



Alberni-Clayoquot Regional District

ELECTORAL AREA DIRECTORS COMMITTEE MEETING

TUESDAY, MAY 23, 2017, 2:00 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>APPROVAL OF AGENDA</u> | |
| <i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 3. <u>ADOPTION OF MINUTES</u> | |
| a. Electoral Area Directors Committee Financial Planning Meeting held
 February 15, 2017 | 3-8 |
| <i>THAT the minutes of the Electoral Area Directors Committee Financial Planning
 meeting held on February 15, 2017 be adopted.</i> | |
| 4. <u>REQUEST FOR DECISIONS & BYLAWS</u> | |
| a. REQUEST FOR DECISION | 9-12 |
| Cherry Creek Waterworks District – Gas Tax Funding Request
(referred from Board of Directors meeting March 8, 2017) | |
| <i>THAT the Electoral Area Directors Committee recommend that the Alberni-
 Clayoquot Regional District Board of Directors deny the Cherry Creek Waterworks
 District request for \$625,000 of Community Works Funding.</i> | |
| b. REQUEST FOR DECISION | 13-17 |
| Consideration of an Animal Control Service for Livestock at Large
(referred from Board of Directors meeting March 8, 2017) | |
| <i>(Committee Direction Requested)</i> | |
| 5. <u>REPORTS</u> | |
| a. Request to City of Port Alberni – Allocation of Gas Tax Funds to
 Alberni Valley Regional Airport Expansion Project – W. Thomson
 (verbal) | |
| b. Sproat Lake Flood Mitigation - Use of Gas Tax Fund – W. Thomson/T. | |

Fong (verbal)

THAT the Electoral Area Directors Committee receives verbal reports a-b.

6. **LATE BUSINESS**

7. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE FINANCIAL PLANNING MEETING HELD ON FEBRUARY 15, 2017, 1:30 PM

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

DIRECTORS PRESENT: Keith Wyton, Chairperson, Director, Electoral Area “A” (Bamfield)
Mike Kokura, Director, Electoral Area “B” (Beaufort)
Tony Bennett, Director, Electoral Area “C” (Long Beach)
John McNabb, Director, Electoral Area “E” (Beaver Creek)
Lucas Banton, Director, Electoral Area “F” (Cherry Creek)
Penny Cote, Director, Electoral Area “D” (Sproat Lake)

STAFF PRESENT: Russell Dyson, Chief Administrative Officer
Andrew McGifford, Manager of Environmental Services
Teri Fong, Manager of Finance
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services
Alex Dyer, Planner
Shelli Lyle, Administrative Assistant

1. CALL TO ORDER

The CAO called the meeting to order at 1:30 pm

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

2. ELECTION OF CHAIRPERSON

a. **Election of Chairperson – 2017**

The CAO conducted the election for Chairperson of the Electoral Area Directors Committee for 2017.

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for 2017 for the first time.

Director Banton nominated Director Wyton for the position of Chairperson of the Electoral Area Directors Committee for 2017. Director Wyton accepted the nomination.

The CAO request nominations for the position of Chairperson of the Electoral Area Directors Committee for 2017 for the second time.

Director McNabb nominated Director Banton for the position of Chairperson of the Electoral Area Directors Committee for 2017. Director Banton declined the nomination.

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for 2017 a third time.

There being no further nominations, the CAO declared Director Wyton to the position of Chairperson of the Electoral Area Directors Committee for 2017.

Chairperson Wyton assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Kokura
SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. Electoral Area Directors Committee Meeting held October 5, 2016.

MOVED: Director McNabb
SECONDED: Director Banton

THAT the minutes of the Electoral Area Directors Committee Meeting held on October 5, 2016 be received.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

Director Cote entered the meeting at 1:35 pm.

a. Request for Decision regarding 2017 – 2021 Financial Plan – Vancouver Island Regional Library.

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommend the Vancouver Island Regional Library proposed budget be included in the first reading of the 2017 Budget of the Alberni-Clayoquot Regional District Financial Plan.

CARRIED

MOVED: Director Banton
SECONDED: Director Kokura

THAT the Electoral Area Directors Committee instruct staff to determine resources required to investigate options for library services for consideration by the ACRD Board of Directors.

CARRIED

b. Request for Decision regarding 2017 – 2021 Financial Plan – Building Inspection.

MOVED: Director Banton
SECONDED: Director McNabb

THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

c. Request for Decision regarding 2017 – 2021 Financial Plan – Management of Development – Rural Area.

MOVED: Director McNabb
SECONDED: Director Cote

THAT the Electoral Area Directors Committee recommend the Management of Development – Rural Area proposed budget to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

d. Request for Decision regarding 2017 – 2021 Financial Plan – 2017-2021 Financial Plan – Electoral Area Administration.

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommend the Electoral Area Administration proposed budget to be included in the first reading of the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

e. Request for Decision regarding 2017 Grant In Aid – Beaver Creek Community Club.
(referred from February 8, 2017 Committee-of-the-Whole Meeting)

MOVED: Director McNabb
SECONDED: Director Kokura

THAT the grant-in-aid for the Beaver Creek Community Club be referred back to staff to investigate and report back to the Board on the following two options: use of gas tax funds or grant-in-aid.

CARRIED

- f. **Request for Decision regarding 2017 Grant In Aid – Cherry Creek Community Recreation Commission.**
(referred from February 8, 2017 Committee-of-the-Whole Meeting)

MOVED: Director Cote
SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommend that a grant-in-aid be awarded to the Cherry Creek Community Recreation Commission in 2017 in the amount of \$20,000 with the following areas participating: "E" (Beaver Creek) \$3,000, "B" (Beaufort) \$1,000 and "F" (Cherry Creek) \$16,000.00.

CARRIED

W. Thomson left the meeting at 3:00 pm.

S. Lyle assumed responsibility for recording the minutes.

- g. **Request for Decision regarding Building Setbacks from Water Courses, Lakes and Oceans – M. Irg (Verbal Update)**
(Referred from January 25, 2017 Board Meeting)

MOVED: Director Cote
SECONDED: Director McNabb

THAT the Electoral Area Directors Committee instruct staff to prepare a Zoning Bylaw text amendment to amend Section 6.2: increasing the vertical setback to 4 metres from the natural boundary of a water course, water body, lake or ocean; increasing the horizontal setback to 15 metres from the natural boundary of a water body, lake or ocean; and limiting the ceiling height of any non-habitable space within the 4 metre vertical setback to 1.5 metres or less.

MOVED: Director Bennett
SECONDED: Director Cote

THAT the main motion be amended by replacing prepare with investigate in the first paragraph of the resolution.

CARRIED

The main motion as amended was

CARRIED

6. REPORTS

a. Discussion on Service Levels – R. Dyson (Verbal)

CAO explained information was provided through prepared budgets and work plans for 2017 and asked Directors to reflect on these and asked if there are services beyond the work plan that should have reflection by the Board?

MOVED: Director McNabb

SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors instruct staff to investigate the development of a community improvement fund for Electoral Area "E" (Beaver Creek).

CARRIED

b. Woodstove and Backyard Burning Report – A. McGifford (Verbal)

A. McGifford provided background on the woodstove program and current backyard burning bylaws, requesting Directors offer direction on how to proceed.

MOVED: Director Kokura

SECONDED: Director Banton

THAT the Electoral Area Directors Committee request staff to develop a budget for the production of two educational pamphlets on Woodstove and Backyard Burning in 2017.

CARRIED

7. LATE BUSINESS

8. ADJOURN

MOVED: Director McNabb

SECONDED: Director Kokura

THAT this meeting be adjourned at 4:00 pm.

CARRIED

Certified Correct:

Keith Wyton,
Chairperson

Russell Dyson,
Chief Administrative Officer



REQUEST FOR DECISION

To: Electoral Area Directors

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

Meeting Date: May 23, 2017

Subject: Cherry Creek Waterworks District – Gas Tax funding request

Recommendation:

That the Electoral Area Directors Committee recommend that the Alberni-Clayoquot Regional District Board of Directors deny the Cherry Creek Waterworks District request for \$625,000 of Community Works Funding.

Desired Outcome:

To utilize the Community Works Funding to address the infrastructure demands within the services of the ACRD.

Summary:

The Cherry Creek Waterworks District (CCWW) was a delegation at the March 8, 2017 Board of Directors meeting and provided a letter requesting \$625,000 of Community Works Funding to replace some aging water main within their system. The delegation was received and referred to the Electoral Area Directors Committee for further discussion.

While there may be political interest to allocate funds across each electoral area based on population, this is not a condition or requirement of the program. It is the position of staff that priority be given to critical infrastructure needs of the ACRD services. This may not result in a population-based allocation across the electoral areas, but it does reflect the critical needs of the services that the Board established. Each electoral area participates in various ACRD services that have projects that meet the eligible criteria. The funds can also support projects outside electoral areas that benefit municipalities and first nations with no ties to geography. The Water Systems are a priority in consideration of:

- The Board defining water systems as one of its priorities for Community Works Funding projects;
- The systems are 100% the responsibility of the ACRD;
- The water system needs exceed the ability of residents to pay. Reports and studies have identified requirements in excess of \$9 million for these water systems, with regulation and standards increasing, the systems aging and the impact of inflation, these costs are bound to increase;
- Alberni Valley regional water capital infrastructure costs, which may include filtration, will require a large capital contribution from the Beaver Creek Water system as their share of the project.
- Residents connected to these water systems will be paying for other improvements and will be realizing increased costs for taxes and tolls. Many of these communities are struggling economically;
- Water is essential; the integrity of water quality will be compromised if infrastructure needs are not addressed.

Cherry Creek Waterworks District has requested the funding on the need to renew AC water mains. It should be noted that the ACRD water systems have an abundance of asbestos concrete (AC) water mains and materials that predate the production of AC pipe.

There are needs within the ACRD water system asset that must be considered and a comparison of the percentage of AC in Beaver Creek is higher than CCWD with 60% of the pipe in the ground AC. The Long Beach Airport has steel water mains installed in the 1940's that are at the end of their life, with virtually no capital available to complete these replacements. Bamfield will be faced with increasing operational cost and still require renewal for the water system and their system is aging. Millstream will be completing the infrastructure assessment to identify all required capital projects within 2017.

Background:

The ACRD has previously provided CCWW \$385,000 of Community Works Funding for water system upgrades, this was to complete key water main upgrades.

Time Requirements – Staff & Elected Officials:

Staff and elected officials time for concurrence with the staff recommendation would be minimal.

Financial:

Based on the 2017-2021 Financial Plan there will be an estimated \$1 million of Community Works Funds available for eligible projects. Although the Renewed Gas Tax agreement extends to 2024 the funding commitment from the Federal Government beyond 2018/19 is unknown at this time.

It should be noted that the \$600,000 allocated to the Bamfield Water System in 2016 was specifically for the Water Treatment Plant upgrades but the ACRD has since received a grant from the Clean Water & Wastewater Fund for this project. Many critical infrastructure demands are still facing the Bamfield Water System and will require significant capital funding to complete. Staff will be presenting an update of previously committed Community Works Fund projects as well as recommendations for future projects in advance of the 2018-2022 Financial Plan discussions.

Policy or Legislation:

The eligible project categories of the Community Works Fund include:

1. Local roads, bridges	2. Wastewater
3. Highways	4. Solid waste
5. Short-line rail	6. Community energy systems
7. Regional and local airports	8. Brownfield redevelopment
9. Broadband connectivity	10. Sport infrastructure
11. Public transit	12. Recreational infrastructure
13. Short-sea shipping	14. Cultural infrastructure
15. Drinking water	16. Tourism infrastructure
17. Disaster mitigation	18. Capacity building

Options Considered:

Staff recommends that if the Electoral Area Directors are contemplating allocating a substantial amount of money to CCWD that there be greater accountability and cooperation on critical decisions moving forward. A cooperation agreement between the two organizations would be beneficial including that an agreed amount of Community Works Funding for Cherry Creek water system improvements be conditional on the following:

- The priorities for these funds would be agreed to after a comprehensive review of all capital projects and long-term cost implications of those projects – water mains, dam and water treatment needs and available alternative funds (CCWW reserves, grants, etc.).
- The ACRD must provide proof that the organization is progressing on the Asset Management process in order to continue to receive Community Works Funding. If the ACRD provides funding to other organizations, moving forward the need to ensure they meet the same criteria must be in place to maintain compliance fund the funding agreement.

- An assessment is made by a qualified third party on the options for water treatment for Cherry Creek as was completed for the Beaver Creek Water System.
- The two organizations negotiate an agreement for water system maintenance and level of service expectations.
- Governance be considered and the merits of a regional option considered in the context of alternative grant funding for the water treatment option selected.



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



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



Approved by: _____
Wendy Thomson, Acting Chief Administrative Officer

CHERRY CREEK WATERWORKS DISTRICT

5920-A Cherry Creek Rd. Port Alberni, B.C. V9Y 8R7

Monday - Friday 9:30am - 1:30pm

Phone 250-723-2214

Fax 250-723-0225

Email ccww@shaw.ca

www.cherrycreekwater.com

07/03/2017

Board of Directors
Alberni Clayoquot Regional District
Port Alberni, BC
V9Y 2E3
Attention: John Jack - Chair

Dear Mr. Jack,

The Board of Trustees for Cherry Creek Water District would like to formally request an amount of \$625,000.00 of Gas Tax funding in the 2017 Budget year. This amount would allow the District to replace aging mainline pipe within the water distribution system. The Board believes these funds would meet all the required criteria outlined in the Gas Tax Agreement.



Michelle Price

Administrator

Cherry Creek Waterworks



REQUEST FOR DECISION

To: Russell Dyson, Chief Administrative Officer; and
Regional Board of Directors

From: Alex Dyer, Planner

Meeting Date: March 8, 2017

Subject: Consideration of an Animal Control Service for Livestock At Large

Recommendation:

THAT the Board of Directors refer the consideration of an animal control service for livestock at large to the Electoral Area Directors Committee for discussion.

Desired Outcome:

To initiate Board discussion on the implementation of an animal control service in the Electoral Areas to regulate livestock at large.

Summary:

At the January 25, 2017 regular meeting, the Board directed staff to investigate a bylaw for impounding and licensing of animals in rural areas in response to concerns raised by residents. Staff were asked to investigate a similar service provided by the Comox Valley Regional District (CVRD).

Through establishing a service area and adopting a regulatory bylaw, the Regional District has the ability to control animals at large. The CVRD animal control service is investigated in detail later on in this report. The cost of the Comox Valley Animal Control service is approximately \$140,000 in the 2017 proposed budget. This service includes the licensing and control of dogs as well as agricultural animals and the CVRD has a ticketing bylaw in place which allows them to issue a \$100 fine for allowing an animal to run at large.

If the Board were to establish a service to control livestock at large, coming up with funding for an effective enforcement system would be critical. There would be personnel costs for the Bylaw Enforcement Officer to attend calls and investigate complaints, contractor costs for a trained professional to impound the animals, kenneling/pound costs and potential costs for pursuing legal action if required.

Staff are recommending that a preliminary estimate for an effective livestock control service would require, at minimum, +/- \$50,000 per year which would amount to one third of the cost of the CVRD service. In order for enforcement to be effective, staff are also recommending that a ticketing bylaw be

implemented to allow fines to be issued for non-compliance. Contractors would need to be retained to retrieve or impound animals at large and to provide kenneling.


Background:

The CVRD established a service in 1981 to provide animal control within a portion of their Regional District. CVRD Electoral Areas Animal Control Bylaw No. 100, 2010 regulates animal control within Electoral Area B (Lazo North), Area C (Puntledge-Black Creek) and the Vancouver Island portion of Electoral Area A (Baynes Sound excluding Denman and Hornby Islands). The bylaw regulates the control of both domestic and agricultural animals and includes regulations on dog licensing and a prohibition on any dog or animal allowed to run at large within the service area.

The CVRD has a Municipal Ticket Information system enabling officers to issue tickets for infractions or proceed to court. The ticketing bylaw includes tickets for “permitting/allowing animal to run at large” with the fine amount being \$100. On average, the animal control officers issue eight to ten tickets a year for animals at large and have issued tickets for incidents of goats, sheep and horses at large. Other than ticketing, they have used long form information and obtained consent orders through Provincial Court as well as Supreme Court injunctions.

For repeat offenders/infractions, often they will have them enter into an agreement/contract to prevent their livestock from running at large and waive or reduce pending fine amounts to obtain long term compliance. They have had a high success rate with obtaining compliance and working with the owners and complainants. The challenges with enforcing animal control, specific to livestock, is often the cost of impounding or removing the animals if the owner cannot be readily located. Often these areas are remote and officers are not able to attend as quickly as they could if the area was closer to town, which often results in an investigation after the fact. The CVRD has a contract with the Corps of Commissionaires to provide animal control service (includes dogs) and bylaw staff will assist with issuing tickets or court proceedings as required.

Funding for the service is provided through a tax calculated at \$0.0248 per \$1,000 of the assessed value of a home along with additional funds collected through the sale of dog licenses. The 2017 provisional budget for the service is provided below; please note that the budget includes the animal control contract for \$48,000 separate from the kennel contract with their local SPCA.

		#291 Comox Valley Animal Control		
Operating	2016 Budget	2017 Proposed Budget	Increase (Decrease)	
Revenue				
Requisition	120,800	120,800	-	
Applications/Permit Fees	9,000	10,000	1,000	
Prior Years Surplus	32,528	11,000	(21,528)	
	\$ 162,328	\$ 141,800	\$ (20,528)	
Expenditures				
Personnel Costs	37,929	37,955	26	
Operating	97,577	98,013	436	
Contribution to Reserve	26,822	5,832	(20,990)	
	\$ 162,328	\$ 141,800	\$ (20,528)	

Time Requirements – Staff & Elected Officials:

Regulatory bylaws are enforced on a complaint basis and while a limited number of complaints per year would be anticipated, it would be expected that significant staff time would be required once a complaint is received. Staff time would be required to attend the site, investigate, dialogue with the complainant and animal owner, prepare paperwork for ticketing, facilitate support from animal control contractors and potentially prepare documents to proceed with legal action.

Financial:

There would be an annual cost to establishing and enforcing an animal control service for livestock at large. For discussion purposes, staff have put forward an annual budget of \$50,000 as a minimum to establish an effective service. Accounting staff have prepared a 2017 requisition estimate for a livestock roaming service for the four Electoral Areas in the Alberni Valley (Beaufort, Sproat Lake, Beaver Creek and Cherry Creek). The requisition estimate is attached to this report as Appendix 'A'. This requisition is based on land and improvements. If the board wishes to look at establishing this service, other options such as a parcel tax can be investigated.

Policy or Legislation:


The *Livestock Act* designates Livestock Districts (areas where livestock may be at large) and Pound Districts (areas where livestock at large are subject to capture). A designated pound district would require action by a local government to designate a pound and a manager with powers to impound livestock at large. The ACRD has not been designated either a Livestock District or a Pound District under the *Livestock Act*, effectively meaning that the provisions of the Act do not apply to our area.

The *Range Act* allows livestock to be at large on Crown land where specific conditions are set out in a grazing tenure.

Previous correspondence from the Ministry of Agriculture District Agrologist for our area confirmed that there is no provincial legislation applicable to our area that would require the control of livestock. If the Regional District wishes to regulate livestock at large, a service will need to be established and a regulatory bylaw adopted.

Options Considered:

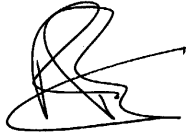
- 1) Establish a service to control livestock at large in the four Electoral Areas in the Alberni Valley.
- 2) Continue to not regulate livestock at large.

Submitted by: 

 Alex Dyer, Planner

Approved by: 

 Mike Irg, Manager of Planning and Development



Russell Dyson, Chief Administrative Officer

ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2017 REQUISITION ESTIMATE
 LIVESTOCK ROAMING

Appendix 'A'

PARTICIPANTS: ELECTORAL AREAS ONLY

TOTAL REQUISITION: \$ 50,000

BASIS OF APPORTIONMENT: LAND AND IMPROVEMENTS
 CONVERTED HOSPITAL VALUES

PARTICIPANT	2017 CONVERTED VALUES	%	REQUISITION
		SHARE	
AREA B	\$ 11,105,603	6.16%	\$ 3,079
AREA D	\$ 94,064,473	52.16%	\$ 26,079
AREA E	\$ 35,515,249	19.69%	\$ 9,847
AREA F	\$ 39,656,476	21.99%	\$ 10,995
	<u>\$ 180,341,801</u>	<u>100.00%</u>	<u>\$ 50,000</u>

Residential Tax Rate \$ 0.028 per \$1,000 of assessed value