



# Alberni-Clayoquot Regional District

## BEAVER CREEK WATER ADVISORY COMMITTEE MEETING

TUESDAY, FEBRUARY 14, 2017, 10:30 AM

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

### AGENDA

---

	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
Recognition of Traditional Territories.	
<b>2. <u>APPROVAL OF AGENDA</u></b> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>ADOPTION OF MINUTES</u></b>	<b>2-3</b>
a. <b>Beaver Creek Water Advisory Committee Meeting – October 31, 2016</b>	
<i>THAT the minutes of the Beaver Creek Water Advisory Committee meeting held on October 31, 2016 be received.</i>	
<b>4. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	<b>4-9</b>
a. <b>REQUEST FOR DECISION</b> Beaver Creek Water – 2017-2021 Financial Plan	
<i>THAT the Beaver Creek Water Advisory Committee recommend that the Beaver Creek Water System proposed budget to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.</i>	
<b>5. <u>REPORTS</u></b>	
a. <b>Review of Terms of Reference and Committee Membership</b>	<b>10-12</b>
<i>Committee Direction Requested</i>	
<b>6. <u>LATE BUSINESS</u></b> <i>(requires 2/3 majority vote)</i>	
<b>7. <u>ADJOURN</u></b>	



# Alberni-Clayoquot Regional District

## MINUTES OF THE BEAVER CREEK WATER ADVISORY COMMITTEE MEETING HELD ON MONDAY, OCTOBER 31, 2016, 10:30 AM

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

---

**MEMBERS** John McNabb, Chairperson, Director, Electoral Area "E" (Beaver Creek)

**PRESENT:** Gord Blakey  
Harold Carlson  
Pam Craig  
Patty Edwards

**REGRETS:** Kelly Schutte  
Ginny Stephens

**STAFF PRESENT:** Andrew McGifford, Manager of Environmental Services  
Teri Fong, Manager of Finance  
Dan Fredlund, Maintenance Technician Leadhand

**1. CALL TO ORDER**

The Chairperson called the meeting to order at 10:30 am.

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

**2. APPROVAL OF AGENDA**

*MOVED:* P. Craig  
*SECONDED:* G. Blakey

*THAT the agenda be approved as circulated.*

**CARRIED**

**3. ADOPTION OF MINUTES**

a. **Beaver Creek Water Advisory Committee Meeting held June 29, 2016**

*MOVED:* P. Craig  
*SECONDED:* G. Blakey

*THAT the minutes of the Beaver Creek Water Advisory Committee Meeting held on June 29, 2016 be received.*

**CARRIED**

**4. REQUEST FOR DECISIONS & BYLAWS**

- a. **Request for Decision regarding Beaver Creek Water System – Old Maintenance Building Demolition.**

*MOVED: P. Edwards*

*SECONDED: P. Craig*

*THAT the Beaver Creek Water Advisory Committee support the demolition expenditure for the Old Maintenance Building by Paul Davis CVI for \$26,750 plus GST.*

**CARRIED**

**5. REPORTS**

- a. **Asset Management Plan – T. Fong**  
b. **Water System Updates – A. McGifford**

*MOVED: P. Craig*

*SECONDED: G. Blakey*

*THAT the Beaver Creek Water Advisory Committee receives Reports a-b.*

**CARRIED**

**6. LATE BUSINESS**

*(requires 2/3 majority vote)*

- a. Director McNabb requested that the impact of the expansion of the Beaver Creek Fire Protection area on the water system be added to the next agenda.

**7. ADJOURN**

*MOVED: G. Blakey*

*SECONDED: P. Edwards*

*THAT this meeting be adjourned at 11:15 am.*

**CARRIED**

Certified Correct:

---

John McNabb,  
Chairperson

---

Andrew McGifford, CPA, CGA,  
Manager of Environmental Services



## REQUEST FOR DECISION

**To:** Beaver Creek Water Advisory Committee

**From:** Teri Fong, CPA, CGA, Manager of Finance  
Andrew McGifford, CPA, CGA, Manager of Environmental Services

**Meeting Date:** February 14, 2017

**Subject:** Beaver Creek Water – 2017-2021 Financial Plan

---

### Recommendation:

***THAT the Beaver Creek Water Advisory Committee recommend that the Beaver Creek Water System proposed budget to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.***

### 2016 Highlights:

#### Revenue

- Overall the revenue was approximately \$200,000 greater than budgeted for 2016.
- The two factors behind this were Gas Tax allocation of \$150,000 that was not in the adopted 2016-2020 Financial Plan. Water tolls received were \$37,605 greater than budgeted.
- The remaining amounts were from the 5 new services added to the water system. New services would have corresponding expenses related to the install of those services.

#### Expenses

- Bulk water purchase from the City of Port Alberni saw another decrease during the year. Improvements to the water mains, including Grandview Road in late 2015, are providing financial payback from less unmetered water loss in the system. In 2015, all three reservoirs were cleaned which had an impact on the volume of water used by the water system.
- Repairs and maintenance saw a full year without a water main break, this contributed significantly to the large surplus for 2016. Inventory values were written down as much of the materials are obsolete or were considered tools and should have not been included in inventory. Staff worked with the auditor to ensure we have an accurate inventory for year-end 2016. The demo of the building provided a good opportunity to get the process completed.
- Office was over budget due to a more accurate cost allocation of the ACRD mailing costs, moving forward this will be reflected in the office budget.
- Utilities saw a reduction due to the old maintenance building being removed from use, heating/cooling the building was discontinued when no longer used.
- The Information Technology contractor and the Water Leadhand have worked on improvements to the new SCADA system and this was presented at the last committee meeting of 2016. These improvements have been a great analysis tool for the water service employees to use when troubleshooting the issue that arise when operating the water system.

## **Capital expenditures**

- Meter exchange program – The remaining meters were the most difficult to replace and machine time was required to complete the replacement of these meters. This was completed in late July 2016.
- Line valve and air valve inspection – at the completion of the meter exchange, the Leadhand requested the crew start preventive maintenance and they proceeded to inspect the line and air valves. Issues identified during this process will be repaired in 2017. The location of these valves were documented and will be added to the mapping of the system.
- Shop demo/upgrade– the hazard assessment was completed on the building and the results led to significant increase in costs over budget for a project of this scale, the key items that led to the increased demo costs were the handling and site abatement due to the asbestos and lead painted materials. Two bins were purchased and then set up to contain the inventory and tools that were previously stored in the building. Four trees were also removed to prepare for the new compound. The site was cleaned up and organized.
- Water system upgrades – Two projects were completed to improve the delivery of water for fire flows and a new configuration of the water system from Strict Road pump house. Both projects were able to be completed through the allocation of additional Gas Tax funding, bringing the total funds provided to Beaver Creek water to 1.7 million since conversion from BCID. Other items upgraded during the year included flushing units, hydrant replacement and some final costs of the Grandview water main upgrade started in late 2015.
- Infrastructure assessment – this was started in September 2016 and currently Koers and Associates have provided a draft report. This report will be ready for review at the next committee meeting after staff have reviewed.
- Development Cost Charge bylaw – work did not commence and will be included in the 2017 capital work plan. The infrastructure assessment update is required before this can be completed. Staff will work with the planning department and the engineer to complete by year-end 2017.

## **Upcoming for 2017:**

- Water rates – There is no planned increase for the water tolls or parcel taxes in 2017. Parcel tax will be reviewed once infrastructure assessment complete, and future increases will be considered once information is provided.
- Staff allocation and summer relief – 2017 sees a reduction of \$18,000 in administration costs, the labour costs include a budget for one summer relief position to complete maintenance works and small capital items required for 2017.
- Procedures – The operational procedures require an update that will be done by staff. The intent is to combine all existing procedures into one manual and improve processes with a focus on safety.
- Preventive Maintenance – Line valve and air valve inspection (as mentioned in 2016 highlights) have resulted in a 2017 minor capital repair projects budget \$40,000 to address the identified issues. When labour is trimming, the expectation will be to check meters to ensure issues are resolved when spotted.
- Interim meter reading – provide a program to check meter reads to enable staff to watch for possible leaks at monthly intervals, this will involve some IT time
- Development Cost Charges – The current capital contribution for new subdivisions in the Beaver Creek Water system are \$1,000 per lot. This amount is inadequate and reflects rates that were set up in 1988. In order to update the DCC's the system has to be reevaluated to reflect current system operations and potential new growth over the next 10 years before setting the rates. Planning staff will be consulted in order to provide potential growth within the water service area.
- Compound preparation – the ground at the rear of the fire hall needs to be prepared to enable the fire department and water services to share a secure site. Fencing is required as the current compound is not

secure and the size and location of the building is difficult to use to drop off equipment and supplies. The fire department is looking for a secure spot to work and train. The fire department will expand the compound and the water system will look at opportunities to join in the improvements to have a better and more secure compound for the operations. BCWS share of the proposed works is \$40,000.

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

There will be some time required of staff and elected officials to review.

**Financial:**

There are no changes to either the annual parcel tax or the water tolls in 2017. When the infrastructure assessment report is received, staff will review and present the information to the committee for consideration and at that time there should be discussion regarding the parcel tax rates moving forward.

**Options:**

If any amendments are required they will be made before the draft budget is presented for first reading.



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



\_\_\_\_\_  
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Approved by: per: \_\_\_\_\_  
Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 BEAVER CREEK WATER SYSTEM  
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
<b>REVENUE</b>									
1	\$ 178,679	\$ 178,679	Surplus (deficit) from prior years	\$ 296,544	\$ -	\$ -	\$ 0	-\$ 0	1
2	244,188	242,998	Parcel tax	244,188	244,188	244,188	244,188	244,188	2
3	5,000	1,000	Capital levy deposit	1,000	1,000	1,000	1,000	1,000	3
4	19,000	7,600	Connection fees	7,600	7,600	7,600	7,600	7,600	4
5	2,262	2,500	Interest & penalties	2,500	2,500	2,500	2,500	2,500	5
6	4,472	5,000	Miscellaneous revenue	5,000	5,000	5,000	5,000	5,000	6
7	-	1,500	Subdivision application fees	1,500	1,500	1,500	1,500	1,500	7
8	150,000	-	Transfer of Gas Tax	-	-	-	-	-	8
9	737,606	700,000	Water tolls	700,000	710,000	720,000	730,000	740,000	9
10	<b>\$ 1,341,207</b>	<b>\$ 1,139,277</b>	<b>TOTAL REVENUE</b>	<b>\$ 1,258,332</b>	<b>\$ 971,788</b>	<b>\$ 981,788</b>	<b>\$ 991,788</b>	<b>\$ 1,001,788</b>	10
<b>EXPENDITURES</b>									
11	\$ 66,000	\$ 66,000	Administration charge	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	\$ 48,000	11
12	429,284	271,237	Capital fund contribution from operating	460,832	224,348	227,309	229,170	244,188	12
13	279	1,000	Advertising	1,000	1,000	1,000	1,000	1,000	13
14	3,792	5,000	Bank charges	5,000	4,000	4,000	4,000	4,000	14
15	122,001	165,000	Bulk water purchase	160,000	160,000	160,000	160,000	160,000	15
16	8,933	25,000	Computer & controls	25,000	15,000	15,000	15,000	15,000	16
17	2,280	5,000	Education	5,000	5,000	5,000	5,000	5,000	17
18	5,435	25,000	Engineering & consulting	25,000	25,000	25,000	25,000	25,000	18
19	8,229	8,000	Insurance	8,500	8,500	8,500	8,500	8,500	19
20	236,840	240,720	Labour & benefits	247,000	251,940	256,979	262,118	267,361	20
21	3,876	50,000	Legal fees	50,000	10,000	10,000	10,000	10,000	21
22	1,203	2,500	Licenses & permits	2,500	2,500	2,500	2,500	2,500	22
23			<i>Materials &amp; repairs/maintenance</i>						23
24	10,152	30,000	Pumphouse maintenance	15,000	15,000	15,000	15,000	15,000	24
25	59,061	135,000	Repairs & maintenance	100,000	100,000	100,000	100,000	100,000	25
26	8,195	-	Water Monitoring	9,000	9,000	9,000	9,000	9,000	26
27	7,364	20,000	Small tools & supplies	10,000	5,000	5,000	5,000	5,000	27
28	5,094	9,320	Maintenance building repairs	6,000	6,000	6,000	6,000	6,000	28
29	3,857	10,000	Fire hydrant maintenance	10,000	10,000	10,000	10,000	10,000	29
30	93,723	204,320	Total materials & repairs/maintenance	150,000	145,000	145,000	145,000	145,000	30



ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 BEAVER CREEK WATER SYSTEM (continued)  
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
			<b>EXPENDITURES (continued)</b>						
31	\$ 3,098	\$ 1,500	Office	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	31
32	2,883	5,000	Telephone	3,000	3,000	3,000	3,000	3,000	32
33	41,262	46,000	Utilities	46,000	47,000	49,000	52,000	55,000	33
34	15,545	18,000	Vehicle operation	18,000	18,000	18,000	18,000	18,000	34
35	<b>\$ 1,044,663</b>	<b>\$ 1,139,277</b>	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,258,332</b>	<b>\$ 971,788</b>	<b>\$ 981,788</b>	<b>\$ 991,788</b>	<b>\$ 1,015,049</b>	35
36	\$ 296,544	\$ -	<b>FINANCIAL PLAN BALANCE</b>	\$ -	\$ -	\$ 0	-\$ 0	-\$ 13,261	36
37	429,284	271,237	Add: Transfer to reserves	460,832	224,348	227,309	229,170	244,188	37
38		140,000	Deduct: Estimated amortization not included	140,000	140,000	140,000	140,000	140,000	38
39	178,679	178,679	Surplus from previous year	296,544	-	-	0	0	39
40	<b>\$ 547,149</b>	<b>-\$ 47,442</b>	<b>ANNUAL SURPLUS/(DEFICIT)</b>	<b>\$ 24,288</b>	<b>\$ 84,348</b>	<b>\$ 87,309</b>	<b>\$ 89,170</b>	<b>\$ 90,927</b>	40
			(for Financial Reporting purposes)						
			<b>CAPITAL DEVELOPMENT FUND</b>						
41	\$ 236,826	\$ 236,828	Balance, beginning of year	\$ 149,765	\$ 495,076	\$ 407,800	\$ 322,785	\$ 239,031	41
42	261,213	261,213	Contribution from operating fund	445,808	209,324	212,285	214,146	229,164	42
43	5,000	-	Capital cost charge contribution	-	-	-	-	-	44
44	150,000	-	Contribution from grants	-	-	-	-	-	44
45	2,983	1,200	Interest earnings	2,400	3,400	2,700	2,100	1,500	45
46			<i>Less - capital expenditures</i>						46
47	57,107	90,000	Meter exchange program	-	-	-	-	-	47
48	33,474	40,000	Shop upgrade	40,000	-	-	-	-	48
49	-	15,000	Development Cost Charge review	15,000	-	-	-	-	49
50	7,103	15,000	Water infrastructure update	7,897	-	-	-	-	50
51	408,573	250,000	Water system upgrades	40,000	300,000	300,000	300,000	300,000	51
52	506,257	410,000	Total capital expenditures	102,897	300,000	300,000	300,000	300,000	52
53	<b>\$ 149,765</b>	<b>\$ 89,241</b>	<b>BALANCE, END OF YEAR</b>	<b>\$ 495,076</b>	<b>\$ 407,800</b>	<b>\$ 322,785</b>	<b>\$ 239,031</b>	<b>\$ 169,695</b>	53





ALBERNI-CLAYOQUOT REGIONAL DISTRICT  
 2017-2021 FINANCIAL PLAN  
 BEAVER CREEK WATER SYSTEM (continued)  
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'E'

Line	History		Budget					Line
	2016 ACTUAL	2016 PLAN	2017	2018	2019	2020	2021	
<b>RENEWAL RESERVE FUND</b>								
54	\$ 2,845	\$ 2,845	\$ 2,871	\$ 2,891	\$ 2,911	\$ 2,931	\$ 2,951	54
55		-	-	-	-	-	-	55
56	26	20	20	20	20	20	20	56
57		-	-	-	-	-	-	57
58	<u>\$ 2,871</u>	<u>\$ 2,865</u>	<u>\$ 2,891</u>	<u>\$ 2,911</u>	<u>\$ 2,931</u>	<u>\$ 2,951</u>	<u>\$ 2,971</u>	58
<b>EMPLOYEES SICK LEAVE FUND</b>								
59	\$ 1,351	\$ 1,351	\$ 1,387	\$ 1,421	\$ 1,455	\$ 1,489	\$ 1,523	59
60	24	24	24	24	24	24	24	60
61	12	10	10	10	10	10	10	61
62		-	-	-	-	-	-	62
63	<u>\$ 1,387</u>	<u>\$ 1,385</u>	<u>\$ 1,421</u>	<u>\$ 1,455</u>	<u>\$ 1,489</u>	<u>\$ 1,523</u>	<u>\$ 1,557</u>	63
<b>MOTOR VEHICLE REPLACEMENT FUND</b>								
64	\$ 662	\$ 662	\$ 10,689	\$ 25,829	\$ 10,969	\$ 26,109	\$ 41,359	64
65	10,000	10,000	15,000	15,000	15,000	15,000	15,000	65
66	27	40	140	140	140	250	250	66
67		-	-	30,000	-	-	30,000	67
68	<u>\$ 10,689</u>	<u>\$ 10,702</u>	<u>\$ 25,829</u>	<u>\$ 10,969</u>	<u>\$ 26,109</u>	<u>\$ 41,359</u>	<u>\$ 26,609</u>	68



## **Alberni-Clayoquot Regional District**

### **Terms of Reference Beaver Creek Water Advisory Committee**

#### **Introduction**

The Alberni-Clayoquot Regional District (ACRD) has formed the Beaver Creek Water Advisory Committee advise on matters relating to the Beaver Creek Water Service.

The Beaver Creek Water Advisory Committee is a Standing Committee of the ACRD Board of Directors.

#### **Objective**

The Beaver Creek Water Advisory Committee advises on matters relating to the Beaver Creek Water System, including but not limited to system planning, annual budgets and capital works.

#### **Scope of Work**

To achieve this objective, the Beaver Creek Water Advisory Committee will undertake the following activities:

- a. Budgeting for the Beaver Creek Water System
- b. Future capital planning and budget implications
- c. Matters relating to the service such as regulations and policy

#### **Membership**

In order to provide representation from the Beaver Creek Water Service area, membership on the Committee is as follows:

- a. Seven (7) Members at-large from the Beaver Creek Community nominated by the Director for the Electoral Area "E" (Beaver Creek)
- b. The Director for Electoral Area "E" (Beaver Creek) or his/her alternate

Ex-Officio Non-Voting Members - The Regional District CAO or his/her designate.

## **Appointment and Term**

Members shall be appointed to the Committee by the ACRD Board of Directors for a three year term. In order to ensure continuity of experience among the Members, the initial appointments will be staggered.

The Board may, at any time, remove any member of the Committee and any member of the Committee may resign at any time upon sending written notice to the Chairperson of the Committee.

The Board may dissolve the Committee, following written notice being provided to all Members.

Members of the Committee may stand for re-appointment by the ACRD Board at the conclusion of their term for an additional (3) year term.

Members of the Committee shall serve without remuneration.

## **Chair**

The Director for Electoral Area “E” (Beaver Creek) or his/her alternate shall be the Chairperson of the Committee.

## **Meeting Procedures**

Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson, time and location to be determined by the Chairperson of the Committee.

A majority of the Committee Members shall represent a quorum, one of whom must be the Director of the ACRD Board or his/her alternate.

Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedure Bylaw.

The ACRD secretarial staff will provide support to the Committee including preparing agendas, recording the minutes of the meetings and ensuring Committee agenda’s, minutes etc. are circulated electronically to all Members.

## **Reporting to the Board**

The Chairperson will report to the ACRD Board on the activities of the Committee.

Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

On behalf of the Committee, the CAO or his/her designate will provide advice and professional assistance to the Committee including writing letters, preparing reports to the ACRD Board.