back up building inspection services for the District of Ucluelet.
- Currently providing building inspection services one a week for the District of Tofino. The ACRD has a contract to provide backup building inspection services.
- There have been inquiries from other First Nations and staff will bring any formal requests to the Board if they are recieved.

Upcoming for 2016:

The operations of the building inspection department consist of two building inspectors, one full-time inspector and half-time inspector, plus the related expenditures. The department has purchased a used truck to replace the Jeep Liberty using the service's capital reserve fund.

The Building Inspector/Property Maintenance Coordinator is the half-time building inspector with the property maintenance duties being paid for by other ACRD services.

The District of Tofino has requested that the ACRD contract to provide building inspection services on a permanent basis. Staff is currently working on a draft agreement, which will be presented at a subsequent meeting.

Background:

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

Financial:

The requisition has decreased by 15.94% over the prior year. The residential tax rate has decreased from \$0.069 to \$0.058 per \$1,000 of assessed value.

Disclosure:

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

Submitted by: _____
Mike Irg, Manager of Planning & Development



And _____
Andrew McGifford, CPA, CGA, Acting Manager of Finance



Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
BUILDING INSPECTION
PARTICIPANTS: ELECTORAL AREAS**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 41,095	\$ 41,096	Surplus (deficit) from prior years	\$ 59,435	\$ -	\$ -	\$ -	\$ -	1
2	142,904	142,904	Tax requisition	123,565	176,200	179,500	182,900	186,300	2
3	72,857	65,000	Sales of services	65,000	65,000	65,000	65,000	65,000	3
4	11,185	-	Contracts with Municipalities	-	-	-	-	-	4
5	4,656	1,000	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	5
6	235	-	Other sources	-	-	-	-	-	6
7	\$ 272,932	\$ 250,000	TOTAL REVENUE	\$ 249,000	\$ 242,200	\$ 245,500	\$ 248,900	\$ 252,300	7
EXPENDITURES									
8	\$ 19,000	\$ 19,000	Administration charge	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	\$ 19,000	8
9	10,235	10,000	Capital fund contribution	10,000	10,000	10,000	10,000	10,000	9
10			<i>Labour & related costs</i>						10
11	5,877	2,000	Convention/professional development	3,000	3,000	3,000	3,000	3,000	11
12	4,228	-	Recruiting	-	-	-	-	-	12
13	147,415	163,000	Labour & benefits	161,000	164,200	167,500	170,900	174,300	13
14	157,520	165,000	Total labour & related costs	164,000	167,200	170,500	173,900	177,300	14
15			<i>Legal & professional fees</i>						15
16	-	30,000	Legal fees	30,000	20,000	20,000	20,000	20,000	16
17	5,044	-	Contract services - City of Port Alberni						
18	2,227	1,500	Professional fees	1,500	1,500	1,500	1,500	1,500	18
19	7,271	31,500	Total legal & professional fees	31,500	21,500	21,500	21,500	21,500	19
20	10,052	8,500	Office costs	8,500	8,500	8,500	8,500	8,500	20
21			<i>Travel costs</i>						21
22	9,251	15,000	Automobile expenses	15,000	15,000	15,000	15,000	15,000	22
23	168	1,000	Travel & accomodation	1,000	1,000	1,000	1,000	1,000	23
24	9,419	16,000	Total travel costs	16,000	16,000	16,000	16,000	16,000	24
25	\$ 213,497	\$ 250,000	TOTAL EXPENDITURES	\$ 249,000	\$ 242,200	\$ 245,500	\$ 248,900	\$ 252,300	25
FINANCIAL PLAN BALANCE									
26	\$ 59,435	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	26
27	10,235	10,000	Add: Transfer to reserves	10,000	10,000	10,000	10,000	10,000	27
28		7,000	Deduct: Estimated amortization not included	7,000	7,000	7,000	7,000	7,000	28
29	41,095	41,096	Surplus from previous year	59,435	-	-	-	-	29
30	\$ 28,575	-\$ 38,096	ANNUAL SURPLUS/(DEFICIT)	-\$ 56,435	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	30



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 BUILDING INSPECTION (continued)
 PARTICIPANTS: ELECTORAL AREAS

Draft
 on January 27, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			CAPITAL FUND						
31	\$ 22,649	\$ 37,903	Balance, beginning of year	\$ 9,801	\$ 19,901	\$ 30,101	\$ 40,401	\$ 50,701	31
32	10,000	10,000	Contribution from operating fund	10,000	10,000	10,000	10,000	10,000	32
33	183	300	Interest earnings	100	200	300	300	400	33
34			<i>Less - capital expenditures</i>						34
35	-	-	Cityview software	-	-	-	-	-	35
36	23,031	30,000	Vehicle	-	-	-	-	-	36
37	23,031	30,000	Total capital expenditures	-	-	-	-	-	37
38	\$ 9,801	\$ 18,203	BALANCE, END OF YEAR	\$ 19,901	\$ 30,101	\$ 40,401	\$ 50,701	\$ 61,101	38

REQUEST FOR DECISION

To: Electoral Area Directors Committee

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

Meeting Date: February 4, 2016

Subject: Electoral Area Administration – 2016-2020 Financial Plan

Recommendation:

THAT the Electoral Area Directors review the Electoral Area Administration draft budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

Gas Tax Funding Status of Previous Allocations:

The Electoral Area Administration function includes the Federal Gas Tax funding agreement that was renewed on April 1, 2014. It is an agreement between Canada, British Columbia, UBCM and the Regional District. The funding has been extended to 2024 with allocation commitments for the next five years. In 2013 the ACRD developed a plan for use of the funds received to that point with an emphasis on the improvement of water systems. These projects are in various levels of completion and will be a continued focus of staff during 2016. Staff will also work to develop a plan for the new funding that has begun to accumulate and discuss with the directors after the 2016 budget discussions. If there are commitments made these can be reflected in the 2016 amended budget.

The following are status updates for the various water initiatives:

- **Bamfield Water System** – The water system is facing substantial challenges. The infrastructure is rudimentary and necessary improvements may be in excess of the community's capacity to pay. A system analysis and capital plan was developed by Koers and Associates Engineering. On the basis of this the Board allocated \$482,851 of the gas tax funds to address system improvements.

Some minor projects have been done to improve water quality such as an automatic re-chlorination system but water treatment has become the focus on account of the production of THM's – caused by organics interacting with chlorine. Island Health has indicated that water treatment including filtration is a requirement for this water supply, over and above the THM issue. A pilot treatment plant was installed to help design the most effective form of water treatment, the results have led to a detailed design and an application has been made to the Build Canada Fund which was not successful for 2/3 of the \$1.5 million cost. The Board can reapply to the Build Canada fund in late April of 2016. In the opinion of staff the ongoing water quality issues requires a plan with certainty and a definitive installation date. Therefore gas tax funding and a contribution from the community by borrowing should be explored for realization of this project in 2016.

- **Bell Road / Stuart Avenue water system** – Preliminary design of the system is complete. Consultation was initiated with the Tseshaht First Nation (TFN) for access to water. We await

support from TFN, before furthering this project. \$264,000 of Gas Tax Funds has been allocated to this project. Tseshaht are to be completing an investigation into the capacity of their water system.

- Cherry Creek Waterworks District (CCWW) – A water main replacement project extension was initiated by CCWW in the fall of 2014 and was completed in 2015. CCWW will submit a report as per our agreement to supply the funds for the CCWW project for the \$345,000 allocated to this organization.
- Long Beach Airport (LBA) – the \$250,000 of Gas Tax Funds were allocated for the drilling and development of a 10" production well. The focus for water improvements has been changed to move from a well sourced water system to purchasing bulk water from Parks Canada via their new water system that is currently being installed. There is \$154,140 remaining to LBA water and these funds will be used to tie into the Parks Canada supply line and improve the infrastructure needs to supply water on the LBA property.

Administration of Individual Electoral Areas:

As in prior years there are administration budgets for each of the areas. This funding is to provide for communication from the Electoral Area Directors to their constituents. Directors are asked to please advise the Manager of Finance if you would like changes to the budgeted amounts.

Background:

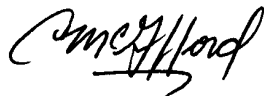
This budget was developed with input from the Manager of Administrative Services and Chief Administrative Officer.

Financial:


The requisition has increased by 12.50% from the prior year. The residential tax rate has increased from \$0.024 to \$0.027 per \$1,000 of assessed value.

Disclosure:

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



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
ELECTORAL AREA ADMINISTRATION
PARTICIPANTS: ELECTORAL AREAS**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 30,235	\$ 30,235	Surplus (deficit) from prior years	\$ 19,185	\$ -	\$ -	\$ -	\$ -	1
2	1,466,831	1,466,831	Committed surplus from prior year	1,767,350	1,381,881	1,856,423	2,330,965	2,827,775	2
3	50,265	50,265	Tax requisition	56,815	76,228	76,459	111,728	77,003	3
4	1,614	500	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	4
5	451,343	444,326	Federal government grant	451,343	466,542	466,542	488,810	-	5
6	13,513	10,000	Interest revenue	8,000	8,000	8,000	8,000	8,000	6
7	\$ 2,013,801	\$ 2,002,157	TOTAL REVENUE	\$ 2,303,693	\$ 1,933,651	\$ 2,408,424	\$ 2,940,503	\$ 2,913,778	7
EXPENDITURES									
8	\$ 16,000	\$ 16,000	Administration charge	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	\$ 17,000	8
9	-	5,000	Elections & referenda	-	-	-	35,000	-	9
10	-	1,000	Area 'A' - Bamfield administration	1,000	1,000	1,000	1,000	1,000	10
11	139	1,000	Area 'B' - Beaufort administration	1,000	1,000	1,000	1,000	1,000	11
12	90	1,000	Area 'C' - Long Beach administration	1,000	1,000	1,000	1,000	1,000	12
13	2,214	2,000	Area 'D' - Sproat Lake administration	3,000	3,000	3,000	3,000	3,000	13
14	-	1,000	Area 'E' - Beaver Creek administration	1,000	1,000	1,000	1,000	1,000	14
15	-	3,000	Area 'F' - Cherry Creek administration	2,000	2,000	2,000	2,000	2,000	15
16	8,105	10,000	AVICC dues & convention expenses	10,000	10,000	10,000	10,000	10,000	16
17	26,729	28,000	UBCM dues & convention expenses	28,000	28,000	28,000	28,000	28,000	17
18	9,652	13,000	Labour & benefits	13,000	13,228	13,459	13,728	14,003	18
19			<i>Gas tax initiatives</i>						19
20	-	426,672	Bamfield water system upgrades	426,672	-	-	-	-	20
21	-	264,000	Bell Road/Stuart Avenue water system	264,000	-	-	-	-	21
22	164,337	164,337	Cherry Creek Waterworks District	-	-	-	-	-	22
23	-	154,140	Long Beach Airport water system upgrades	154,140	-	-	-	-	23
24	-	-	Other gas tax rebate initiatives	-	-	-	-	-	24
25	164,337	1,009,149	Total gas tax initiatives	844,812	-	-	-	-	25
26	\$ 227,266	\$ 1,090,149	TOTAL EXPENDITURES	\$ 921,812	\$ 77,228	\$ 77,459	\$ 112,728	\$ 78,003	26



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 ELECTORAL AREA ADMINISTRATION (continued)
 PARTICIPANTS: ELECTORAL AREAS

Draft
 on January 27, 2016

Line	History			Budget					Line
	2015	2015		2016	2017	2018	2019	2020	
27	\$ 1,786,535	\$ 912,008	FINANCIAL PLAN BALANCE	\$ 1,381,881	\$ 1,856,423	\$ 2,330,965	\$ 2,827,775	\$ 2,835,775	27
28	1,497,066	1,497,066	Deduct: Surplus from previous year	1,786,535	1,381,881	1,856,423	2,330,965	2,827,775	28
29	\$ 289,469	-\$ 585,058	ANNUAL SURPLUS/(DEFICIT)	-\$ 404,654	\$ 474,542	\$ 474,542	\$ 496,810	\$ 8,000	29

REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Mike Irg, Manager of Planning & Development
Andrew McGifford, CPA, CGA, Acting Manager of Finance

Meeting Date: February 4, 2016

Subject: Management of Development – Rural Planning

Recommendation:

THAT the Electoral Area Directors review the Management of Development - Rural Planning proposed budget, make amendments if required, and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

2015 Highlights:

The Rural Planning service continued to be busy in 2015 as they were working on a number of projects including:

- Beaufort, Cherry Creek, Beaver Creek, Sproat Lake and Bamfield Official Community Plans are now completed.
- Work on updating the zoning bylaw is progressing well.
- The field survey work for the second phase of the Integrated Cadastral Mapping project was completed in early January 2015. The field data has been sent to Geo BC and Geo BC will use survey work to update the ACRD maps. Once completed, the map data will be loaded into our CityView program and will be accessible throughout our organization. This project is cost shared with Regional Planning.

Upcoming for 2016:

The projects planned for 2016 include:

- Line 30 – This is a new budget item to hire a biologist to complete stream assessments in the developed portions of the electoral areas. The stream assessments will assist in reviewing development application, setting development permit guidelines in OCPs, and provide the basis for grant applications for stream restoration projects.
- Line 31 – A review of vacation rental regulations is to be completed this year. A small budget is proposed to cover additional expenses related to this review.
- Line 32 - A review of the South Long Beach OCP is scheduled for this year. This will be a minor review with the intent to update the plan so that it is compatible with the other ACRD OCPs.
- Line 33 - A subdivision and servicing bylaw that would cover all the Electoral Areas is also scheduled to be completed this year. This bylaw would cover servicing requirements for things such as water distribution, fire protection, roads, and hydrant systems. Different areas and types of subdivision will have different servicing requirements. Outside assistance will be required to identify the engineering and technical requirements. This will be completed in conjunction with a review of Development Cost Charges for ACRD water service areas.

- Line 34 – A rewrite of the Regional District’s Zoning Bylaw was started in 2014 and will be adopted this year after going through a process of public consultation.
- As part of the zoning bylaw up date, minor amendments will need to be made to insure the new zoning bylaw complies with the policies of the OCPs.
- A review and update of the following bylaws is also planned; Unsightly Premises, Soil Removal, and Noise Bylaws.
- Implementation of the Land Titles Survey Authority (LTSA) Parcel Map BC through the Integrated Cadastral Information (ICI) Society for use in our City View data base for permitting and applications. This is the mapping and survey work that have been recently been completed in our Regional District with funding support from ICI and Geo BC and will be used to update our mapping base and improve our GIS capabilities.

Background:

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

Financial:

The requisition is 0.88% higher than that of the prior year. The residential tax rate has decreased from \$0.129 to \$0.126 per \$1,000 of taxable assessed value; the decrease is due to an increase in values in the rural areas.

Disclosure:

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

Submitted by: _____
Mike Irg, Manager of Planning & Development

And 

Andrew McGifford, CPA, CGA, Acting Manager of Finance


Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2016-2020 FINANCIAL PLAN
MANAGEMENT OF DEVELOPMENT - RURAL AREAS
PARTICIPANTS: ELECTORAL AREAS**

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
REVENUE									
1	\$ 65,166	\$ 65,165	Surplus (deficit) from prior years	\$ 76,821	\$ -	\$ -	\$ -	\$ -	1
2	267,835	267,835	Tax requisition	270,179	278,800	282,200	295,700	289,200	2
3	7,000	7,000	Contracts with Municipalities	7,000	7,000	7,000	7,000	7,000	3
4	8,728	3,000	Grant in lieu of taxes	3,000	3,000	3,000	3,000	3,000	4
5	17,475	15,000	Sales of services	15,000	15,000	15,000	15,000	15,000	5
6	6,280	-	Other sources	-	-	-	-	-	6
7	\$ 372,484	\$ 358,000	TOTAL REVENUE	\$ 372,000	\$ 303,800	\$ 307,200	\$ 320,700	\$ 314,200	7
EXPENDITURES									
8	\$ 60,000	\$ 60,000	Administration charge	\$ 62,000	\$ 60,000	\$ 60,000	\$ 60,000	\$ 60,000	8
9	8,780	5,000	Capital fund contribution	5,000	5,000	5,000	5,000	5,000	9
10			<i>Labour & related costs</i>						10
11	276	4,000	Convention/professional development	4,000	4,000	4,000	4,000	4,000	11
12	165,300	167,000	Labour & benefits	167,000	170,300	173,700	177,200	180,700	12
13	-	500	Recruiting costs	500	500	500	500	500	13
14	165,576	171,500	Total labour & related costs	171,500	174,800	178,200	181,700	185,200	14
15			<i>Office costs</i>						15
16	4,399	7,000	Office operations	7,000	7,000	7,000	7,000	7,000	16
17	9,806	8,000	Computer operations	8,000	8,000	8,000	8,000	8,000	17
18	1,431	1,500	Memberships/subscriptions	1,500	1,500	1,500	1,500	1,500	18
19	15,636	16,500	Total office costs	16,500	16,500	16,500	16,500	16,500	19
20			<i>Other costs</i>						20
21	4,256	8,000	Advertising & publicity	8,000	8,000	8,000	8,000	8,000	21
22	717	2,000	APC costs	2,000	2,000	2,000	2,000	2,000	22
23	-	5,000	Board of variance costs	5,000	5,000	5,000	5,000	5,000	23
24	1,412	2,500	Travel & accomodation	2,500	2,500	2,500	2,500	2,500	24
25	6,385	17,500	Total other costs	17,500	17,500	17,500	17,500	17,500	25



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 MANAGEMENT OF DEVELOPMENT - RURAL AREAS (continued)
 PARTICIPANTS: ELECTORAL AREAS

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
EXPENDITURES (continued)									
26			<i>Professional fees</i>						26
27	-	10,000	Consultant costs	10,000	10,000	10,000	10,000	10,000	27
28	19,203	20,000	Legal costs	20,000	15,000	15,000	15,000	15,000	28
29	9,750	12,500	Mapping update	12,500	5,000	5,000	5,000	5,000	29
30	-	-	Stream assessments	10,000	-	-	-	-	30
31	-	-	Vacation rentals	2,000					31
32	-	5,000	OCP rewrites	5,000	-	-	10,000	-	32
33	-	20,000	Subdivision servicing bylaw	20,000	-	-	-	-	33
34	10,333	20,000	Zoning bylaw rewrite	20,000	-	-	-	-	34
35	39,286	87,500	Total professional fees	99,500	30,000	30,000	40,000	30,000	35
36	\$ 295,663	\$ 358,000	TOTAL EXPENDITURES	\$ 372,000	\$ 303,800	\$ 307,200	\$ 320,700	\$ 314,200	36
37	\$ 76,821	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	37
38	8,780	5,000	Add: Transfer to reserves	5,000	5,000	5,000	5,000	5,000	38
39	6,007	2,900	Deduct: Estimated amortization not included	6,000	6,000	6,000	6,000	6,000	39
40	65,166	65,165	Surplus from previous year	76,821	-	-	-	-	40
41	\$ 14,428	-\$ 63,065	ANNUAL SURPLUS/(DEFICIT)	-\$ 77,821	-\$ 1,000	-\$ 1,000	-\$ 1,000	-\$ 1,000	41
(for Financial Reporting purposes)									
CAPITAL FUND									
42	\$ 70,022	\$ 70,022	Balance, beginning of year	\$ 71,601	\$ 65,335	\$ 65,835	\$ 66,335	\$ 66,835	42
43	5,000	5,000	Contribution from operating fund	5,000	5,000	5,000	5,000	5,000	43
44	845	700	Interest earnings	500	500	500	500	500	44
45			<i>Less - capital expenditures</i>						45
46	4,266	-	Aerial photos/LiDAR^	4,266	5,000	5,000	5,000	5,000	46
47	-	7,500	Mapping software^	7,500	-	-	-	-	47
48	4,266	7,500	Total capital expenditures	11,766	5,000	5,000	5,000	5,000	48
49	\$ 71,601	\$ 68,222	BALANCE, END OF YEAR	\$ 65,335	\$ 65,835	\$ 66,335	\$ 66,835	\$ 67,335	49

^costs shared with Regional Planning



REQUEST FOR DECISION

To: Electoral Area Directors Committee
From: Andrew McGifford, CPA, CGA, Acting Manager of Finance
Meeting Date: February 4, 2016
Subject: Vancouver Island Regional Library

Recommendation:

THAT the Electoral Area Directors review the Vancouver Island Regional Library proposed budget and approve to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

Background:

The Vancouver Island Regional Library Board of Trustees governs this service and the budget is based on the Adopted 2016-2020 Financial Plan from the organization.

Financial:

The increase in the Vancouver Island Regional Library levy for 2015 is \$25,482; annual levy is \$447,090 for 2016 and the tax requisition is 6.46% higher than 2015. The residential tax rate has increased from \$0.197 in 2015 to \$0.204 per \$1,000 of taxable value in 2016.

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

Approved by: _____
Russell Dyson, Chief Administrative Officer

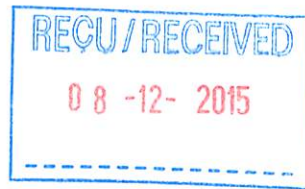


ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2016-2020 FINANCIAL PLAN
 VANCOUVER ISLAND REGIONAL LIBRARY
 PARTICIPANTS: ELECTORAL AREAS

Draft
 on January 27, 2016

Line	History			Budget					Line
	2015 ACTUAL	2015 PLAN		2016	2017	2018	2019	2020	
			REVENUE						
1	\$ 9,360	\$ 9,360	Surplus (deficit) from prior years	\$ 8,333	\$ -	\$ -	\$ -	\$ -	1
2	410,247	410,247	Tax requisition	436,757	465,300	489,100	521,900	554,500	2
3	13,334	5,000	Grant in lieu of taxes	5,000	5,000	5,000	5,000	5,000	3
4	\$ 432,941	\$ 424,607	TOTAL REVENUE	\$ 450,090	\$ 470,300	\$ 494,100	\$ 526,900	\$ 559,500	4
			EXPENDITURES						
5	\$ 3,000	\$ 3,000	Administrative charge	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	5
6	421,608	421,607	Operating costs	447,090	467,300	491,100	523,900	556,500	6
7	\$ 424,608	\$ 424,607	TOTAL EXPENDITURES	\$ 450,090	\$ 470,300	\$ 494,100	\$ 526,900	\$ 559,500	7
8	\$ 8,333	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	8
9	9,360	9,360	Deduct: Surplus from previous year	8,333	-	-	-	-	9
10	-\$ 1,027	-\$ 9,360	ANNUAL SURPLUS/(DEFICIT)	-\$ 8,333	\$ -	\$ -	\$ -	\$ -	10

(for Financial Reporting purposes)



Vancouver Island Regional Library

Administration
Box 3333 | 6250 Hammond Bay Road
Nanaimo, BC Canada V9R 5N3
t: 250.758.4697 f: 250.758.2482
e: info@virl.bc.ca w: www.virl.bc.ca

December 1, 2015

Mr Russell Dyson
Chief Administrative Officer
Alberni-Clayoquot Regional District
3008 Fifth Ave
Port Alberni B.C. V9Y 2E3

Dear Sir/Madam,

Re: Library Budget and Levy to Members

Vancouver Island Regional Library (VIRL) Board adopted the 2016 budget at its September 19, 2015 Board meeting.

A copy of the 2016 – 2020 Adopted Financial Plan is available on our website at the
<https://Inside.Virl.Bc.Ca/Fin/Priv/Accountingclerk/Quarterlyassessments/2016Levies/Budgetlettermailmerge.Doc>
<http://virl.bc.ca/about-us/reports-and-plans>

Following is the detail on the first payment due before March 1, 2016. A formal invoice will follow.

	Quarterly Installment	Annual Amount
Population portion	49,840	199,358
Assessment portion	<u>61,933</u>	<u>247,731</u>
2016 First Quarter Total Levy	111,772	447,090

The development of the 2016-2020 Financial Plan was driven by a focus on meeting the service standards our Board has committed to. Specifically the 2016-2020 Financial Plan addresses the needs of:

- Communities where we do not yet meet the standards we have set for ourselves
- Communities that are growing and will need higher service levels in the future
- Communities with aging facilities

Strong Libraries ■ Strong Communities

Bella Coola Bowser Campbell River Chemainus Comox Cortes Island Courtenay Cowichan Cowichan Lake Cumberland Gabriola Island Gold River Hornby Island Ladysmith Masset Nanaimo Harbourfront Nanaimo North Nanaimo Wellington Parksville Port Alberni Port Alice Port Clements Port Hardy Port McNeill Port Renfrew Quadra Island Qualicum Beach Queen Charlotte Sandspit Sayward Sidney/North Saanich Sointula Sooke South Cowichan Tahsis Tofino Ucluelet Union Bay Work



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For 2016 this entails a 3.66% increase in the total levy, consisting of;

- A 1.78% increase to meet our core service needs and inflationary pressures
- A 0.51% increase for staff-driven business cases to improve our services to the public
- A 1.37% increase for Year 6 of our 10 Year Facilities Master Plan

The 2016 – 2020 Financial Plan plays an integral part in meeting the objectives of the Strategic Plan:

1. **Collection** - VIRL will continue to develop its collection, enhance access to its collection, and build a maximum degree of diversity in the collection to provide the greatest choices possible for customers in both small and large branches.
2. **Communication with Stakeholders** - VIRL will foster strong external and internal communications and promote a broad awareness of the library and its diverse range of resources, services and programs to ensure their optimal use.
3. **Facilities and Operations** - VIRL will be welcoming places and community hubs for informational, inspirational, cultural, and recreational needs and interests of our diverse customers and communities.
4. **Information Technology** - VIRL will optimize the use and benefits of technology to enhance the library experience for customers, and develop library branches as learning facilities for information technology.
5. **Delivery of Quality Service** - VIRL will have a supportive work environment that embraces a culture of continuous improvement and enables all staff to provide high-quality, cost-effective service that meets customer's constantly changing needs for the library services.

Please do not hesitate to contact us if you have any questions.

Thank you,

Steve Hurcombe, CPA, CGA, MBA
Acting Director of Finance

Strong Libraries ■ Strong Communities

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REQUEST FOR DECISION

To: Electoral Area Directors
From: Mike Irg, Manager of Planning and Development
Date: February 1, 2016
Subject: Finalizing and Archiving Old/Expired Building Permits

Recommendation

The following is the recommendation of staff:

That the Electoral Area Directors Committee recommends that the Board of Directors authorize the closing and archiving of building permits 10 years and older as of the date of issuance due to inactivity, if the determination of the Building Official is that no significant or unacceptable conditions exist in relation to the Building Permit issued.

Background:

There are a significant number of inactive building files that were issued prior to the current building bylaw being adopted by the ACRD. Staff recommends that the Board authorize building permits issued more than 10 years ago be archived provided there are no significant or unacceptable conditions related to the building permit. (See attached memo from Mark Eshpeter)

Submitted by: _____



Mike Irg, MCIP, RPP
Manager of Planning and Development

Approved by: _____



Russell Dyson, Chief Administrative Officer

MEMORANDUM

To: Mike Irg, Manager of Planning and Development

From: Mark Eshpeter, Building Inspector

Date: February 1, 2016

Subject: Finalizing and Archiving Old/Expired Building Permits

RECOMMENDATION

That a request for approval from the Board of Directors to allow the closing and archiving of Building Permits issued 10 years and older from the date of issuance due to inactivity.

PURPOSE

To better organize, and archive old files stored with the active Building Permit and due to inactivity and/or outstanding non hazardous Safety and Health items have been left open with no further inspections or updates provided.

BACKGROUND

Up until 2012 permits only expired or lapsed if inactive for more than 6 months, or where not started within 6 months of issuance, which allowed a significant number of permits not being closed or notifications being sent to re apply for completion of the work.

Owners and Contractors are responsible for informing the Alberni Clayoquot Regional District when they are ready for specified inspections which were the only way to track the progress of work. And as the number of permits increase within the filing system the ability to monitor the progress of these older permits without the Owners/Builders contacting the ACRD becomes more difficult. Over the years Accessory buildings and smaller non habitable structures and some dwelling units have been completed with minimal or no inspections over the years.

The majority of the Building Permits that are still open and are 10 years or older from date of issuance are for Accessory Buildings, non-habitable structures, or minor additions to existing buildings. Most structures that are intended for habitation (dwelling units, or commercial spaces) have been completed in accordance with the requirements of the BC Building Code and the ACRD Building Bylaw. Any outstanding issues for these habitable structures are generally minor in nature and do not constitute an unacceptable hazardous Health or Safety issue to the

occupants use and enjoyment.

These uncompleted files leave the property files incomplete and difficult to review when future owners, builders, real estate agents, other government agencies and ACRD Staff are looking for information regarding permits issued and completed for specific properties.


SUMMARY

To improve the efficiencies to monitor, review, and retrieve information on all properties that have applied for a Building Permit by maintaining an efficient and manageable filing system for active and inactive building permits.

As of 2012 permits automatically expire after 2 years and are electronically monitored so that regular reviews and notifications can be sent to property owners to maintain their permit requirements, and ensure compliance with the BC Building Code and the ACRD Building Bylaw.

The closing of Building permits that are inactive, have no unacceptable hazardous Safety or Health issues outstanding, or have been issued 10 years or more ago will significantly improve the efficiencies of the department. The BC Building Code objectives are to protect occupants and others from unacceptable hazardous conditions relating to Safety, and Health.

If the determination of the Building Official is that no significant or unacceptable conditions exist in relation to the Building Permit issued the file should be noted as such and closed for archiving. Any files that remain open due to a condition that may be deemed unacceptable the standard process of notification and correction will be followed.

Submitted by: 

Mark Eshpeter, RBO
Building Inspector

MEMORANDUM

To: Electoral Area Directors

From: Russell Dyson, CAO

Meeting Date: February 4, 2016

Subject: Community Works Fund – (CWF)

The following information is provided to the Electoral Area Directors to further the discussion of Gas Tax allocation. It is suggested that this be considered and discussed at the Electoral Area Committee meeting February 4, 2016.

When the first round of CWF funding was allocated the Electoral Area Directors focused on the water infrastructure and the allocation was based on the need on each water system at the time. There were agreements with the Beaver Creek Community Hall and Cherry Creek Water Works to provide CWF funds for outside organizations that provided benefits to Electoral areas that the ACRD did not have assets to allocate funds and still provide benefits to those areas. These were the projects that were allocated funds with the first round of funding from the 2005-13 CWF:

1.	EA "A" – Bamfield Water System Upgrades	\$482,851
2.	EA "B" – Beaver Creek Community Club	\$18,111
3.	EA "C" - Long Beach Airport Water	\$250,000
4.	EA "C" - Millstream Water main	\$134,644
5.	EA "D" – Bell Road Water	\$264,000
6.	EA "E" - BCWS Reservoir & Strict Road	\$1,559,808
7.	EA "F" - Cherry Creek Water Works watermain	\$385,000

The renewal of the CWF has provided another opportunity to allocate funds to the various needs within our region. These funds are starting to accumulate and at the May 27, 2015 Electoral Area Directors meeting staff were directed to provide details in order to plan for the possible allocation to projects and possibility have these projects planned in the 2016 budget. The First Nation population is included in the calculation of the CWF allocation of the Electoral Area of the ACRD. Staff has prepared the 2011 census population by area breakdown that is also attached for review and calculations are inclusive of First Nation as that is how the funds were provided.

The current eligible projects with the renewal of the CWF have expanded and have changed. The original Community Works Fund included the following eligible project categories:

- Water and wastewater infrastructure;
- Local roads, public transit;
- Solid waste, community energy systems;
- Active transportation;
- Capacity building.
- Projects supporting culture, tourism, sport and recreation;
- Disaster mitigation;
- Broadband communication systems;
- Highways;
- Short-line rail;
- Short-sea shipping;
- Brownfield redevelopment;
- Asset Management
- Local and regional airports

The funds to be available in 2016 include:

January 1, 2016 uncommitted funds	922,538
July 2016 payment	225,000
December 2016 payment	225,000
Estimated funds at end of 2016	\$ 1,372,538

At the November 4 Electoral Area Directors meeting staff provided an update on gas tax funding allocation and eligible projects. The Committee discussed allocation of funds and possible projects. The CAO confirmed that the funds do not have to be allocated by electoral area based on population. He stated that staff recommends the funding be allocated to critical infrastructure projects especially water improvements.

The Committee agreed to discuss this further at the next Electoral Area Directors Committee meeting with staff bringing back recommendations on allocation of gas tax funds and Electoral Area Directors providing possible projects within their areas.

Area B

- Beaver Creek Community Hall – playground

Area C

- Wheels for Wellness

Area D

- Trails – many different trails in the area. Stirling Arm Trail would be the first, no prices – Chris Law to get amounts.
- Sproat Lake Community Hall - Community Association request \$300,000 for hall, parking lot and recreational facilities on the property that Island Timberland owns.

- Bell/Stuart Road water service – more funds??

Area F

- Cherry Creek Trail
- Water line upgrades
- Possibly community Hall earthquake upgrades

Staff propose that the funds continue to be allocated for the regional districts water infrastructure with the priorities being:

1. Bamfield Water Treatment \$600,000
2. Salmon Beach water Supply \$100,000
3. Bell Road water connection \$150,000
4. Millstream infrastructure \$100,000
5. Beaver Creek infrastructure \$150,000.
6. Remaining 2016 funds would assist with Asset Management implementation

Grant applications through the federal and provincial governments are increasingly requiring information regarding the status of asset management plans. Asset Management provides local government tools in assessing how new and current assets impact the future financial requirements for the organization. Asset Management practices assess the financial requirements of infrastructure as it is operated and how and when the asset would need to be replaced.

The allocation of gas tax monies to help the ACRD realize current standards would be an improvement in accountability and would better position the ACRD for future grant requests from senior governments.

A secondary consideration for gas tax allocation may be a portion of the costs of the medium intensity lighting for AVRA (\$300,000). This would require changes to the propose staff recommendations to free up the funds and it is suggested that it be subject to:

1. the AVRA runway extension proceeding
2. an equivalent contribution from the City of Port Alberni and
3. BCAAP funding for 2/3 project costs.

If the Board is contemplating allocation to outside groups, it is suggested that policy be adopted that:

- determines the total \$\$ value of available funds and conditions for allocation
- terms for groups to submit their detailed proposals and rationale for the funds
- identifies conditions for funding equivalent to those that ACRD is responsible for in terms of capital planning and accounting
- specifies an application process which is advertised and open to all qualified organizations

If the ACRD considers allocation of the Gas Tax funds to other organizations staff recommends that we require some form of financial planning information (such as asset management), financial statements (audit or review), and they follow the ACRD purchasing policies. There are other requirements such as environmental impacts and benefits to the community that should also be considered through our allocation processes. The requirement of good financial governance with policies and practices in place should be considered before funds are provided to any organization.



Submitted by:

Russell Dyson, Chief Administrative Officer