



Alberni-Clayoquot Regional District

SALMON BEACH COMMITTEE MEETING

TUESDAY, FEBRUARY 28, 2017, 2:00 PM

Regional District Board Room, 3008 5th Avenue, Port Alberni, BC

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ELECTION OF CHAIRPERSON FOR 2017</u>	
4. <u>ADOPTION OF MINUTES</u>	
a. Salmon Beach Committee Meeting – November 9, 2016	3-6
<i>THAT the minutes of the Salmon Beach Committee meeting held on November 9, 2016 be received.</i>	
5. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. REQUEST FOR DECISION Administration of Salmon Beach Services	7-17
<i>THAT the Salmon Beach Committee recommend that the ACRD Board of Directors allocate \$5,000 from General Government Services Studies and Reports to explore options for administering Salmon Beach Services.</i>	
b. TERMS OF REFERENCE Salmon Beach Committee	18-20
<i>THAT the Terms of Reference for the Salmon Beach Committee be received.</i>	
c. REQUEST FOR DECISION Salmon Beach Sewage Field Upgrades – Request to Proceed to Toquaht Nation	21
<i>THAT the Salmon Beach Committee request that the Board of Directors write a letter to Toquaht Nation to permit the investigation of the costs and proceed with work to re-establish maximum capacity in the sewage field original sewage field and install additional feeder tank capacity within the License of occupation area.</i>	

- d. **REQUEST FOR DECISION**
 2017-2021 Salmon Beach Service Budget

22-37

THAT the Salmon Beach Committee support the inclusion of the budget, as presented, in the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.

6. **LATE BUSINESS**

7. **ADJOURN**



Alberni-Clayoquot Regional District

MINUTES OF THE SALMON BEACH COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 9, 2016, 10:30 AM

Regional District Board Room, 3008 5th Avenue, Port Alberni, BC

MEMBERS Tony Bennett, Director, Electoral Area "C" (Long Beach) (Teleconference)

PRESENT: Kel Roberts, Chair
Ken Lunde
Jill Maibach
Mary Ellen Peet

REGRETS: Terry Graff

WEST COAST Dianne St. Jacques, Mayor, District of Ucluelet
COMMITTEE: Josie Osborne, Mayor, District of Tofino

STAFF PRESENT: Wendy Thomson, Manager of Administrative Services
Andrew McGifford, Manager of Environmental Services
Alex Reaburn, West Coast Assistant

1. CALL TO ORDER

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

2. APPROVAL OF AGENDA

The Committee approved the agenda as circulated.

3. REQUEST FOR DECISIONS & BYLAWS

a. REQUEST FOR DECISION

Illegal Dumping at Salmon Beach

MOVED: M. Peet

SECONDED: J. Maibach

THAT the Salmon Beach Committee support work to remove accumulated piles of debris for an estimated cost of \$600 tipping fees with Deer Bay Contracting.

CARRIED

MOVED: M. Peet
SECONDED: J. Maibach

THAT the Salmon Beach Committee request staff investigate a village cleanup period and bring forth for the garbage service plan and work within 2017 budget limits.

CARRIED

4. REPORTS

a. **MEMORANDUM**
Salmon Beach Updates

The Manager of Environmental Services provided an overview of the report. The Committee reviewed the report.

MOVED: M. Peet
SECONDED: J. Maibach

THAT the Salmon Beach Committee continue testing wells #10 and #2 monthly and explore options for future water sources at Salmon Beach.

CARRIED

D. St. Jacques and J. Osborne entered the meeting at 10:52 am.

Administration Building – K. Roberts provided an overview of research conducted for a new Administration Building.

2017 Expenditure Plan – The Committee reviewed the expenditure plan for 2017.

Gathering Place – Staff to follow-up with the Building Inspector on the recommendations for the gathering place and the requirement for a land survey. K. Roberts to work with staff regarding volunteers working on the gathering place.

Pump and Haul – The Committee discussed options for emergency coverage for pump and haul and cost recovery. Staff to report back with options on moving forward and plan for vehicle replacement in 2017.

b. **MEMORANDUM**
Volunteers performing services and work in Salmon Beach

The Manager of Environmental Services spoke to his report. ACRD staff will work on a plan for procedures to ensure any works performed by volunteers are documented and supervised.

- c. **MEMORANDUM**
Silt Trap, Brush Removal and Ditch Work at Salmon Beach

A. Raeburn provided an overview of the report.

- d. **MEMORANDUM**
September 2016 Activity Report

The Committee reviewed September 2016 Activity Report for the Salmon Beach Services.

MOVED: J. Maibach
SECONDED: M. Peet

THAT the Committee meet with ACRD staff to discuss the West Coast Assistant position prior to 2017 budget.

CARRIED

- e. **Roles and Responsibilities**
Discussion with West Coast Committee

Role of the Committee was discussed. Further discussion on roles and responsibilities of the Committee to be conducted prior to the 2017 budget.

D. St. Jacques provided the Committee with an overview of the ACRD West Coast Committee.

5. **UNFINISHED BUSINESS**

MOVED: J. Maibach
SECONDED: M. Peet

THAT the Committee request staff to include \$20,000.00 in the 2017 Capital Plan for Salmon Beach Sewage.

CARRIED

MOVED: M. Peet
SECONDED: J. Maibach

THAT the Salmon Beach Committee request the ACRD Board of Directors to forward a letter to the Ministry of Transportation and Infrastructure regarding maintenance of the entrance to Toquaht main road.

CARRIED

6. **LATE BUSINESS**

7. **ADJOURN**

MOVED: K. Lunde

SECONDED: K. Roberts

THAT the meeting adjourn at 12:15 pm.

CARRIED



REQUEST FOR DECISION

To: Salmon Beach Committee
From: Russell Dyson, Chief Administrative Officer
Meeting Date: February 28, 2017
Subject: Administration of Salmon Beach Services

Recommendation:

THAT the Salmon Beach Committee recommend that the ACRD Board of Directors allocate \$5,000 from General Government Services Studies and Reports to explore options for administering Salmon Beach Services.

Background:

Please find attached information regarding the establishment of a local community commission. This information is provided by the Ministry of Community, Sport and Cultural Development.

Staff requested options from the Ministry for the consideration of the administration of Salmon Beach Services. If the committee agrees, the Ministry would be requested to help sponsor an evaluation of the commission comparing it to the current administration of services at Salmon Beach. Other options may also be explored.

A third party consultant would undertake the work which could provide financial analysis and identification of opportunities and constraints to the options. The Regional District would offer to share the costs – from general government services and it is proposed that the ACRD Board of Directors allocate \$5,000 for this purpose.

The report would be shared with the Committee, Board and community. If the establishment of a local community commission is the preferred option it can be decided whether to put this matter to referendum.

Submitted by: _____
Russell Dyson, Chief Administrative Officer

LOCAL COMMUNITY COMMISSIONS

Introduction

Local community commissions (LCC) are a component of the local government system in British Columbia. Located in unincorporated areas of the province, LCCs serve as advisory and administrative bodies to the regional district that created them. There are five LCCs in the province as of 2012, though the commissions differ in their level of activity. The five commissions and the regional districts in which they are located are:

- Bear Lake – Regional District of Fraser-Fort George
- Charlie Lake – Peace River Regional District
- Coal Harbour – Regional District of Mount Waddington
- Fort Fraser – Regional District of Bulkley-Nechako
- Olalla – Regional District of Okanagan-Similkameen

Further information about these LCC's can be found in Appendix A

Legislation

First introduced as a local government option in the *Municipal Act* of 1977, LCC's are now described by Section 838 of the *Local Government Act* (Act). This legislation gives regional district boards the authority to create a LCC and contains most other provisions that apply to their administration and operation.

What is a local community commission?

A LCC is an administrative body represented by commissioners who are elected to represent an unincorporated area of a regional district called a local community. The LCC has a role in regard to the operation and administration of the regional district services that are being delivered in the local community. Landowners or residents who wish to be involved in decision-making processes at the local level can participate by becoming elected as a commissioner for the LCC. The boundary of a local community is decided by the regional district board and generally represents small, geographically independent and relatively high-density rural communities.

The number of commissioners for the LCC is either five or seven as determined by the regional district. One of the commissioners is always the regional district board director within whose electoral area the local community commission is located.

The board of the regional district establishes a LCC by adopting a bylaw after a public consultation process. The bylaw, establishes the local community—a geographic area with a defined boundary. The electors within the local community must assent, by referendum, to the establishment of the LCC. The approval of the Inspector of Municipalities (an executive staff member with the Ministry of Community, Sports and Cultural Development) is also required.

Overall responsibility for the LCC and its actions rests with the regional district board which is the legislative and corporate decision-maker for all the services that it delivers. The board owns any property associated with the services in a local community, and contracts made as part of the operation of these services can only be made in the name of the regional district.

What is the role of a local community commission?

A LCC is an administrative body of the regional district with commissioners who are elected by citizens to provide input into regional district services that are delivered to the community. Each service is created through the adoption of a regional district service area establishment bylaw. The LCC can provide advice to the regional district about these services and make administrative decisions where the board has delegated decision-making powers to the LCC. The advice could also relate to more general issues of importance to the local community. In this way, a LCC may act as a “quasi-council” by channeling issues from the community to the regional district board.

The LCC recommends or determines how regional district services will be managed in the local community, within the policy framework created by the regional board. If administrative powers have been delegated to the LCC, it can also make decisions about spending funds allocated by the regional district board in its budget. However, it is the staff of the regional district who carry out any action recommended or decided by the LCC. For example, a commission could approve an expenditure, but the regional district staff place the order with the supplier and ensure delivery.

Why might a regional district board decide to create a local community commission?

A LCC presents a unique method for a regional district to delegate decision-making powers for services to a local level with greater potential for community involvement. Unlike a standing or select committee whose members are appointed by the regional district chair or regional district board, the members of a LCC are elected locally by residents and non-resident property owners.

Although every community is unique, there are some general characteristics that may lead to the creation of a LCC. For example:

- The community is geographically independent. Whether the area is compact or dispersed, the boundary is fairly easy to define.
- Citizens within the area considering forming an LCC are receiving several local services from the regional district. These services typically include but are not limited to water, sewer, fire protection or parks and they can be in any combination.
- The citizens have a high interest in the services being delivered in the community.
- The community has some of the characteristics of a municipality but it is not ready for incorporation.

Some local communities may have certain services being delivered by a regional district and other services delivered by an improvement district. If there is local support for it, the improvement district could be dissolved by the Province and responsibility for its services could be transferred to the regional district. In that way, the citizens would still be able to have a local voice in the operation and administration of the services formerly delivered by the improvement district.

The transfer of administrative powers to an elected LCC may be a solution in cases where citizens of a community want more control over the governance of their services than a single electoral area director. A LCC could help to enhance community identity and promote a greater interest in community decision-making.

Steps to establishing a local community commission

- Citizens in a community approach the regional district electoral area director or regional district board with a request to investigate the implications for creating a LCC.
- The regional district creates a report to be discussed with the community at a public information meeting so they can determine the level of support for the concept. The report may discuss the level to which the regional board is willing to delegate its authority to the LCC.
- If there is general support for the creation of a LCC, the regional district board gives three readings to a local community commission establishment bylaw and sends it to the Inspector of Municipalities for approval.
- A vote of the electors is held by referendum under Part 4 of the Act to decide if they support the creation of a LCC.
- If the bylaw receives elector approval, the regional district adopts the LCC establishment bylaw.
- A vote is held to elect the commissioners for the LCC under Part 3 of the Act.

Considerations for the design of a local community commission

Establishing Bylaw

The local community commission establishment bylaw must include the following:

- the name of the LCC;
- the boundary of the LCC;
- the time and manner in which the annual general meeting will be held; and
- whether the commissioners are to be elected every 3 years (along with the general local election) or annually on a day specified in the bylaw.

Additional provisions that may be included in establishing bylaw include the following:

- the manner of holding elections for commissioners, if different from the normal local government election process;
- the number of commissioners. The default is four commissioners but the board can decide that there will be six commissioners;
- the delegation of administrative powers for specified services to the LCC;

- the terms, conditions and restrictions on activities of the LCC; and
- the amount of remuneration to be paid to the commissioners.

A map showing the boundary of the LCC is often attached to the bylaw as a schedule. The boundary of the LCC is usually the same as the boundaries established for the regional district services being delivered in the local community. If the service area boundaries are not co-terminus, the boundary of the LCC is usually the same boundary established for the service area with the largest geographic area.

There may be two components for the establishing bylaw: the actual establishment of the local community (which requires a majority of affirmative votes at the regional district board to pass) and the delegation of administrative powers to the LCC by the board (which requires a 2/3 majority of affirmative votes to pass). Given the different voting requirements, a regional board may wish to pass a delegation bylaw separately. A sample local community commission establishment bylaw is attached as Appendix B.

The commissioners have the same immunity against legal prosecution as the directors of the regional district board. This means that they are immune from personal liability unless the cause of action is dishonesty, gross negligence or malicious or willful misconduct, libel or slander. The members of a LCC can be also indemnified by the regional district board under Section 287.2 of the Act should a commissioner be involved in a legal action or prosecution.

The Ministry of Community and Rural Development annually provides a grant of \$5,000 for each local community established by a regional district. The purpose of the grant is to help offset the regional district's costs associated with the administration of the LCC.

Elections

There are either five or seven commissioners for a LCC and all but one of them is directly elected by residents and non-resident property owners within the local community. The candidates are not required to be residents or land owners within the local community and must meet the same requirements as those for a candidate for electoral area director. The regional district director within whose electoral area the local community is located is automatically a member of the LCC.

The election of commissioners will occur in one of two ways: either every three years at the same time as the general local election, or once annually in a separate election held solely for local community commissioners.

If the LCC election occurs at the same time as the general local election, the provisions of Part 3 of the *Local Government Act* apply. This means that elections for local community commissioners will occur on the third Saturday of November every three years. The five existing local community commissions in British Columbia hold their elections in this way. If the election of commissioners is to be held at a different time, the regional district must adopt a bylaw with this provision in it at least eight weeks before general voting day.

In all cases, general proceedings for the election of local community commissioners must be the same as those for the general local election. Both resident electors and non-resident property electors are eligible to vote for local community commissioners.

Day-to-Day Operations

At each annual general meeting of the commission, the commissioners must elect a chair and vice-chair from among themselves. The procedures to be followed by the commissioners at their meetings are established by the regional district board in its meeting procedure bylaw. The frequency and location of LCC meetings are typically decided by the commission itself. Meetings must be open to the public unless the commissioners are discussing issues for which the meeting may be closed to the public. These issues are listed in Section 90 of the *Community Charter*. All decisions made by a LCC must be made by a majority vote of the commissioners at a properly convened meeting.

The commissioners pass resolutions related to the LCC's areas of responsibility, which are recorded in the minutes of their meetings and forwarded to the regional district board as a record of its decision or opinion. The LCC cannot pass bylaws; rather, its opinion is taken into account by the regional board when it makes a decision regarding the services being delivered by the regional district to the local community. The level of decision-making by the LCC will vary depending on the delegation of authority from the regional district board.

Further information about the ability of a regional district board to delegate its authority can be found at on the website for the Ministry of Community and Rural Development: http://www.cd.gov.bc.ca/lgd/regional/regional_district_governance.htm

The Current Local Community Commission Situation

2008 Election Results

Local community commissioners are elected by acclamation about half the time. Turnover among commissioners vary between LCCs – some reported little turnover from election to election, while others had elected an entirely new set of members. The LCC's all held elections for their commissioners concurrently with the general local election in 2008. Bear Lake elected four commissioners from a field of six candidates. Fort Fraser and Coal Harbour each elected four commissioners by acclamation. Olalla had three commissioners elected by acclamation and one commissioner was appointed by the board of the Regional District of Okanagan-Similkameen as there were only three candidates. Charlie Lake did not hold a vote for commissioners as the LCC has been inactive for a few years.

Role and Function

The number of services administered by the LCC's in British Columbia varies from six in Bear Lake to one in Olalla. Charlie Lake also administered only one service while it was active (this responsibility is now managed by staff of the Peace River Regional District). None of the regional districts are increasing the number of services administered by their LCC at this time.

In some cases, the LCC does not solely administer the day-to-day operation of services. Several LCCs function as a “community council” dealing with issues such as animal control, beautification and “neighbourly disputes.” The LCC in this case is a local forum where residents can voice their concerns and discuss potential solutions. This function of the LCC may reduce the amount of resources needed by the regional district to deal with issues arising in the local community. In addition, the LCC serves as some assurance that citizen's opinions are being heard.

LCC - Regional District Relations

Most communications between the LCC and the regional district is centred around the electoral area director as they are a member of both bodies. However, other situations exist such as in the case of the Regional District of Bulkley-Nechako whose staff attend the monthly meetings of the LCC. In the Fraser-Fort George Regional District, there is regular communication by email, phone and written letter.

The most common issue related by regional districts about their LCC is the lack of understanding of the roles and responsibilities for regional board members, commissioners and regional district staff. In some cases, commissioners have tried to do too much—taking over staff duties—with too few resources.

APPENDICES

Appendix A: Local Community Commissions in British Columbia			
NAME	REGIONAL DISTRICT AND LOCATION	DATE CREATED/ BYLAW NUMBERS	SERVICES MANAGED
Fort Fraser Local Community Box 820 Burns Lake, BC VOJ 1E0	Bulkley-Nechako Portion of EA 'D' - approx. 20 km east of Fraser Lake	1979 Bylaw reference numbers: 223/642/685/935/963	Water System Sewer System Street Lighting
Bear Lake Local Community 155 George Street Prince George, BC V2L 1P8	Fraser-Fort George Portion of EA 'G' - approx. 66 km north of Prince George	1986 Bylaw reference numbers: 899/1116/1153/1162/ 1292/1331/1445/1655/ 1794	Water System Street Lighting Cemetery Fire Protection Recreation Facilities Ambulance Station
Coal Harbour Local Community Box 729 Port McNeill, BC V0N 2R0	Mount Waddington Portion of EA 'C' - approx. 20 km SW of Port Hardy	July 18, 1984 Bylaw reference numbers: 219/320/354/592/611/691	Water System Sewer System Street Lighting Garbage collection
Charlie Lake Local Community Box 810 Dawson Creek, BC V1G 4H8	Peace River Portion of EA 'C' = approx. 5 km west of Fort St. John	September 27, 1990 Bylaw reference numbers: 683/861/884	Sewage System
Olalla Local Community 101 Martin Street Penticton BC V2A 5J9	Okanagan-Similkameen Portion of EA 'G' - approx. 5 km north of Keremeos	April 17, 1997 Bylaw reference numbers: 1609/1771	Water System

Appendix B: Sample local community commission establishing bylaw

[Regional District]
BYLAW No.____

A bylaw to establish a local community at [*name of community*].

WHEREAS the Regional District may, within an electoral area, establish a local community to be administered by a local community commission.

AND WHEREAS the assent of the electors for the establishment of a local community commission was obtained in the area of the proposed local community;

NOW THEREFORE the Regional Board of the [*name of regional district*], in open meeting enacts as follows:

GENERAL

- 1 There is hereby established within Electoral Area “[x]” a local community to be known as the [*name*] Local Community.
- 2 The boundary of the [*name*] Local Community is outlined in bold on the map attached to and forming part of this bylaw as Schedule ‘A’.
- 3 The [*name*] Local Community shall be administered by a local community commission, to be known as the [*name*] Local Community Commission.
- 4 In this bylaw, unless the context otherwise requires,

‘Board’	means the board of directors for the Regional District.
‘Commission’	means the [<i>name</i>] Local Community Commission.
‘Commissioner’	means a person elected to or otherwise entitled to sit as a member of the Commission in accordance with the <i>Local Government Act</i> .
‘Local Community’	means the [<i>name</i>] Local Community.
‘Regular meeting’	means a regularly scheduled meeting of the Commission called in accordance with the Commission’s procedures at which the general and usual business of the Commission is to be conducted.
‘Special meeting’	means a meeting, other than a regular meeting, at which an item or items requiring special or immediate attention is to be discussed by the Commission.

THE COMMISSION

- 5 The Commission shall consist of:
 - (a) [*four/six*] [(4)/(6)] elected commissioners all of whom have the qualifications to hold office pursuant to Part 3 of the *Local Government Act* as a director of the Board, and

- (b) the director (or alternate director in his/her absence) for the Electoral Area in which Commission is located.
- 6 Elections for the Commissioners under section 5(a) shall be held [*every three (3) years at the time of the general local government election OR annually on (date)*] and shall be governed by Part 3 of the *Local Government Act*.
- 7 The term of office for elected commissioners shall be [*three (3) years OR one (1) year*] or until their successors are elected, whichever is later.

PROCEEDINGS OF THE COMMISSION

- 8 The Commission shall hold an annual general meeting, to be open to the public on the [*day and month*] of each year at a location in the Local Community, notice of which shall be given at least one month prior to the annual general meeting by:
- (a) delivering a copy of the notice to each Commissioner at the place to which each has directed notices to be sent;
 - (b) posting a copy of the notice on a public bulletin board in the Local Community and such other places as directed by the Commission; and
 - (c) publication of the notice in a newspaper circulating in the Local Community.
- 9 At each annual general meeting, the Commission shall elect from among themselves a Chair and Vice-Chair.
- 10 The Commission shall hold meetings on a regular basis of at least one (1) every month at a time and day set by resolution of the Commission.
- 11 Special meetings may be called by the Chair or Vice-Chair.
- 12 A quorum for both regular and special meetings of the Commission shall be a majority of the Commissioners.
- 13 Meetings of the Commission, except those meetings closed to the public as identified in Section 90 of the *Community Charter*, shall be open to the public and shall be conducted in accordance with the Regional District's Procedure Bylaw where applicable.

EXPENSES OF COMMISSIONERS

- 14 Commissioners shall receive no remuneration for their services but shall be reimbursed according to the policy of the Board for expenditures made and expenses incurred by them when they are travelling outside the Local Community and:
- (a) representing the Local Community;
 - (b) engaging in Local Community business; or
 - (c) attending a meeting, course or convention related to the administration of the Local Community.
- 15 Notwithstanding Section 14, expenses made or expenditures incurred by a Commissioner will not exceed the Commission's annual budgetary allocation for expenses and expenditures of the Commissioner, as approved by the Board.
- 16 All expenses and expenditures for which reimbursement is claimed must be supported by proper receipts given to the Financial Officer of the Regional District promptly after the expenditure was made or the expense was incurred. No expense or expenditure will be reimbursed by the Regional District if it is not claimed within three (3) months of the time after the expenditure was made of the expense was incurred.

POWERS AND DUTIES OF THE COMMISSION

17 The powers and duties of the Commission shall include:

- (1) the responsibility for the day-to-day administration of [*services to be administered by the LCC*] including, without limiting the generality of the foregoing:
 - (a) supervising the maintenance and operation of the said services;
 - (b) recommending to the Board the letting of such contracts as may be necessary for the operation, maintenance, and improvement of the said services;
 - (c) authorizing the expenditure of such funds as may be provided in the annual budget of the Regional District in respect of the said services, or as may be lawfully expended for capital purposes, subject to the provisions of paragraph (b);
 - (d) recommending to the Board the provision of funds for capital purposes, or the undertaking of capital projects or the contracting of debt for the said services.
- (2) providing such other recommendations and advice to the Board as the Commission deems desirable regarding the provision of services or matters affecting the local community generally.

18 In addition to the powers, duties and responsibilities set forth in this part. The Commission will:

- (a) cause to be prepared on or before [*date*] in each year a provisional budget for the following year;
- (b) prepare a proposed budget for the current year on or before [*date*] of each year and submit it to the Board for approval;
- (c) in the provisional budget and proposed annual budget:
 - (i) set out the anticipated expenditure for each service;
 - (ii) set out expenditures of the Commission;
 - (iii) show separate revenues obtained from all sources.
- (d) not make an expenditure before the proposed annual budget is prepared by the Commission and approved by the Board and unless the expenditure is authorized in the approved budget.
- (e) keep minutes of the proceedings of the Commission legibly recorded in a minute book. Such minutes are to be certified as correct at the next meeting at which the minutes are adopted.
- (f) advise the Board about the services listed in Section 17(1).
- (g) permit any person to inspect the minutes and permit any person to make copies and extracts at all reasonable times, except minutes of closed meetings as provided in Section 90 of the *Community Charter*.
- (h) consider matters relating to the services referred to it by the Board.

CITATION

19 This Bylaw may be cited as “[*bylaw citation*].”

READ A FIRST TIME THIS *date*

READ A SECOND TIME THIS *date*

READ A THIRD TIME THIS *date*

APPROVED BY THE INSPECTOR OF MUNICIPALITIES ON *date*

RECEIVED ASSENT OF THE ELECTORS WITHIN THE LOCAL COMMUNITY ON *date*

RECONSIDERED AND ADOPTED [*with two-thirds vote depending on whether the bylaw delegates authority to the LCC*] THIS *date*



Alberni-Clayoquot Regional District

Terms of Reference Salmon Beach Committee

1. Introduction

- 1.1 The Alberni-Clayoquot Regional District (ACRD) has formed the Salmon Beach Committee to advise the Board on matters relating to Salmon Beach Services.
- 1.2 The Salmon Beach Committee is a Standing (Advisory) Committee of the ACRD Board of Directors.

2. Objective

- 2.1 The Salmon Beach Committee advises the Board on matters relating to Salmon Beach Services, including but not limited to security, garbage collection and disposal, recreation, transportation, water supply and sewage disposal.

3. Scope of Work

- 3.1 To achieve this objective, the Salmon Beach Committee will undertake the following activities:
 - In conjunction with contractors, the Manager of Environmental Services or his/her designate, initiate, implement and oversee the provision of the Services;
 - Seek input from Salmon Beach lot owners on the annual budget and work plan;
 - Prepare and present an annual budget and work plan for approval by the Board no later than October 1st of each year of the year previous;
 - Operate within the budget approved by the Board;
 - Operate within the work plan approved by the Board;
 - Operate within all applicable policies including the purchasing policy of the ACRD;
 - Seek and obtain Board approval before embarking on an activity that is outside the scope of the work plan or the budget approved by the Board;
 - Seek input from Salmon Beach property owners on the Services, consider recommended changes and bring forward for approval by the Board;
 - Provide input regarding matters relating to the service such as regulations and policy.

4. Membership

- 4.1 In order to provide representation from the Salmon Beach area, membership on the Committee is as follows:
- Five (5) Members at-large from Salmon Beach, each of whom must own property at Salmon Beach;
 - The Director for Electoral Area “C” (Long Beach) or his/her alternate.

5. Appointment and Term

- 5.1 The Salmon Beach Committee will conduct an election of new Members with Salmon Beach Lot Owners at the Annual General Meeting. Following the election, the Committee will make recommendations on Member appointments to the Board.
- 5.2 Members of the Committee shall serve for a one (1) year term.
- 5.3 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 appoint a replacement upon recommendation from the Committee.
- 5.4 The Board may dissolve the Committee and rescind the Bylaw, following written notice being provided to all Members.
- 5.5 Members of the Committee may stand for re-appointment by the Board at the conclusion of their term.
- 5.6 Members of the Committee shall serve without remuneration.

6. Committee Chair

- 6.1 The Salmon Beach Committee shall elect its own Chairperson annually.

7. Meeting Procedures

- 7.1 Meetings of the Committee shall be held a minimum of two times per year. Additional meetings will be held at the call of the Committee Chairperson, time and location to be determined by the Chairperson of the Committee.
- 7.2 A quorum for a meeting of the Committee shall be a majority of the Members of the Committee.

7.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District's Procedures Bylaw.

7.4 The Committee will appoint a secretary to provide support to the Committee including preparing agendas, recording the minutes of all meetings and ensuring Committee agendas, minutes etc. are circulated electronically to all Members and copies provided the ACRD.

8. Reporting to the Board

8.1 The Committee will report to the Board on the activities of the Committee annually or as requested by the Board.

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

9. Resources

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



REQUEST FOR DECISION

To: Salmon Beach Committee

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

Meeting Date: February 28, 2017

Subject: Salmon Beach Sewage field upgrades – request to proceed to Toquaht Nation

THAT the Salmon Beach Committee request that the Board of Directors write a letter to Toquaht Nation to permit the investigation of the costs and proceed with work to re-establish maximum capacity in the sewage field original sewage field and install additional feeder tank capacity within the License of occupation area.

Summary:

In 2012 the Salmon Beach community upgraded the sewage field to create new capacity, the work undertaken cost the Salmon Beach Sewage service area approximately \$138,000 for the infrastructure upgrades. The original sewage field has still been in use since that time, although it could be upgraded to provide additional capacity. The Salmon Beach committee have requested that there be an investigation into a possible renewal or upgrade of the original field to improve functionality. There is \$20,000 budgeted for this investigation in 2017.

The current maintenance contractor has provided a temporary solution to install a storage tank that could slowly feed the material into the field, as there is capacity. The install can provide the ability to have emergency pump and hauls if required. This is one option to consider for the upcoming year. As Salmon Beach continues to see development in the community the demands on the sewage infrastructure continues to increase. The wait time for pump and hauls have increased to a three week period during the summer months, these wait times will continue to be a challenge as further development occurs in the community.

As per the License of Occupation (LOO) with Toquaht Nation, the term is for 10 years from March 30, 2011 to March 29, 2021. The LOO can be renewed for an additional 20 years (two additional 10 year terms). There are provisions in the LOO that allow the owner to request the sewage field be moved and the owner will need to find an alternative spot within their lands and share in reasonable costs to move the sewage field to new location. Therefore, any infrastructure improvements should be discussed with the owner to ensure plans to continue the LOO in the current area. Before a capital expenditure such as this is undertaken assurance of intentions should be communicated between each party.

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

Approved by: _____
Russell Dyson, Chief Administrative Officer



REQUEST FOR DECISION

To: Salmon Beach Committee

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

Meeting Date: February 28, 2017

Subject: 2017-2021 Salmon Beach Service budget

Recommendation:

THAT the Salmon Beach Committee support the inclusion of the budget, as presented, in the 2017-2021 Alberni-Clayoquot Regional District Financial Plan.

Summary:

The 2017-2021 Financial Plan was given first reading by the Board of Directors on February 22nd and the Salmon Beach services were included as presented within this agenda. There still is time to amend these amounts and the Salmon Beach committee has the ability to request changes be made at this time.

Salmon Beach Garbage

The garbage service saw the establishment of a rinsing program to extend the life of the garbage bins in 2016. The cost of Labour to oversee this service is decreasing but the cost of disposal and transport is increasing for the service area as the service is utilized more and more each year. Moving forward the service establishing bylaw will require an increase the in tax requisition maximum to cover the operating costs of the service. The reasons for increasing are for the following reasons:

- 1) Tipping rates are increasing
- 2) Further development is occurring – increasing the volumes in the community
- 3) Land and improvement values decreased overall

The committee requested staff look at the cost of performing an alder/land clearing bin to provide owners with a place to dispose of the materials rather than pile in the Toquaht Nation lands. The cost of a 30-yard bin would be \$90 per week and the delivery of the bin would be \$100. The pickup and transport to the landfill would be \$300 and the cost of the material would be \$120 per tonne. Staff can source this if there is a desire from the committee, keeping in mind that the budget is tight under the current taxation maximum. Explore mechanisms for cost recovery from users rather than this being a tax-funded initiative. Alternatively, there is nothing preventing groups of landowners coordinating this service on an as needed basis without ACRD involvement.

There has been some piling occurring on the Toquaht Nation lands and the practice must discontinue. The regional district is cooperating with Toquaht First Nation through the West Coast Waste Management service to help fund these initiatives to prevent this practice. A request to restart the prior practice of burning the material on the Toquaht Nation land that is currently held as a License of Occupation for the purposes of a sewage field has been

suggested. If this is to occur there should be a formal request made to the Toquaht for an agreement to conduct this practice of burning on the sewage field lands. There is no certainty that they would accept this and there may be a cost for this.

The three-year contract will expire for hauling services in 2017; staff will advertise this service for contract again in 2017 for a three-year term.

Salmon Beach Recreation

The boat launch and playground are assets that fall under this service area. The capital reserve contribution is \$10,000 and this would be adequate for the assets that are currently within this service area.

There has been a request that from the committee to investigate the option to construct the new community building and the recreation service area is the best fit for this asset. If the committee wishes to move forward with a community hall there should be a public process to validate that desire. A facility for business and public meetings of the committee is encouraged.

Where does the Community Hall land as an asset within the Salmon Beach services? Staff believe the best location for the Community Hall is through the Recreation Service. The administration building was in the Security service historically. The maximum tax requisition in Recreation is currently \$57,275 and in 2017 the Financial Plan has \$17,132 to be tax requisitioned. There is \$30,000 of room available to tax requisition if the community wishes to start saving for the Community Hall. Alternatively, there could be both long and short-term borrowing for the project.

If a community hall is to proceed there should be public consultation with the specific options available to the public to consider and the associated cost with each option. Factors to consider are permitting with the ministry, engineer costs, geotechnical, design, building cost and long term operational costs associated with a community hall.

Salmon Beach Sewage Disposal Service

The Sewage service is at the maximum tax requisition and staff have recommended increasing the cost of each pump and haul in order to provide operational costs. The regional districts approach with services is to recover operating costs from tolls and for tax to pay for capital investment. We understand the committee and community would like the tax requisition to continue covering a large portion of the operational costs.

Emergency pump and hauls were discussed at the past meeting and the request was to come up with a contingency plan. Staff suggest that there is an increase to the pump and haul fee to provide funding to contract a company (such as Ucluelet Rent-it Centre) with a truck to continue to operate when our pump and haul truck is being serviced. A possible solution is to charge a \$10 to \$15 premium on pump and hauls and provide \$2,000 or \$3,000 to cover the contracting our costs to operate the pump and haul while the truck is being serviced.

A capital expenditure to investigate the re-establishment of the old sewage field is budgeted for \$10,000; first, a request to Toquaht Nation will be made (see the RFD) before this is investigated.

Salmon Beach Transportation Service

There are two contracts expiring in 2017 with Deer Bay Contracting and will operate month to month once expired. Staff will review the contracts and look at possible language improvements to provide improved expectations for works undertaken within the contract.

The dust control budget was increased to \$20,000 for 2017 and the contractor will extend the coverage through a greater area within Salmon Beach.

The Capital expenditures for paving the sensitive areas for \$29,000 would not be adequate to complete a paving project. The first step would be to engineer the specific area and then the engineer can provide an estimated cost to complete.

Salmon Beach Water Service

The testing on both well #2 and #10 have continued monthly and the level of metals are still present and increasing in well #2. Well #2 has arsenic levels of have shown to contain 2.3, 8.4, 3.0, and 4.4 mg/l through monthly testing. Well #10 has arsenic levels of 11.8, 11.3 and 11.2 mg/l (MAC is 10 mg/l). There are high levels of aluminum and iron as well as a high pH in Well #2. The result show that the results fluctuate more in Well #2 and that the arsenic levels have come close to the MAC of 10mg/l.

The GW solutions report does provide options for drilling a new well and gas tax monies have been allocated for this purpose. The first priority for any new water supply should be to provide a potable water supply for the maintenance and operating needs of community services. The secondary purpose would be for community access.

Staff have been advised by Island Health to be mindful of the new drinking water guidelines that will apply to groundwater sources. These guidelines will be similar to the surface water treatment objectives 4-3-2-1. With this in mind the long term cost of providing a treated water source and the operational costs must be understood. If there is a desire to proceed with a water supply the next step will be to engage an engineer to provide the options to provide a treated water system. Staff will continue to test both sources to provide background information for this purpose.

Time Requirements – Staff & Elected Officials:

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

Financial:

These are the tax requisitions for the Salmon Beach community for the year over year comparisons:

	2016	2017
Garbage	26,581	22,903
Recreation	32,279	17,132
Security	26,282	15,139
Sewage	50,028	45,667
Transportation	124,627	117,186
Water	24,158	14,790
Total	283,955	232,817
Parcels	379	379
Rate per parcel	\$ 749.22	\$ 614.29

Policy or Legislation:

The *Local Government Act* requires that the Regional District annually adopt a five-year financial plan by March 31st. A public consultation process must be undertaken prior to adoption of the plan and staff is currently conducting meetings in many of the ACRD areas and will hold a public meeting at the ACRD office on March 15th at 6pm.

Disclosure:

There may still be changes to the 2016 actual amounts as year-end adjusting entries have not been completed.



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



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



Approved by: _____
Russell Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2017-2021 FINANCIAL PLAN
SALMON BEACH GARBAGE
PARTICIPANTS: PORTION OF ELECTORAL AREA 'C'**

Draft for first reading
on February 22, 2017

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
REVENUE									
1	\$ 390	\$ 390	Surplus (deficit) from prior years	\$ 177	\$ -	\$ -	\$ -	\$ -	1
2	26,581	26,581	Parcel tax	22,903	22,900	22,900	22,900	22,900	2
3	56	-	Other sources	-	-	-	-	-	3
4	\$ 27,027	\$ 26,971	TOTAL REVENUE	\$ 23,080	\$ 22,900	\$ 22,900	\$ 22,900	\$ 22,900	4
EXPENDITURES									
5	\$ 2,000	\$ 2,000	Administrative charge	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	5
6	2,056	2,000	Capital fund contribution	-	2,000	2,000	2,000	2,000	6
7	3,171	3,000	Maintenance contract	3,000	3,000	3,000	3,000	3,000	7
8	4,926	5,000	Labour & benefits	3,000	5,000	5,000	5,000	5,000	8
9	14,697	14,971	Operating costs	15,080	10,900	10,900	10,900	10,900	9
10	\$ 26,850	\$ 26,971	TOTAL EXPENDITURES	\$ 23,080	\$ 22,900	\$ 22,900	\$ 22,900	\$ 22,900	10
11	\$ 177	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	11
12	2,056	2,000	Add: Transfer to reserves	-	2,000	2,000	2,000	2,000	12
13		2,700	Deduct: Estimated amortization not included	2,700	2,700	2,700	2,700	2,700	13
14	390	390	Surplus from previous year	177	-	-	-	-	14
15	\$ 1,843	-\$ 1,090	ANNUAL SURPLUS/(DEFICIT)	-\$ 2,877	-\$ 700	-\$ 700	-\$ 700	-\$ 700	15
CAPITAL FUND									
16	\$ 6,713	\$ 6,708	Balance, beginning of year	\$ 8,769	\$ 769	\$ 2,769	\$ 4,769	\$ 6,769	16
17	2,000	2,000	Contribution from operating fund	-	2,000	2,000	2,000	2,000	17
18	56	-	Interest earnings	-	-	-	-	-	18
19			<i>Less - capital expenditures</i>						19
20	-	-	New Garbage bins	8,000	-	-	-	8,000	20
21	-	-	Total capital expenditures	8,000	-	-	-	8,000	21
22	\$ 8,769	\$ 8,708	BALANCE, END OF YEAR	\$ 769	\$ 2,769	\$ 4,769	\$ 6,769	\$ 769	22

SALMON BEACH 2017 BUDGET SUPPORT - GARBAGE

Disposal	Trucking of garbage to landfill	15,080.00
Contractor	Maintenance Contractor	3,000.00
Total Operating		18,080.00
Admin	ACRD	2,000.00
Labour and Benefits	WC Admin Assistant	3,000.00
Capital Reserve Fund	Contribution	0.00
Total Garbage Budget		23,080.00
Capital Reserve Fund	Bin replacement	8,000.00



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2017-2021 FINANCIAL PLAN
 SALMON BEACH RECREATION
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'C'

Draft for first reading
 on February 22, 2017

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
REVENUE									
1	\$ 6,015	\$ 6,021	Surplus (deficit) from prior years	\$ 9,836	\$ -	\$ -	\$ -	\$ -	1
2	1,332	1,332	Committed surplus from prior years	332	-	-	-	-	2
3	32,293	32,279	Parcel tax	17,132	27,500	27,700	27,900	28,100	3
4	54	-	Other sources	-	-	-	-	-	4
5	\$ 39,694	\$ 39,632	TOTAL REVENUE	\$ 27,300	\$ 27,500	\$ 27,700	\$ 27,900	\$ 28,100	5
EXPENDITURES									
6	\$ 3,000	\$ 3,000	Administrative charge	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,000	6
7	15,054	15,000	Capital fund contribution	10,000	10,000	10,000	10,000	10,000	7
8	5,262	8,000	Labour & benefits	4,000	4,100	4,200	4,300	4,400	8
9	3,425	1,500	Maintenance contract	2,900	2,900	2,900	2,900	2,900	9
10	2,785	12,132	Operating costs	6,400	6,500	6,600	6,700	6,800	10
11	\$ 29,526	\$ 39,632	TOTAL EXPENDITURES	\$ 27,300	\$ 27,500	\$ 27,700	\$ 27,900	\$ 28,100	11
12	\$ 10,168	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	12
13	15,054	15,000	Add: Transfer to reserves	10,000	10,000	10,000	10,000	10,000	13
14		8,500	Deduct: Estimated amortization not included	8,500	8,500	8,500	8,500	8,500	14
15	6,015	6,021	Surplus from previous year	9,836	-	-	-	-	15
16	\$ 19,207	\$ 479	ANNUAL SURPLUS/(DEFICIT)	-\$ 8,336	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	16
CAPITAL FUND									
17	\$ 7,355	\$ 7,354	Balance, beginning of year	\$ 19,220	\$ 19,420	\$ 29,620	\$ 39,920	\$ 50,220	17
18	15,000	15,000	Contribution from operating fund	10,000	10,000	10,000	10,000	10,000	18
19	54	100	Interest earnings	200	200	300	300	400	19
20			<i>Less - capital expenditures</i>						20
21	3,189	10,000	Boat ramp	10,000	-	-	-	-	21
22	\$ 19,220	\$ 12,454	BALANCE, END OF YEAR	\$ 19,420	\$ 29,620	\$ 39,920	\$ 50,220	\$ 60,620	22

SALMON BEACH 2017 BUDGET SUPPORT - RECREATION

Grounds repair & Mtce	play ghd mtce, field repairs	2,000.00
Boat Ramp License	funding to keep launch open	900.00
Beach access	Mtce of beach accesses	1,500.00
Social Committee	Community events	2,000.00
Total Operating		6,400.00
Contractor	Maintenance Contractor	2,900.00
Admin	ACRD	4,000.00
Labour and Benefits	WC Admin Assistant	4,000.00
Capital Reserve Fund	Contribution	10,000.00
Total Recreation Budget		27,300.00
Capital Reserve Fund	Boat Ramp Upgrades	10,000.00



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2017-2021 FINANCIAL PLAN
 SALMON BEACH SECURITY
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'C'

Draft for first reading
 on February 22, 2017

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
REVENUE									
1	\$ 19,718	\$ 19,718	Surplus (deficit) from prior years	\$ 14,711	\$ -	\$ -	\$ -	\$ -	1
2	26,282	26,282	Parcel tax	15,139	31,100	31,200	31,300	31,400	2
3	169	-	Other sources	-	-	-	-	-	3
4	\$ 46,169	\$ 46,000	TOTAL REVENUE	\$ 29,850	\$ 31,100	\$ 31,200	\$ 31,300	\$ 31,400	4
EXPENDITURES									
5	\$ 5,000	\$ 5,000	Administrative charge	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	5
6	12,168	12,000	Capital fund contribution	-	-	-	-	-	6
7	5,843	6,000	Labour & benefits	5,000	5,100	5,200	5,300	5,400	7
8	3,171	3,000	Maintenance contract	3,000	3,000	3,000	3,000	3,000	8
9	5,276	20,000	Operating costs	18,850	20,000	20,000	20,000	20,000	9
10	\$ 31,458	\$ 46,000	TOTAL EXPENDITURES	\$ 29,850	\$ 31,100	\$ 31,200	\$ 31,300	\$ 31,400	10
11	\$ 14,711	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	11
12	12,168	12,000	Add: Transfer to reserves	-	-	-	-	-	12
13		1,000	Deduct: Estimated amortization not included	1,000	1,000	1,000	1,000	1,000	13
13	19,718	19,718	Surplus from previous year	14,711	-	-	-	-	13
14	\$ 7,161	-\$ 8,718	ANNUAL SURPLUS/(DEFICIT)	-\$ 15,711	-\$ 1,000	-\$ 1,000	-\$ 1,000	-\$ 1,000	14
CAPITAL FUND									
15	\$ 18,768	\$ 18,768	Balance, beginning of year	\$ 30,937	\$ 31,137	\$ 31,337	\$ 31,537	\$ 31,737	15
16	12,000	12,000	Contribution from operating fund	-	-	-	-	-	16
17		-	Grants and other contributions	-	-	-	-	-	17
18	169	100	Interest earnings	200	200	200	200	200	18
19			<i>Less - capital expenditures</i>						19
20	-	25,000	Admin Building	-	-	-	-	-	20
21	-	25,000	Total capital expenditures	-	-	-	-	-	21
22	\$ 30,937	\$ 5,868	BALANCE, END OF YEAR	\$ 31,137	\$ 31,337	\$ 31,537	\$ 31,737	\$ 31,937	22

SALMON BEACH 2017 BUDGET SUPPORT - SECURITY

Supplies	Salmon Beach	1,350.00
Insurance	Beach Insurance	1,000.00
Electronic Gate w/Keypad	Gate camera, electronic housing, general mtce	4,000.00
Site Mtce & Repair	fence, lock, pumps, and other SB equipment	6,000.00
Hydro	Bills - Gate, Admin Blding, Sani-Field	1,500.00
Professional Services	eg. Legal, Engineering etc.	5,000.00
Total Operating		18,850.00
Contractor	Maintenance Contractor	3,000.00
Admin	ACRD	3,000.00
Labour & Benefits	WC Admin Assistant	5,000.00
Capital Reserve Fund		0.00
Total Security Budget		29,850.00



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2017-2021 FINANCIAL PLAN
 SALMON BEACH SEWAGE
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'C'

Draft for first reading
 on February 22, 2017

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
REVENUE									
1	\$ 24,973	\$ 24,972	Surplus (deficit) from prior years	\$ 4,983	\$ -	\$ -	\$ -	\$ -	1
2	50,028	50,028	Parcel tax	45,667	51,900	52,200	52,500	52,800	2
3	20,906	19,000	Sale of services	19,000	19,000	19,000	19,000	19,000	3
4	741	-	Other sources	-	-	-	-	-	4
5	\$ 96,648	\$ 94,000	TOTAL REVENUE	\$ 69,650	\$ 70,900	\$ 71,200	\$ 71,500	\$ 71,800	5
EXPENDITURES									
6	\$ 8,000	\$ 8,000	Administrative charge	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	\$ 9,000	6
7	45,741	45,000	Capital fund contribution	24,000	25,000	25,000	25,000	25,000	7
8	3,827	4,000	Labour & benefits	4,000	4,100	4,200	4,300	4,400	8
9	24,958	25,000	Maintenance contract	25,000	25,000	25,000	25,000	25,000	9
10	9,139	12,000	Operating costs	7,650	7,800	8,000	8,200	8,400	10
11	\$ 91,665	\$ 94,000	TOTAL EXPENDITURES	\$ 69,650	\$ 70,900	\$ 71,200	\$ 71,500	\$ 71,800	11
FINANCIAL PLAN BALANCE									
12	\$ 4,983	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	12
13	45,741	45,000	Add: Transfer to reserves	24,000	25,000	25,000	25,000	25,000	13
14		14,750	Deduct: Estimated amortization not included	14,750	14,750	14,750	14,750	14,750	14
15	24,973	24,972	Surplus from previous year	4,983	-	-	-	-	15
16	\$ 25,751	\$ 5,278	ANNUAL SURPLUS/(DEFICIT)	\$ 4,267	\$ 10,250	\$ 10,250	\$ 10,250	\$ 10,250	16
CAPITAL FUND									
17	\$ 73,477	\$ 73,477	Balance, beginning of year	\$ 119,218	\$ 134,118	\$ 160,218	\$ 186,518	\$ 213,018	17
18	45,000	45,000	Contribution from operating fund	24,000	25,000	25,000	25,000	25,000	18
19			Grants and other contributions						19
20	741	700	Interest earnings	900	1,100	1,300	1,500	1,700	20
21			<i>Less - capital expenditures</i>						21
22	-	10,000	Professional Evaluation of system	10,000	-	-	-	-	22
23		-	Sani-field upgrades	-	-	-	-	-	23
24	-	10,000	Total capital expenditures	10,000	-	-	-	-	24
25	\$ 119,218	\$ 109,177	BALANCE, END OF YEAR	\$ 134,118	\$ 160,218	\$ 186,518	\$ 213,018	\$ 239,718	25

SALMON BEACH 2017 BUDGET SUPPORT - SEWER

Supplies	Salmon Beach	150.00
Sani system	repair/mtce	3,500.00
Contractor	Maintenance contractor	25,000.00
Includes: Pump and Haul, biffy pumping, sani field cutting etc.		
Pump Truck		4,000.00
Total Operating		32,650.00
Admin	ACRD	9,000.00
Labour & Benefits	WC Admin Assistant	4,000.00
Capital Reserve Fund	Contribution	24,000.00
Total Sewer budget		69,650.00
Capital Reserve Fund	Feasibility study	10,000.00



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2017-2021 FINANCIAL PLAN
 SALMON BEACH TRANSPORTATION
 PARTICIPANTS: PORTION OF ELECTORAL AREA 'C'

Draft for first reading
 on February 22, 2017

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
REVENUE									
1	\$ 73,373	\$ 73,373	Surplus (deficit) from prior years	\$ 50,814	\$ -	\$ -	\$ -	\$ -	1
2	124,627	124,627	Parcel tax	117,186	149,200	149,400	149,600	149,800	2
3	442	-	Other sources	-	-	-	-	-	3
4	\$ 198,442	\$ 198,000	TOTAL REVENUE	\$ 168,000	\$ 149,200	\$ 149,400	\$ 149,600	\$ 149,800	4
EXPENDITURES									
5	\$ 4,000	\$ 4,000	Administrative charge	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	\$ 7,000	5
6	40,442	40,000	Capital fund contribution	29,000	10,000	10,000	10,000	10,000	6
7	11,539	14,000	Labour & benefits	10,000	10,200	10,400	10,600	10,800	7
8	29,347	30,000	Maintenance contract	30,000	30,000	30,000	30,000	30,000	8
9	62,300	110,000	Operating costs	92,000	92,000	92,000	92,000	92,000	9
10	\$ 147,628	\$ 198,000	TOTAL EXPENDITURES	\$ 168,000	\$ 149,200	\$ 149,400	\$ 149,600	\$ 149,800	10
11	\$ 50,814	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	11
12	40,442	40,000	Add: Transfer to reserves	29,000	10,000	10,000	10,000	10,000	12
13		2,400	Deduct: Estimated amortization not included	2,400	2,400	2,400	2,400	2,400	13
14	73,373	73,373	Surplus from previous year	50,814	-	-	-	-	14
15	\$ 17,883	-\$ 35,773	ANNUAL SURPLUS/(DEFICIT)	-\$ 24,214	\$ 7,600	\$ 7,600	\$ 7,600	\$ 7,600	15
CAPITAL FUND									
16	\$ 41,996	\$ 41,995	Balance, beginning of year	\$ 77,507	\$ 107,207	\$ 118,007	\$ 128,907	\$ 139,907	16
17	40,000	40,000	Contribution from operating fund	29,000	10,000	10,000	10,000	10,000	17
18			Grants and other contributions	-	-	-	-	-	18
19	442	400	Interest earnings	700	800	900	1,000	1,100	19
20			<i>Less - capital expenditures</i>						20
21	4,931	15,000	Infrastructure assessment	-	-	-	-	-	21
22	-	-	Paving of sensitive areas	29,000	-	-	-	-	22
23	4,931	15,000	Total capital expenditures	-	-	-	-	-	23
24	\$ 77,507	\$ 67,395	BALANCE, END OF YEAR	\$ 107,207	\$ 118,007	\$ 128,907	\$ 139,907	\$ 151,007	24

SALMON BEACH 2017 BUDGET SUPPORT - TRANSPORTATION

Road bldg materials	Gravel sand rock pit run etc	10,000.00
Dust Control	Dust Control Application	10,000.00
Internal Alder Removal	SB cutting trees on all roadways inside SB boundaries	5,000.00
Road Grading	Both internal and access road grading 8- 12 times per year and ditching	44,000.00
Silt Traps	Removal of Sand gravel & vegetation from	5,000.00
Ditching & Culverts	Improvements	<u>18,000.00</u>
Total Operating		92,000.00
Contractors	Maintenance Contractor	30,000.00
Admin	ACRD	7,000.00
Labour & Benefits	WC Admin Assistant	10,000.00
Capital Reserve Fund	Contribution	<u>29,000.00</u>
Total Transportation Budget		<u><u>168,000.00</u></u>
Capital Reserve Fund	Potential paving of sensitive areas	29,000.00



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2017-2021 FINANCIAL PLAN
SALMON BEACH WATER
PARTICIPANTS: PORTION OF ELECTORAL AREA 'C'**

Draft for first reading
on February 22, 2017

Line	History			Budget					Line
	2016 ACTUAL	2016 PLAN		2017	2018	2019	2020	2021	
REVENUE									
1	\$ 4,342	\$ 4,342	Surplus (deficit) from prior years	\$ 4,760	\$ -	\$ -	\$ -	\$ -	1
2	24,158	24,158	Parcel tax	14,790	19,200	19,400	19,600	19,800	2
3	-	-	Transfer of Gas Tax	50,000	50,000	-	-	-	3
4	374	-	Other sources	-	-	-	-	-	4
5	\$ 28,874	\$ 28,500	TOTAL REVENUE	\$ 69,550	\$ 69,200	\$ 19,400	\$ 19,600	\$ 19,800	5
EXPENDITURES									
6	\$ 6,000	\$ 6,000	Administrative charge	\$ 8,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	6
7	6,874	6,500	Capital fund contribution	50,000	50,000	-	-	-	7
8	7,246	8,000	Labour & benefits	9,000	9,200	9,400	9,600	9,800	8
9	1,269	1,000	Maintenance contract	1,000	1,000	1,000	1,000	1,000	9
10	2,725	7,000	Operating costs	1,550	7,000	7,000	7,000	7,000	10
11	\$ 24,114	\$ 28,500	TOTAL EXPENDITURES	\$ 69,550	\$ 69,200	\$ 19,400	\$ 19,600	\$ 19,800	11
12	\$ 4,760	\$ -	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	12
13	6,874	6,500	Add: Transfer to reserves	50,000	50,000	-	-	-	13
14		3,300	Deduct: Estimated amortization not included	3,300	3,300	3,300	3,300	3,300	14
15	4,342	4,342	Surplus from previous year	4,760	-	-	-	-	15
16	\$ 7,292	-\$ 1,142	ANNUAL SURPLUS/(DEFICIT)	\$ 41,940	\$ 46,700	-\$ 3,300	-\$ 3,300	-\$ 3,300	16
CAPITAL FUND									
17	\$ 43,092	\$ 43,091	Balance, beginning of year	\$ 40,007	\$ 40,307	\$ 40,607	\$ 40,907	\$ 41,207	17
18	6,500	6,500	Contribution from operating fund	50,000	50,000	-	-	-	18
19		-	Grants and other contributions	-	-	-	-	-	19
20	374	300	Interest earnings	300	300	300	300	300	20
21			<i>Less - capital expenditures</i>						21
22	9,959	10,000	Pressure well - feasibility study	-	-	-	-	-	22
23	-	-	Well development	50,000	50,000	-	-	-	23
24	9,959	10,000	Total capital expenditures	50,000	50,000	-	-	-	24
25	\$ 40,007	\$ 39,891	BALANCE, END OF YEAR	\$ 40,307	\$ 40,607	\$ 40,907	\$ 41,207	\$ 41,507	25

SALMON BEACH 2017 BUDGET SUPPORT - WATER

Supplies	Salmon Beach	150.00
Water Trailer	Insurance	400.00
Contractor	Maintenance Contractor	1,000.00
Total Operating		1,550.00
Admin	ACRD	8,000.00
Labour & Benefits	WC Admin Assistant	9,000.00
Capital Reserve Fund		0.00
Total Water Budget		18,550.00