



Alberni-Clayoquot Regional District

SPECIAL BOARD OF DIRECTORS MEETING PUBLIC CONSULTATION 2017-2021 FINANCIAL PLAN WEDNESDAY, MARCH 15, 2017, 6:00 PM

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

AGENDA

PAGE #

1. CALL TO ORDER

Recognition of Traditional Territories.

2. APPROVAL OF AGENDA

(motion to approve, including late items required 2/3 majority vote)

3. PUBLIC CONSULTATION

a. Presentation – R. Dyson/T. Fong

- 2017-2021 Alberni-Clayoquot Regional District Financial Plan
- 2017 Alberni-Clayoquot Regional Hospital District Annual Budget

b. Public Input and Questions

4. 2017-2021 REGIONAL DISTRICT FINANCIAL PLAN

a. Request for Decision

Bylaw No. F1131 – 2nd Reading of the 2017-2021 Financial Plan
(Financial Plan Attached Separately)

4-11

1. ***THAT the Board of Directors give second reading to Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.***

2. ***THAT the Board of Directors amend Financial Plan Bylaw F1131, General Government Services, pages 7-9, as follows:***

Line 3 - Tax Requisition – increase to \$889,142.00

Line 23 – Recruiting – increase to \$40,000.00

Add capital expenditure after line 73 – Audio/Visual Boardroom Upgrades - \$16,000.00

3. ***THAT the Board of Directors amend Financial Plan Bylaw F1131, Grants-in-aid Alberni Valley & Bamfield, page 10, as follows:***

Line 2 – Tax Requisition – increase to \$18,500.00

Add grant-in-aid after line 7 – Alberni Valley Rescue Squad - \$6,000.00

4. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Grant-in-aid Region Wide, page 14, as follows:**
 - Line 14 – Carving on the Edge Festival Society – District of Tofino be removed as participating member**

5. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Regional Planning, pages 17-18, as follows:**
 - Line 2 – Tax Requisition – increase to \$156,454.00**
 - Line 22 – Sustainability Planning – increase to \$50,000.00**

6. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Alberni Valley & Bamfield Waste Management, pages 27-30, as follows:**
 - Add capital expenditure after line 75 – Software Upgrade - \$18,500.00**

7. **THAT the Board of Directors amend the Financial Plan Bylaw F1131, Long Beach Airport, pages 41-43, as follows:**
 - Line 70 – Taxiway H, C, F Upgrade – increase to \$40,000.00**

8. **THAT the Board of Directors amend the Financial Plan Bylaw F1131, West Coast Emergency Planning, page 45, as follows:**
 - Line 5 – Tax Requisition Area ‘A’ Bamfield – increase to \$14,933.00**
 - Line 16 – Emergency Planning Costs Area ‘A’ Bamfield – increase to \$15,000.00**

9. **THAT the Board of Directors amend the Financial Plan Bylaw F1131, West Coast Waste Management, pages 47-49, as follows:**
 - Add capital expenditure after line 56 – Software Upgrade - \$5,500.00**

10. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Bamfield Water System, pages 53-54, as follows:**
 - Line 2 – Parcel Tax – increase to \$58,872.00**
 - Line 10 – Capital Fund Contribution from Operating – increase to \$128,059.00**

11. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Grants-in-Aid Bamfield, page 55, as follows:**
 - Line 2 – Tax Requisition – reduce to \$8,000.00**
 - Line 7 – Bamfield Community Affairs Society – reduce to \$7,000.00**

12. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Salmon Beach Recreation, page 62, as follows:**
 - Line 3 – Parcel Tax – increase to \$47,040.00**
 - Line 7 – Capital Fund Contribution – increase to \$38,000.00**
 - Line 10 – Operating Costs – increase to \$8,400.00**

13. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Salmon Beach Security , page 63, as follows:**
 - Line 21 – Admin Building – increase to \$10,000.00**

14. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Grants-in-Aid Sproat Lake, page 71, as follows:**
 - Line 2 – Tax Requisition – increase to \$30,935.00**
 - Add grant-in-aid after line 8 – Sproat Lake Community Association - \$5,000.00**

15. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Sproat Lake Community Park, pages 75-76, as follows:**
 - Line 8 – Capital Fund Contribution from Operating – reduce to \$148,000.00**
 - Line 10 – Operating Costs – increase to \$38,000.00**
 - Line 23 – Cougar Smith Park Infrastructure Upgrades – increase to \$2,000.00**
 - Line 24 – Dickson Park Dock – increase to \$1,000.00**

16. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Grants-in-Aid Beaver Creek, page 91, as follows:**
 - Line 2 – Tax Requisition – increase to \$7,995.00**
 - Line 9 – Unallocated – change to Special Events and increase to \$5,000.00**

17. **THAT the Board of Directors amend Financial Plan Bylaw F1131, Cherry Creek Community Park, page 95, as follows:**
 - Line 2 – Tax Requisition – reduce to \$6,535.00**
 - Line 9 – Trail Development & Operating Costs – reduce to \$135,500.00**
 - **Consideration of any further additions or changes to the 2017-2021 Financial Plan from Directors**

*** (The Board of Directors is to vote on second reading as amended after all of the amendments to the Financial Plan are considered)***

5. **REPORTS**

6. **ADJOURN**



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: March 15, 2017
Subject: 2nd Reading of the 2017-2021 Financial Plan

Recommendation:

1. **THAT the Board of Directors give second reading to Bylaw cited as 'Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan'.** (Prior to voting on second reading staff will lead directors through each page of the attached budget document making any motions to amend and then vote on second reading as amended.)
2. **THAT the Board of Directors amend Financial Plan Bylaw F1131, General Government Services, pages 7-9, as follows:**
 - Line 3 - Tax Requisition – increase to \$889,142.00**
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Summary:

The 2017-2021 Financial Plan has been developed in consultation with ACRD staff, consultants, volunteers, committees and directors. It reflects the routine operating costs of existing services and the strategic initiatives as identified by the Board during the priority-setting workshop. The plan was presented for first reading on February 22, 2017.

Amendment Background:

Attached (separately) is the draft of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan. The following are decisions and discussions that have occurred since the budget was given first reading on February 22, 2017:

- **General Government Services** – The resignation of the Chief Administrative Officer (CAO) requires that the Financial Plan be amended to provide a recruiting budget to find a replacement. At the February 22, 2017 Board of Directors meeting the Board instructed staff to amend the budget to include a maximum of \$40,000 for the CAO recruitment process.
 - The Board of Directors have also requested the installation of an audio and visual system in the Board room. At the March 8, 2017 Board meeting a motion was passed to amend the Financial Plan to include \$16,000 for improved audio system and livestreaming equipment.
- **Grants in Aid Alberni Valley & Bamfield** – The Alberni Valley Rescue Squad requested \$12,000.00 this year that is \$6,000.00 more than the historical asks by the Society. At the February 8, 2017 Committee of the Whole meeting a \$6,000.00 grant was approved with all municipalities and electoral areas participating in the funding. The Committee requested that the applicant be asked about the purpose of the additional funding. At the March 8, 2017 Board meeting a report was provided stating that the additional funding request was for the replacement of radios and at that meeting a motion was passed to provide an additional \$6,000.00 from the Alberni Valley and Bamfield areas.
- **Grants in Aid Region Wide** – Carving on the Edge Festival Society was approved for a \$2,500.00 grant from the Committee of the Whole on February 8, 2017. Since that time, the District of Tofino has awarded the same society an additional grant. Mayor Osborne requests that Tofino be removed as a participant to this grant, in order to avoid 'double dipping' as per the ACRD Grant-in-Aid policy. The District of Tofino share would have been 17.37% or \$434.25.
- **Regional Planning** – The Agricultural Development Committee has requested an additional \$5,000 for agriculture initiatives. Please see attached memo from Alex Dyer, Planner, regarding the request.
- **Alberni Valley & Bamfield Waste Management** – The software used at the Alberni Valley & West Coast Landfills is in need of an upgrade as outlined in the attached memo from Andrew McGifford, Manager of Environmental Services. The Alberni Valley Landfill portion of the software is \$18,500.00
- **Long Beach Airport** – Staff have recently conducted an RFP process for engineering services to prepare the ACAP grant application for the upgrades of Taxiway H, C, F. At the March 8, 2017 Board of Director meeting a recommendation was approved to increase the 2017 budget for this project to \$40,000.00 from \$22,000.00. This expense will be fully covered by the ACAP grant funding is awarded.
- **West Coast Emergency Planning** – Director Wyton has been working with Linda Myres, Bamfield Community Emergency Planning (BCEP) Coordinator, to determine a budget for 2017. The BCEP have requested \$5,550.00 more than is currently presented. Director Wyton has consulted the Bamfield Community Affairs Society and has decided to reduce the Society's Grant-in-Aid for 2017 to \$7,000.00 to provide an additional \$3,000.00 to BCEP.
- **West Coast Waste Management** – As discussed above and in the attached memo the landfill software required an upgrade. The West Coast Landfill portion of the software is \$5,500.00
- **Bamfield Water System** – There were 16 additional parcels added in 2017 because of a subdivision. In order to keep the parcel tax rate consistent with prior years the amount of the parcel tax collected can be increased to \$58,872.00. This adjustment will result in a rate of \$237 per parcel as in prior years.
- **Grants-in-aid** – The Bamfield Community Affairs Society has agreed to reduce their 2017 request to \$7,000.00 to enable \$3,000.00 be allocated to the Bamfield Community Emergency Planning service.
- **Salmon Beach Recreation** – The Salmon Beach Committee met with ACRD staff on February 28, 2017 and is considering a project to develop a new community building. As a result of the discussions the Committee has requested that \$28,000.00 be put into reserve in 2017 for this project. The old building was historically part of

the security service but due to the intended use of the new building staff recommended that the appropriate service was Salmon Beach Recreation.

- **Salmon Beach Security** – The old administration building is in need of demolition and the Manager of Environmental Services estimates the costs to dispose are approximately \$10,000.00.
- **Grants-in-aid Sproat Lake** – Director Cote and members of the Sproat Lake Community Association would like a higher level of Emergency Planning for the area than what is proposed under the Alberni Valley Emergency Planning service that the area participates in. As a result, the Sproat Lake Community Association requests a \$5,000.00 grant-in-aid to conduct some Strategic Interface Fire Protection Planning. The CAO requests that the grant be conditional to the association coordinating efforts with the Emergency Coordinator and the CAO.
- **Sproat Lake Community Park** – Met with Joe Lamoureux, Sproat Lake Parks Commission Chairperson, and Director Penny Cote regarding the 2017 budget. They requested \$2,000.00 to provide shade trees around Cougar Smith Park as well as \$1,000.00 to replace the Dickson Park ladder and \$2,000.00 to paint the tennis court for Pickle Ball.
- **Grants-in-aid Beaver Creek Community Park** – Director McNabb has been working with staff to develop options for funding projects and issues for the community's benefit. The Director has requested that \$5,000.00 be requisitioned through Grants-in-aid for Special Events of this nature. Sproat Lake does a similar grant.
- **Cherry Creek Community Park** – Director Banton has requested that due to the fact that the Bike BC grant funding was received that the tax requisition be reduced to \$6,535.00.

Time Requirements – Staff & Elected Officials:

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

Financial:

The total budget for 2017 is \$17.7 million. This is a decrease from the previous year of \$18.4 million. The budget is funded through land and improvement taxes, parcel taxes, grants, sales of service, surplus and other revenue. The tax requisition and parcel tax components represent 32% or \$5.6 million of the total budget.

Policy or Legislation:

The *Local Government Act* requires that the Regional District annually adopt a five year financial plan by March 31st. The 2017-2021 Financial Plan will be given third reading and adopted on March 22, 2017 at the regular Board of Directors meeting.



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



Approved by: per: _____
Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: Board of Directors
From: Alex Dyer, Planner
Date: March 10, 2017
Subject: **Agriculture Plan Initiatives – 2017 Budget**


The Agricultural Development Committee has identified a number of priority projects for 2017. These projects are either a continuation of initiatives that are already under progress or new projects developed through leveraging grant funding. Key projects for 2017 include:

- i. “What’s On Your Fork” Grow Local Campaign. Educational campaign to encourage residents to grow more local food throughout the Alberni Valley and West Coast communities. This is a two-year project with 10 funding partners facilitated by a \$25,000 grant from the province.
- ii. Water policy review for the agricultural use of water facilitated by a \$7,950 grant from the Real Estate Foundation.
- iii. Continued work with the Abattoir Working Group to realize a plan for developing a local red meat abattoir.
- iv. Support for a grant application in conjunction with the City of Port Alberni to develop a website dedicated to a farmer’s directory, interactive map and local food and agriculture initiatives.
- v. Review of the Alberni Valley Agriculture Plan to include the west coast communities – Tofino, Ucluelet, Bamfield and First Nation communities.

At their February 14, 2017 meeting, the Agricultural Development Committee passed a motion to recommend that the Board of Directors increase the 2017 budget for Agriculture Plan Initiatives from \$45,000 to \$50,000 in order to facilitate the priority projects identified.

A preliminary budget has been prepared to provide a framework for how the 2017 funding could be allocated. This takes into account the amount already expended on hosting duties for the Islands Agriculture Show held in February 2017.

Project	Estimated Cost to ACRD
Islands Agriculture Show (expended)	\$5,000
Jan/Feb Agricultural Support (expended)	\$4,000
Grow Local Support	\$1,500
West Coast Agricultural Plan Addendum (additional funding required – IAFBC)	\$5,000
Agricultural Use of Water Project and <i>Regional Water Sustainability Framework</i>	\$8,000 + \$5,000
Abattoir/Slaughter Support for producers	\$4,000
Website Development (addition funding required – City of Port Alberni and REFBC)	\$3,000
General public support – enquiry response, community projects, reports, presentations, committee involvement	\$9,500
Public awareness, branding, media, social media, event support	\$5,000
Total	\$50,000

Submitted by: 
 Alex Dyer, Planner

Reviewed by: 
 Mike Irg, Manager of Planning & Development



MEMORANDUM

To: Board of Directors

From: Andrew McGifford, CPA, CGA, Manager of Environmental Services

Meeting Date: March 15, 2016

Subject: Landfill operations software

The current landfill system software used at both landfill sites is very old, (MS-DOS) but effective and easy for the operators to use, the issue is that the software is no longer supported. If there were any issues with the software and our IT contractor could not rectify it would seriously hamper operations and billing processes. Staff use the software to compile and invoice landfill commercial activity and bill monthly. Also, track the different type of materials for reporting our volumes in our annual reports and then analysis of the volumes to assist staff.

The new software would be a Windows based application. It will provide staff with a site license (multiple users – currently only two can use) Avery Weigh-Tronix will provide the Software, install, convert old data, training and support for the first year for the price of \$23,285. Software support is optional and can be purchased for \$2,580 per year after the expiry of the initial first year of support.

Financial:

Costs will be split between the Alberni Valley and Bamfield and the West Coast Waste Management services, within the capital fund. The splits between the two services are based on the volume of tipping material through each site. The split is \$18,162.30 (78%) for the AVLf and \$5,122.70 (22%) for the WCLF. Our IT contractor will need to spend some during the install but this is anticipated to be minimal.

Submitted by: _____
Andrew McGifford, CPA, CGA, Manager of Environmental Services



Alberni-Clayoquot Regional District

Bylaw No. F1131

A bylaw to adopt the 2017 to 2021 Financial Plan

The Board of Directors for the Alberni-Clayoquot Regional District in open meeting assembled enacts as follows:

1. This Bylaw may be cited as the ***“Bylaw F1131, 2017 to 2021 Alberni-Clayoquot Regional District Financial Plan”***.
2. Schedule “A” attached hereto and forming part of this Bylaw is the 2017 to 2021 Financial Plan.

Read a first time this 22nd day of February, 2017.

Read a second time this day of , 2017.

Read a third time this day of , 2017.

Adopted this day of , 2017.

Chairperson

Chief Administrative Officer