



Electoral Area Directors Committee Meeting

Thursday, February 29, 2024

Zoom/Board Room (Hybrid) – 3008 Fifth Avenue, Port Alberni, BC

1:30 pm

Regular Agenda

Watch the meeting live at: <https://www.acrd.bc.ca/events/29-2-2024/>

Register to participate via Zoom Webinar at:

https://acrd-bc-ca.zoom.us/webinar/register/WN_GZmgjL4DRgOjTU5igvo5Wg#/

- | | PAGE # |
|---|---------------|
| 1. <u>CALL TO ORDER</u> | |
| Recognition of Territories. | |
| Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website. | |
| Introductions - Committee Members and Staff present in the Boardroom and via Zoom. | |
| 2. <u>ELECTION OF CHAIRPERSON/VICE-CHAIRPERSON FOR 2024</u> | |
| 3. <u>APPROVAL OF AGENDA</u>
<i>(motion to approve, including late items requires 2/3 majority vote)</i> | |
| 4. <u>MINUTES</u> | |
| a. Electoral Area Directors Committee Meeting held November 29, 2023 | 3-7 |
| <i>THAT the minutes of the Electoral Area Directors Committee meeting held on November 29, 2023 be adopted.</i> | |
| 5. <u>REQUEST FOR DECISIONS</u> | |
| a. REQUEST FOR DECISION
2024-2028 Draft Financial Plan – Electoral Area Sub-Regional Services | 8-22 |



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON WEDNESDAY, NOVEMBER 29, 2023, 1:30PM

Hybrid - Zoom/Board Room, 3008 Fifth Avenue, Port Alberni, BC

DIRECTORS

Susan Roth, Director, (Chair) Electoral Area "E" (Beaver Creek)

PRESENT:

Bob Beckett, Director, (Vice-Chair), Electoral Area "A" (Bamfield)

Fred Boyko, Director, Electoral Area "B" (Beaufort)

Vaida Siga, Director, Electoral Area "C" (Long Beach)

Penny Cote, Director, Electoral Area "D" (Sproat Lake)

Mike Sparrow, Director, Electoral Area "F" (Cherry Creek)

STAFF PRESENT:

Daniel Sailland, Chief Administrative Officer

Teri Fong, Chief Financial Officer

Mike Irg, General Manager of Planning & Development

Alex Dyer, Planning Manager

Amy Anaka, Planner

Brooke Eschuk, Junior Planner

Wendy Thomson, General Manager of Administrative Services

Heather Zenner, Manager of Administrative Services

Janice Hill, Executive Assistant

The meeting can be viewed on the Alberni-Clayoquot Regional District website at:

<https://www.acrd.bc.ca/events/29-11-2023/>

1. CALL TO ORDER

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

The Chairperson recognized this meeting is being held throughout the Nuu-chah-nulth territories.

The Chairperson reported this meeting is being recorded and livestreamed to YouTube on the Regional District website.

Introductions- Committee Members and Staff present in the Boardroom and via Zoom.

2. APPROVAL OF AGENDA

MOVED: Director Boyko

SECONDED: Director Cote

THAT the agenda be approved as circulated with the addition of the following items:

1) *Late item submission Agenda Item 5 Correspondence for Information (Letter from*

- Sproat Lake District Property Owners)*
2) *Late Business Agenda Item 10. In-camera Bylaw enforcement 90 1(f)*

CARRIED

3. MINUTES

- a. **Electoral Area Directors Committee Meeting – September 27, 2023**

MOVED: Director Boyko
SECONDED: Director Sparrow

THAT the minutes of the Electoral Area Directors Committee Meeting held on September 27, 2023 be received.

CARRIED

4. PETITIONS, DELEGATIONS & PRESENTATIONS

5. CORRESPONDENCE

- a. **Correspondence November 28, 2023 from Sproat Lake District Property Owners regarding vote outcomes and information from the November 19, 2023 Sproat Lake District Town Hall Meeting.**

MOVED: Director Cote
SECONDED: Director Sparrow

THAT this correspondence be received for information.

CARRIED

6. REQUEST FOR DECISIONS

- a. **Request for Decision regarding Community Planning Engagement Summary and Next Steps**

MOVED: Director Cote
SECONDED: Director Sparrow

THAT the Electoral Area Directors Committee receive the Community Planning Engagement Summary and recommend that the ACRD Board of Directors direct staff to proceed with comprehensive updates to the six Electoral Area OCPs.

CARRIED

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Electoral Area Directors Committee recommend that the ACRD Board of Directors direct staff to prepare a report within three months for consideration by the Electoral Area Directors Committee;

And further, the report consider the following;

- options to modify section 3 of the ACRD zoning bylaw,*
- a comparative analysis of one ACRD zoning bylaw vs two or more ACRD zoning bylaws in the electoral areas, including an assessment of the financial implications and administrative requirements to administer multiple zoning bylaws,*
- an analysis of legal requirements in the Local Government Act (LGA) and other Provincial statutes for the ACRD to fund and provide Rural Planning Service under part 14 of the LGA, and*
- to consider electoral area public input received through the ACRD Community Planning Engagement sessions held between October 6, and November 12, 2023.*

CARRIED

The meeting was recessed at 3:55 pm.

The meeting was re-convened at 4:06 pm

b. Request for Decision regarding Canada Community Building Funds (CCBF)

MOVED: Director Boyko

SECONDED: Director Roth

THAT the Electoral Area Directors Committee direct staff to include the use of Canada Community Building Funds for the Beaver Creek Community Club for hall upgrades in the amount of \$48,000 in the Draft 2024-2028 Financial Plan.

CARRIED

MOVED: Director Roth

SECONDED: Director Boyko

THAT the Electoral Area Directors Committee confirm all projects with the amendment of:

- Proceeding with the renovation to the Beaver Creek Firehall only with regard to the construction related to WorksafeBC clean room requirements;*

- *Remove the grant funds for the other upgrades to the Beaver Creek Firehall until a study of highest and best use for the hall is conducted for a maximum of \$50,000;*
- *Upon completion of safety required upgrades, reallocate remaining fire hall funds to the capital project related to securing a new water source for Beaver Creek Water System if the water feasibility study regarding the future source for the community states such direction.*

CARRIED

7. REPORTS

8. LATE BUSINESS

9. QUESTION PERIOD

Questions/Comments from the public. The Manager of Administrative Services advised there were no questions or comments respecting an agenda topic from public:

- Participating in Person in the ACRD Board Room
- Participating in the Zoom webinar
- Submissions received by email at responses@acrd.bc.ca.

10. IN-CAMERA

Motion to close the meeting to the public as per the Community Charter, section(s):

- 90 (1) (f) Law enforcement, if the board considers that disclosure could reasonably be expected to harm the conduct of an investigation under or enforcement of an enactment.*

11. REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA

12. ADJOURN

MOVED: Director Roth

SECONDED: Director Sparrow

THAT this meeting be adjourned 5:19 pm

CARRIED

Certified Correct:

Susan Roth

Susan Roth,
Chairperson

Heather Zenner

Heather Zenner
Manager of Administrative Services



To: Electoral Area Directors Committee
From: Teri Fong, CPA, CGA, Chief Financial Officer
Meeting Date: February 29, 2024
Subject: 2024-2028 Draft Financial Plan – Electoral Area Sub-Regional Services

Recommendation:

THAT the Electoral Area Directors Committee recommend the Building Inspection proposed budget, as presented, be included in the first reading of the 2024-2028 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Electoral Area Directors Committee recommend the Electoral Area Administration proposed budget, as presented, be included in the first reading of the 2024-2028 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Electoral Area Directors Committee recommend the Management of Development – Rural Areas proposed budget, as presented, be included in the first reading of the 2024-2028 Alberni-Clayoquot Regional District Financial Plan bylaw.

THAT the Electoral Area Directors Committee recommend the Vancouver Island Regional Library proposed budget, as presented, be included in the first reading of the 2024-2028 Alberni-Clayoquot Regional District Financial Plan bylaw.

Desired Outcome:

To provide an opportunity for the Electoral Area Directors to ask questions and then confirm support for electoral area sub-regional services for inclusion in the first reading of the 2024-2028 Alberni-Clayoquot Regional District Financial Plan bylaw.

Summary:

Staff presented an overview of the Draft 2024-2028 ACRD Financial Plan to the Committee of the Whole on February 14, 2024. At that meeting all services were discussed though in-depth questions were asked to be held to these later meetings to provide an opportunity for service participants to learn more about the draft plan. This meeting provides an opportunity for Directors to ask more service specific questions, request further information and make changes prior to the drafting of the bylaw. The Electoral Area Services section of the draft financial plan has been extracted from the overall plan and is

included as part of this report. Each service will be discussed independently and then at the conclusion of each discussion staff will be requesting the Directors confirm that the service budget is ready for the draft bylaw. This report is to further the discussion regarding the following services:

- Building Inspection
- Electoral Area Administration
- Management of Development – Rural Areas
- Vancouver Island Regional Library

Financial:

The overall financial implications of the existing plan including the components discussed in this report can be found on the ACRD's website using the following link: [2024-2028 Draft Financial Plan](#).

Strategic Plan Implications:

The services discussed today align with the 2024-2027 Strategic Plan, specifically to the following strategies:

- 1.2 Sustainable land use planning and growth management
- 1.5 Leverage grants toward creating regional and community benefit
- 3.3 Optimize communication platforms and practices

Policy or Legislation:

The *Local Government Act* requires that the Regional District annually adopt a five-year financial plan by March 31st following a public consultation process.

Options Considered:

If the Committee wishes to amend any of these services prior to directing staff to incorporate them into the first reading of 2024-2028 ACRD Financial Plan Bylaw, then the following motion template is recommended:

That the Electoral Area Directors Committee amend the _____ service, to be included in the 2024-2028 Alberni-Clayoquot Regional District Financial Plan, as follows:

_____.

Submitted by: Teri Fong
Teri Fong, CPA, CGA, Chief Financial Officer

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



Building Inspection

Budget Highlights

Building permit activity in 2023 remained steady and a similar level of activity is anticipated again this year. The province has introduced changes to the BC Building Code that will take effect in March 2024, and it is anticipated that the Building Inspection work load will be higher in the first half of the year to consider the impacts of the new code on building approval and to communicate with contractors and homeowners. With updates to the Zoning Bylaw required by June 2024 to allow secondary suites in all single-family residential zones, the Regional District is likely to see an increase in permit applications in the second half of the year for new and converted secondary suites. Additional Building Inspection work expected in 2024 includes building permit renewals, process updates to streamline housing approval where possible, and policy updates to Building Bylaw PS1011 to align with the new Building Code.

Administrative support – In 2023, the department added part-time administrative support to help ensure the department is operating efficiently, to streamline permit application review, and allow the Building Inspectors to focus on the technical components of the work.

Financial Summary

2023 Requisition	2024 Requisition	Change \$	Change %
\$92,054	\$158,567	\$66,513	72.26%

There is no requisition limit on this service.

Overview

This service provides building and plumbing inspection and enforcement. Permit applications are reviewed for compliance with the BC Building Code regulations and ACRD zoning and building bylaws. Woodstove inspection services for Wood Energy Technology Transfer Inc (WETT) are also provided through this service. Through contract, the ACRD provides building inspection periodically for the City of Port Alberni as well as for some Treaty First Nation in the ACRD.



Legislation

This service was established soon after the creation of the Regional District and is administered through Building Bylaw PS1011.

Participants

All Electoral Areas

Operating Budget

Service	Account Type	GL Category	2023 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
040 - Building Inspection Services	Revenues	103 - Conditional Grant	(\$2,221)	(\$1,000)	(\$1,020)	(\$1,040)	(\$1,104)	(\$1,126)	(\$1,160)
		106 - Contracts with Other Governments	(\$387)						
		121 - Other Sources	(\$3,617)						
		124 - Fees & Charges	(\$154,466)	(\$120,000)	(\$140,000)	(\$142,800)	(\$140,716)	(\$143,531)	(\$147,836)
		126 - Surplus (Deficit) from Prior Years	(\$87,566)	(\$87,566)	(\$50,958)				
		127 - Tax Requisition	(\$92,054)	(\$92,054)	(\$158,567)	(\$216,346)	(\$233,478)	(\$245,384)	(\$253,344)
		Total	(\$340,311)	(\$300,620)	(\$350,545)	(\$360,186)	(\$375,298)	(\$390,040)	(\$402,340)
	Expenses	202 - Engagement			\$2,000	\$1,000	\$1,000	\$1,000	\$1,000
		220 - Contribution to Capital Fund	\$5,617	\$2,000	\$2,000	\$2,040	\$2,081	\$5,412	\$5,575
		247 - Labour & Benefits	\$259,623	\$252,120	\$297,425	\$307,419	\$317,793	\$328,489	\$339,573
		250 - Legal Costs		\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	\$20,000
		256 - Office Operations	\$10,808	\$16,000	\$14,120	\$14,402	\$14,690	\$14,984	\$15,434
		257 - Operating Costs	\$13,305	\$10,500	\$15,000	\$15,325	\$19,734	\$20,155	\$20,760
		Total	\$289,353	\$300,620	\$350,545	\$360,186	\$375,298	\$390,040	\$402,340
Total			(\$50,958)						



Building Inspection Capital Budget

CAPITAL FUND	2023 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Balance, beginning of year	\$ 72,168	\$ 72,168	\$ 74,785	\$ 65,755	\$ 24,095	\$ 26,976	\$ 29,898
Contribution from operating fund	2,000	2,000	2,000	2,040	2,081	2,122	5,412
Interest earnings	3,617	500	2,100	1,300	800	800	1,000
<i>Less - capital expenditures</i>							
CityView software upgrade	3,000	16,130	13,130	-	-	-	-
Vehicle	-	-	-	45,000	-	-	-
Total capital expenditures	3,000	16,130	13,130	45,000	-	-	-
BALANCE, END OF YEAR	\$ 74,785	\$ 58,538	\$ 65,755	\$ 24,095	\$ 26,976	\$ 29,898	\$ 36,310



Electoral Area Administration

Budget Highlights

The Electoral Area Directors will continue to have the ability in 2024 to mail out information pamphlets to their constituents regarding activities, programs, and services within their electoral areas. Funds have also been budgeted for Electoral Area Directors to attend the Association of Vancouver Island and Coastal Communities Convention (AVICC) and Union of British Columbia Municipalities Convention (UBCM).

Canada Community-Building Funds (CCBF) – The current CCBF funding agreement expires on March 31, 2024, and a new agreement has yet to be announced by UBCM and the Federal Government. As a result, the focus in 2024 will be to complete the projects already identified. These CCBF projects are budgeted in 2 ways; grants to outside organizations are budgeted in the operating budget whereas projects for ACRD services are budgeted using a reserve fund model. The Grants-in-Aid line in the EA Admin operating budget includes the following grants to outside organizations:

1. Sproat Lake Community Association Hall upgrade \$40,008 – this is the funds remaining from a previous allocation.
2. Sproat Lake Community Association multi-purpose court upgrade \$13,081 – this is the funds remaining from a previous allocation.
3. Beaver Creek Community Club (BCCC) Hall upgrade \$48,000 – this is a new allocation of funding for an upgrade to the heat pump as well as other hall upgrades. An agreement between BCCC and the ACRD will need to be developed prior to the funds being spent.
4. Cherry Creek Waterworks District for Cherry Creek Fire Hall \$600,000 – ACRD staff are awaiting a finalized Class ‘B’ cost estimate for the project before finalizing an agreement for the funding.

The reserve fund includes the following 2024 projects:

1. Bamfield Centennial Park playground upgrade of \$5,300 – the majority of this project was completed in 2023 with just a few finishing touches required early in 2024.
2. Bamfield Development Plan of \$100,000 – this project has received additional grant funding and will commence in spring 2024.
3. Bamfield Liquid Waste Management Plan of \$145,800 – this project is well underway and expected to result in a referendum in Bamfield regarding a potential new liquid waste service in 2024.
4. Bamfield Water System Upgrades of \$359,967 – The Bamfield submarine line project was successful in receiving other grant funding however this funding will be held until new update costs estimates have been developed as it may be required for project overages as the engineering cost estimate is a few years old.
5. Beaver Creek Volunteer Fire Hall Upgrade of \$350,000 – this project is currently in the design stage as the scope has changed from a major upgrade to be reduced to consider only safety upgrades required at the hall while a study to determine the future of the building is completed.
6. Cherry Creek Maplehurst access development of \$240,468 – it has been decided to not proceed with the original project plan so a new approach to providing better access to the trail network is now being developed.



7. Climate Action Plan development of \$63,000 – this funding will be used to develop a community climate action plan.
8. Electoral Area Official Community Plan (OCP) development of \$192,000 – this funding is spread out over two years and will be used in conjunction with other grant funding to support the development of the six new OCP’s.
9. GIS system for assessment management of \$72,512 – this project will leverage funds from other grant opportunities to further develop the asset management component of the ACRD’s GIS system.
10. Long Beach Airport water system upgrades of \$107,963 – this is a continuation of a previous project to upgrade the fire suppression system.
11. Parks and trail signage of \$33,488 – this project is currently underway and will be completed in 2024.
12. Parks management plans of a total of \$115,965 – this project is spread out over three more years. Park management plans will be created for both regional and community park amenities.
13. Sproat Lake Volunteer Fire Department Hall #3 Harold Bishop upgrade of \$500,000 – this funding, along with an allocation of \$700,000 of Growing Community Funds, will be used to expand the fire hall.
14. West Coast Multi-Use Path of \$10,377 – the majority of this project was completed in 2023 with just a few finishing touches required early in 2024.

Financial Summary

2023 Requisition	2024 Requisition	Change \$	Change %
\$97,146	\$88,426	-\$8,720	-8.98%

There is no requisition limit on this service.

Overview

This service includes the administration of Canada’s Community-Building Fund. In addition, the costs for mail outs including newsletters to the individual electoral areas and elections are paid for through this service.

Legislation

Section 338(2)(b) of the *Local Government Act* provides the authority for this service.

Participants

All Electoral Areas



Operating Budget

Service	Account Type	GLCategory	2023 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget	
015 - Electoral Area Administration	Revenues	101 - Appropriated Surplus from Prior Years	(\$683,301)	(\$683,301)	(\$654,082)					
		103 - Conditional Grant	(\$506,321)	(\$504,900)	(\$1,000)	(\$1,020)	(\$1,104)	(\$1,126)	(\$1,160)	
		121 - Other Sources	(\$213,735)	(\$20,000)	(\$169,900)	(\$66,800)	(\$24,224)			
		126 - Surplus (Deficit) from Prior Years	(\$20,318)	(\$20,318)	(\$2,235)					
		127 - Tax Requisition	(\$97,146)	(\$97,146)	(\$88,426)	(\$93,086)	(\$156,002)	(\$98,750)	(\$101,721)	
		136 - Transfer from Community-Building Fund Reserve			(\$47,006)					
		Total	(\$1,520,821)	(\$1,325,664)	(\$962,650)	(\$160,906)	(\$181,330)	(\$99,876)	(\$102,881)	
	Expenses	206 - Area 'A' - Bamfield Administration			\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
		207 - Area 'B' - Beaufort Administration	\$150	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
		208 - Area 'D' - Sproat Lake Administration	\$1,529	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
		209 - Area 'F' - Cherry Creek Administration	\$285	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,040	\$2,040
		210 - Area 'C' - Long Beach Administration		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
		211 - Area 'E' - Beaver Creek Administration	\$150	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	\$1,000
		220 - Contribution to Capital Fund	\$737,635	\$523,900	\$169,900	\$66,800	\$4,224			
		224 - Elected Official's Costs	\$22,733	\$37,000	\$37,740	\$38,495	\$39,838	\$40,851	\$42,077	
		226 - Elections/Referenda	\$15,413	\$12,000			\$80,000			
		240 - Grants-in-Aid	\$29,218	\$683,301	\$701,089					
		247 - Labour & Benefits	\$57,390	\$60,464	\$44,921	\$46,612	\$48,268	\$49,985	\$51,765	
		Total	\$864,503	\$1,325,664	\$962,650	\$160,906	\$181,330	\$99,876	\$102,881	
		Total		(\$656,317)						



CANADA COMMUNITY-BUILDING FUND									
RESERVE	2023 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget		
Balance, beginning of year	\$ 3,593,872	\$ 3,593,872	\$ 3,405,222	\$ 1,101,844	\$ 333,577	-\$	0	-\$	0
Contribution from operating fund	523,900	523,900	-	-	-	-	-	-	-
Contribution to operating fund	-	-	47,006	-	-	-	-	-	-
Interest earnings	213,735	17,800	163,900	60,600	16,423	-	-	-	-
<i>Less - project allocations</i>									
Alberni Valley Electoral Areas flood plain bylaw	-	-	-	100,000	-	-	-	-	-
Bamfield Centennial Park playground upgrade	94,700	100,000	5,300	-	-	-	-	-	-
Bamfield Development Plan	-	100,000	100,000	-	-	-	-	-	-
Bamfield Liquid Waste Management Plan	56,937	145,800	88,862	-	-	-	-	-	-
Bamfield Water System upgrades	-	359,967	359,967	500,000	-	-	-	-	-
Bamfield westside fire hall upgrade	-	-	400,000	-	-	-	-	-	-
Beaver Creek Community Park - Nordstrom park development	-	-	-	-	100,000	-	-	-	-
Beaver Creek Volunteer Fire Dept hall upgrade	-	350,000	350,000	-	-	-	-	-	-
Broadband connectivity study	-	-	-	20,000	-	-	-	-	-
Cherry Creek Maplehurst access development	-	240,468	240,468	-	-	-	-	-	-
Climate Action Plan development	-	63,000	63,000	-	-	-	-	-	-
Electoral Area Official Community Plan development	-	92,000	72,370	119,630	-	-	-	-	-
GIS system for asset management - capacity building	27,488	100,000	72,512	-	-	-	-	-	-
Great Central Lake boat launch & parking	-	-	-	-	200,000	-	-	-	-
Long Beach Airport water system upgrades	-	107,963	107,963	-	-	-	-	-	-
Millstream Water System upgrades	-	-	-	39,237	-	-	-	-	-
Parks and trails signage	16,512	50,000	33,488	-	-	-	-	-	-
Parks management plans	9,035	25,000	15,965	50,000	50,000	-	-	-	-
Sproat Lake Volunteer Fire Dept hall #3 upgrade	-	500,000	500,000	-	-	-	-	-	-
West Coast Multi Use Path	721,613	731,990	10,377	-	-	-	-	-	-
Total capital expenditures	926,285	2,966,188	2,420,272	828,867	350,000	-	-	-	-
BALANCE, END OF YEAR	\$ 3,405,222	\$ 1,169,384	\$ 1,101,844	\$ 333,577	-\$	0	-\$	0	-\$



Management of Development – Rural Areas

Budget Highlights

This service has been very active with several projects underway or planned for 2024. In 2023, amendments were adopted to five Official Community Plans (OCPs) and six community engagement sessions were held in the fall, one in each Electoral Area, to initiate public engagement on updated community visions. The Board has now directed a multi-year project to undertake comprehensive updates to all six Electoral Area OCPs, starting with updates to the South Long Beach OCP and the Sproat Lake OCP beginning in the first half of 2024. Additional projects include the Bamfield Development Plan starting in February 2024, Zoning Bylaw updates to align with Provincial Small-Scale Multi Unit Housing legislation by the end of June 2024, incorporating Land Use Contracts into the Zoning Bylaw by the end of June 2024, and updating the six Electoral Area Housing Needs Reports by the end of December 2024.

Development activity continues to be significant and development application numbers are anticipated to slightly increase from 2023. The number of development permit and temporary use permit applications have been higher over the past few years with a continued increase in development permits anticipated following recent updates to the area OCPs. There continues to be a higher-than-average number of rezoning applications compared with the previous five years and a primary focus of those applications being the development of new residential lots for housing. It is further anticipated that the legislative updates to streamline rezoning processes that are consistent with the area OCP may result in an increased number of rezoning applications relating to housing. Based on current subdivision and rezoning applications there are 185 potential new lots under various stages of approval.

The 2023 plan included funding for a permanent Junior Planner position that replaced a series of six-month temporary postings over the previous years. The permanent position, filled in November 2023, assists the department in processing the significant number of applications received and enables existing planning staff to focus on the many long-term projects within the work plan. In July 2023, the Board adopted the Development Procedures and Fees Bylaw P1480 which increased the planning application fees to help offset the additional resource costs.

Grants

Bamfield Development Plan – The ACRD received \$100,000 from the Rural Economic Diversification and Infrastructure Program to create a vision for future growth in the community while considering required servicing and maintaining the unique west coast character of the remote community.

Canada Community Build Fund Electoral Area OCP Development – \$192,000 over two years has been allocated to assist with the OCP development process.

OCP Community Vision Plan Engagement – there is \$128,000 remaining from UBCM Complete Community Grant for OCP community visioning. The funding is being used to create opportunities for dialogue with residents on the development of community visions, goals, and objectives.



Capacity Funding for Implementing Legislative Changes to Support Housing Initiatives - the Ministry of Housing granted \$142,686 to support capacity building to help facilitate implementation of the required legislation changes for housing.

Financial Summary

2023 Requisition	2024 Requisition	Change \$	Change %
\$551,845	\$676,286	\$124,441	22.55%

There is no requisition limit on this service.

Overview

This service provides development planning for all electoral areas of the Regional District. Official Community Plan and Zoning Bylaw updates are part of this service. Development applications for Official Community Plan amendments, zoning map and text amendments, development permits, temporary use permits, and development variance permits are reviewed by Planning staff and recommendations are made to the Board of Directors. The Board of Variance is also administered through this service and local governments are required to provide a budget for the Board of Variance.

Legislation

The authority for this service comes from the *Local Government Act*, primarily within Part 14.

Participants

All Electoral Areas



Operating Budget

Service	Account Type	GL Category	2023 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
080 - Development-Rural Areas	Revenues	101 - Appropriated Surplus from Prior Years	(\$32,660)	(\$32,660)					
		103 - Conditional Grant	(\$29,232)	(\$7,000)	(\$324,770)	(\$59,969)	(\$7,428)	(\$7,651)	(\$7,881)
		106 - Contracts with Other Governments	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)	(\$7,000)
		121 - Other Sources	(\$4,737)		(\$2,600)	(\$1,700)	(\$1,100)	(\$1,000)	(\$1,000)
		124 - Fees & Charges	(\$66,032)	(\$50,000)	(\$51,000)	(\$52,020)	(\$53,060)	(\$54,122)	(\$55,745)
		126 - Surplus (Deficit) from Prior Years	(\$34,759)	(\$34,759)	(\$1,154)				
		127 - Tax Requisition	(\$551,845)	(\$551,845)	(\$676,286)	(\$780,434)	(\$803,647)	(\$747,823)	(\$773,287)
		136 - Transfer from Community-Building Fund Reserve		(\$192,000)	(\$172,370)	(\$219,630)			
		Total		(\$726,264)	(\$875,264)	(\$1,235,180)	(\$1,120,753)	(\$872,235)	(\$817,595)
	Expenses	202 - Engagement	\$16,914	\$11,000	\$11,220	\$11,444	\$11,673	\$11,907	\$12,264
		216 - Committee Expenses	\$1,200	\$2,500	\$2,550	\$2,601	\$2,653	\$2,706	\$2,787
		218 - Consultant Costs	\$2,325	\$5,000	\$5,100	\$5,202	\$5,306	\$5,412	\$5,575
		220 - Contribution to Capital Fund	\$6,737	\$2,000	\$4,600	\$3,700	\$3,100	\$3,000	\$3,000
		247 - Labour & Benefits	\$628,758	\$634,714	\$650,009	\$672,084	\$694,967	\$718,644	\$743,233
		250 - Legal Costs	\$21,414	\$25,000	\$25,500	\$26,010	\$26,530	\$27,061	\$27,873
		256 - Office Operations	\$21,732	\$23,000	\$23,460	\$23,929	\$24,408	\$24,896	\$25,643
		257 - Operating Costs	\$14,273	\$22,050	\$22,741	\$23,096	\$23,598	\$23,970	\$24,539
		260 - Project Expenses	\$11,757	\$150,000	\$490,000	\$352,686	\$80,000		
		Total		\$725,110	\$875,264	\$1,235,180	\$1,120,753	\$872,235	\$817,595
	Total		(\$1,154)						



Management of Development – Rural Areas Capital Budget

CAPITAL FUND	2023 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
Balance, beginning of year	\$ 93,815	\$ 93,815	\$ 97,802	\$ 90,122	\$ 54,262	\$ 58,043	\$ 62,051
Contribution from operating fund	2,000	2,000	2,000	2,040	2,081	2,208	2,252
Interest earnings	4,737	600	2,800	2,100	1,700	1,800	1,900
<i>Less - capital expenditures</i>							
Aerial photos/LiDAR^	-	5,000	-	-	-	-	-
CityView software upgrade	2,750	15,230	12,480	-	-	-	-
Vehicle	-	-	-	40,000	-	-	-
Total capital expenditures	2,750	20,230	12,480	40,000	-	-	-
BALANCE, END OF YEAR	\$ 97,802	\$ 76,185	\$ 90,122	\$ 54,262	\$ 58,043	\$ 62,051	\$ 66,203



Vancouver Island Regional Library

Budget Highlights

The Vancouver Island Regional Library (VIRL) Board of Trustees adopted their 2024 Budget on September 16, 2023. A link to VIRL’s website and their 2024 Budget can be found by clicking [here](#).

Financial Summary

2023 Requisition	2024 Requisition	Change \$	Change %
\$559,935	\$645,711	\$85,776	15.32%

There is no requisition limit on this service.

Overview

The purpose of this service is to provide funding from the six electoral areas for annual contributions to the Vancouver Island Regional Library (VIRL) which administers the service on behalf of 28 member municipalities and 10 regional districts. The member municipalities of the regional district fund their portion of the VIRL budget through their municipal budgets.

Legislation

This service was established with Bylaw No. 896 in 1994.

Participants

All Electoral Areas



Operating Budget

Service	Account Type	GLCategory	2023 Actual	2023 Budget	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Budget
083 - Vancouver Island Library Service	Revenues	103 - Conditional Grant	(\$13,750)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)	(\$5,000)
		126 - Surplus (Deficit) from Prior Years	(\$11,412)	(\$11,412)	(\$9,874)				
		127 - Tax Requisition	(\$559,935)	(\$559,935)	(\$645,711)	(\$675,430)	(\$695,872)	(\$716,928)	(\$738,617)
		Total	(\$585,097)	(\$576,347)	(\$660,585)	(\$680,430)	(\$700,872)	(\$721,928)	(\$743,617)
	Expenses	247 - Labour & Benefits	\$3,958	\$4,347	\$4,585	\$4,750	\$4,921	\$5,099	\$5,283
		257 - Operating Costs	\$571,265	\$572,000	\$656,000	\$675,680	\$695,950	\$716,829	\$738,334
		Total	\$575,223	\$576,347	\$660,585	\$680,430	\$700,872	\$721,928	\$743,617
	Total		(\$9,874)						



To: Electoral Area Directors Committee

From: Heather Zenner, Manager of Administrative Services

Meeting Date: February 29, 2024

Subject: Annual Review – Electoral Area Committee Terms of Reference, 2024

Recommendation:

THAT the Electoral Area Directors Committee re-confirm their Terms of Reference for 2024 as presented.

Desired Outcome:

To review and re-confirm the terms of reference for the Electoral Area Directors Committee for 2024.

Background:

The *Local Government Act* enables Regional District's to establish and appoint members to standing committees to deal with matters the Board considers would be better dealt with by a Committee.

The Electoral Area Committee is a standing committee of the Alberni-Clayoquot Regional District (ACRD) that assists the ACRD Board of Directors pertaining to services paid for by one or more of the following electoral areas within the region: Electoral Area "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek).

At the first Committee meeting each year, all ACRD Committee's review their terms of reference and consider any amendments. All amendments to a Committee's terms of reference require approval by the ACRD Board of Directors.

Time Requirements – Staff & Elected Officials:

Less than one hour of staff time to review the Terms of Reference.

Financial:

N/A

Strategic Plan Implications:

N/A

Policy or Legislation:

Local Government Act and ACRD Procedures Bylaw applies.

Submitted by: Heather Zenner
Heather Zenner, MA, RPF, Manager of Administrative Services

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer



Alberni-Clayoquot Regional District

Terms of Reference Electoral Area Directors Committee

1. Purpose

- 1.1 The Electoral Area Directors Committee has been established to consider issues and to make recommendations to the Alberni-Clayoquot Regional District (ACRD) Board pertaining to services paid for by one or more of the following electoral areas within the region: Electoral Area “A” (Bamfield), “B” (Beaufort), “C” (Long Beach), “D” (Sproat Lake), “E” (Beaver Creek) and “F” (Cherry Creek).

2. Duties/Mandate

- 2.1 The Electoral Area Directors Committee is a standing committee of the Board that will assist the Board with decision making including budget, policy, infrastructure needs and any other issues relating to the following services:

- Building Inspection
- Management of Development – Rural Areas
- Regional Library
- Community Works Funding Allocation
- Electoral Area Administration

- 2.2 The Committee will explore, consider and make recommendations to the Board on possible future services within the areas defined in section 1.1.

- 2.3 The Committee will provide the Board with regular, ongoing advice on different activities and services with the areas defined in section 1.1.

- 2.4 Committee deliberations and recommendations to the ACRD Board of Directors will be guided by the ACRD’s Strategic Plan.

3. Membership

- 3.1 Membership on the Committee is as follows:

- Director - Electoral Area “A” (Bamfield)
- Director - Electoral Area “B” (Beaufort)
- Director - Electoral Area “C” (Long Beach)
- Director – Electoral Area “D” (Sproat Lake)

- Director – Electoral Area “E” (Beaver Creek)
- Director – Electoral Area “F” (Cherry Creek)

4. Appointment and Term

- 4.1 The appointment and term of Committee Members coincides with the Director’s term on the ACRD Board of Directors.
- 4.2 Committee appointments are confirmed by the Chair of the Board at the Regular ACRD Board of Directors Meeting in January of each year.

5. Committee Chair & Vice-Chair

- 5.1 The Committee will elect a Chair and Vice-Chair from amongst its Members at the first meeting of each year.

6. Meeting Procedures

- 6.1 Meetings of the Committee shall be held quarterly or at the call of the Committee Chairperson. The yearly Committee meeting schedule will be developed and approved by the Board at the first Board meeting in January of each year.
- 6.2 A quorum for a meeting of the Committee shall be the majority of the Members of the Committee.
- 6.3 Meetings of the Committee shall be conducted and held in accordance with the Regional District’s Procedure Bylaw.

7. Reporting to the Board

- 7.1 The Committee Chair will report to the ACRD Board on the activities of the Committee.
- 7.2 Recommendations from the Committee to the Board must be adopted by the Committee prior to presentation to the ACRD Board.

8. Resources

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

Terms of Reference – Electoral Area Directors Committee - 2022

- 8.2 ACRD Administrative staff will provide support to the Committee including preparing agendas, recording the minutes of meetings and ensuring Committee agenda's, minutes etc. are circulated electronically to all Members.

Approved by the ACRD Board:	November 12, 2015
Revised by the Board:	February 10, 2021



To: ACRD Electoral Area Directors Committee

From: Amy Anaka, MCIP, RPP, Planner
Mike Irg, MCIP, RPP, General Manager of Planning and Development

Meeting Date: February 29, 2024

Voting Structure: Electoral Area Directors

Subject: Zoning Bylaw Options

Recommendations:

THAT the Electoral Area Directors receive the Zoning Bylaw Options Request for Decision.

THAT the Electoral Area Directors Committee recommend to the Board of Directors that a decision on one or more zoning bylaws be made following the comprehensive review of the six Electoral Area Official Community Plans.

Summary and Desired Outcome:

To provide an analysis of options to maintain one zoning bylaw or develop more than one zoning bylaw specific to an individual Electoral Area (EA). This report includes an assessment of the financial implications and administrative requirements to administer multiple zoning bylaws; an analysis of legal requirements to fund and provide the Rural Planning Service; and outlines how one zoning bylaw can be maintained and the Draft Zoning Bylaw can be updated to include Electoral Area specific regulations in Section 3 General Regulations and other sections, as needed.

Background:

The following resolutions were passed by the Board of Directors on December 13, 2023:

THAT the Board of Directors resolve to direct staff to prepare a report for the next Electoral Area Directors Committee in three months. And further, that the report considers the following;

- 1. options to modify section 3 of the ACRD zoning bylaw,*
- 2. a comparative analysis of one ACRD zoning bylaw vs multiple ACRD zoning bylaws in the electoral areas, including an assessment of the financial implications and administrative requirements to administer multiple zoning bylaws,*
- 3. an analysis of legal requirements in the Local Government Act (LGA) and other Provincial statutes for the ACRD to fund and provide Rural Planning Service under part 14 of the LGA, and*

4. to consider electoral area public input received through the ACRD Community Planning Engagement sessions held between October 6 and November 12, 2023.

Legislation and History of ACRD Zoning Bylaw No. 15

Section 479 of the *Local Government Act (LGA)* authorizes a Regional District to adopt one or more Zoning Bylaws that divides the region into zones and allows for regulation within established zones of the use and density of land, buildings and structures, as well as the siting, size and dimensions of land, buildings and structures. The *LGA* provides the authority to adopt multiple Zoning Bylaws within a Regional District. It is also important to note that there is a considerable amount of case law around zoning in BC that influences the Zoning Bylaw requirements and content.

The ACRD adopted Zoning Bylaw No. 15 in 1973 which applied to the entirety of all six Electoral Areas except for two areas near Ahousaht and Hot Springs Cove in Clayoquot Sound. This is the same Zoning Bylaw that is currently in place for the entire region. Over the past 50 years of administering Zoning Bylaw No. 15 throughout the region, the Board has considered approximately 900 amendment bylaws to the original Bylaw No. 15, including site-specific zoning atlas and zoning text amendments for individual rezoning applications, and overall text amendments to amend the wording of the Zoning Bylaw.

Options for General Regulations (Section 3) of a New Zoning Bylaw

Section 3 of the draft updated Zoning Bylaw, and Section 6 in the current Zoning Bylaw No. 15, include general regulations that apply to uses such as accessory buildings, home occupations, parking, keeping of animals, waterfront access facilities, etc. The general regulations can include area-specific variations for individual Electoral Areas. A current example includes Accessory Dwelling Unit regulations established by Electoral Areas. These regulations should reflect the Official Community Plan (OCP), and where the OCP has specific policies, the zoning must comply with the OCP. Discussion with the community about the zoning bylaw general regulations as part of the review and update of the OCPs would help shape both the OCP and zoning bylaw. In order to meet the needs of individual communities and respond to area-specific challenges and opportunities, the ACRD can tailor general zoning regulations that apply differently between individual Electoral Areas. It is recommended that initial community engagement on area-specific regulations is included as part of the OCP update work plan.

One vs Six Electoral Area Zoning Bylaws

The *LGA* allows for the option to have multiple zoning bylaws. The following table outlines the process for managing one individual Zoning Bylaw for all six Electoral Area and developing and managing six separate Zoning Bylaws for each Electoral Area.

One Zoning Bylaw for Six Electoral Areas	Six Zoning Bylaws for Six Electoral Areas
<p>Maintain current ACRD Zoning Bylaw No. 15 for six Electoral Areas, including text and maps amendments as required.</p> <p>Maintaining one Zoning Bylaw would result in one bylaw with consistent definitions, one bylaw with a diversity of zoning (residential, rural,</p>	<p>Develop and maintain six individual Zoning Bylaws for each Electoral Area, which would include:</p> <ul style="list-style-type: none"> • Dedicated Planning and mapping staff, and consultant assistance. • Analyzing current Zoning Bylaw No. 15 and drafting six separate Zoning Bylaws and zoning maps for six Electoral Areas.

<p>commercial, industrial, public use, etc.) and one bylaw to update when Provincial legislation requires (for example, Agricultural Land Commission regulations or Provincial LGA housing updates).</p> <p>The current staffing model supports managing, updating and reviewing one Zoning Bylaw.</p>	<ul style="list-style-type: none"> • A legal review of each Zoning Bylaw. • Agency and First Nation referrals of six Bylaws. • Six Public Hearings held; minutes and reports prepared. • Internal and public education and outreach of six Bylaws. • Ongoing administration and management of six Bylaws. • When legislative updates are required (for example, Agricultural Land Commission regulations or Provincial LGA housing updates) the Board would need to individually amend six Zoning Bylaws.
<p>The Board's process for bylaw readings and public hearings would be the same for all Zoning Bylaws.</p>	
<p>Reviewing and updating Zoning Bylaws from time to time, whether one regional Zoning Bylaw or individual EA Zoning Bylaws, requires extensive engagement with the Advisory Planning Commissions, First Nations, Provincial agencies, technical referral agencies, and the public.</p>	

Funding Parameters for Part 14 (Rural Planning)

Cost recovery options for Rural Planning are through property taxes, fees and charges, and revenue received by way of agreement such as grants. Note that a parcel tax is not permitted, as planning is a regulatory service.

Cost sharing for services under Part 14 is subject to Section 381 of the LGA. Section 381 (1) c) applies to the ACRD as the District of Tofino participates in a portion of Part 14 planning and the remaining costs apportioned amongst the six electoral areas.

"Cost sharing for services under Part 14 [Planning and Land Use Management]

381 (1) *The costs of services under Part 14 must be apportioned on the basis of the converted value of land and improvements in the service area as follows:*

- (a) if no municipality has entered into an agreement under subsection (2) or opted out under subsection (3), among all the municipalities and electoral areas, with the service area deemed to be the entire regional district;*
- (b) subject to paragraphs (c) and (d), if one or more municipalities have opted out under subsection (3) and are no longer participating in the services, among the electoral areas and any municipalities that have not opted out, with the service area deemed to be those areas;*
- (c) if one or more municipalities have entered into an agreement under subsection (2) to share only some of the costs, those costs are to be recovered in accordance with the agreements and the remaining costs are to be apportioned among the other municipalities and electoral areas participating in the services;*
- (d) if a municipality is liable for costs under subsection (6) or (7), those costs are to be recovered from the municipality and the remaining costs are to be apportioned among the other participating municipalities and electoral areas.*

(2) The board and a municipality may enter into an agreement that the municipality is to share in some but not all of the costs of services under Part 14, to the extent set out in the agreement and in accordance with the terms and conditions for the municipality's participation established by the agreement.

(3) Subject to subsection (4), a municipality may opt out of participation in services under Part 14 by giving notice to the board, before August 31 in any year, that until further notice it will no longer share the costs of services under Part 14.

(4) A municipality that is a party to an agreement under subsection (2) may give notice under subsection (3) only in the last year of the term of the agreement.

(5) After notice is given under subsection (3), the municipality ceases to participate in the services, effective at the start of the following year.

(6) As an exception to subsection (5), if a municipality that is not a party to an agreement under subsection (2) gives notice under subsection (3) after a board has passed a resolution authorizing the preparation of an official community plan or bylaw under Part 14, the municipality continues to participate in the services and must share the costs in that preparation until the earlier of the following:

(a) the date the plan or bylaw is adopted;

(b) 2 years after the date the resolution is passed.

(7) Subsection (6) also applies to a municipality that is a party to an agreement under subsection (2) if the official community plan or bylaw is in relation to the Part 14 services for which the municipality shares costs under the agreement."

In summary, the Rural Planning Service is a required service and is funded through taxation, application fees, and grants. Taxation is by land and improvements applied to the full-service area, being the six ACRD Electoral Areas. Rural Planning administered through one planning service area and individual OCPs and zoning bylaws are funded by the full-service area.

Zoning Bylaw Options and Community Input

Through the ACRD Community Planning Engagement that took place in October and November 2023, the majority of survey respondents and open house participants expressed a desire to have individual Zoning Bylaws for each area. The input received at the open houses and at the facilitated discussion workshops in each area all supported exploring individual Zoning Bylaws as an option to respond to unique needs and challenges in each community.

Based on the public input received, it is recommended that more community discussion about zoning bylaw development and administration be included in individual OCP reviews and updates.

Time Requirements – Staff & Elected Officials:

The comprehensive OCP updates are the main project focus for Planning staff in 2024 and over the next few years. Significant staff time and resources will be required as part of this work. Completing the zoning bylaw rewrite after the OCPs could start in 2026 and would take eight to 12 months.

In addition to day-to-day Planning work with processing development applications and answering public inquiries, as well as comprehensive OCP updates work directed by the Board, staff will also be initiating Zoning Bylaw updates in Spring 2024 to incorporate housing amendments and Land Use Contracts into

the current Zoning Bylaw by June 30, 2024, in accordance with Provincial legislation. Additional legislation changes also require updates to the Electoral Area Housing Needs Reports by December 31, 2024, that utilize a standardized methodology and calculate housing needs over a longer 20-year time horizon, as well as the 5-year timeline originally required. OCP updates will need to include the latest available housing needs information.

Financial:

The Fall 2023 Community Planning Engagement activities were supported by a \$150k Complete Communities grant provided by the Province and administered by the Union of BC Municipalities (UBCM). The grant provides funding to assist in dialogue with residents on the establishment of community visions, goals, and objectives to be included in the development of updated OCPs. Additional OCP update work will be supported by the UBCM grant in 2024 as there is \$128,000 of this funding remaining to support community engagement in the OCP updates.

The ACRD also has an outstanding grant application pending with the Federal Housing Accelerator Fund, administered through the Canadian Mortgage and Housing Corporation, which would support OCP and zoning updates to respond to housing needs.

The development and administration of OCP Bylaws is part of the Management of Development – Rural Areas service area that includes all six Electoral Areas. The service is apportioned between Electoral Areas based on the converted value of land and improvements as per the LGA. The 2024 apportionment for rural planning between areas is as follows:

PARTICIPANT	2024	
	CONVERTED VALUES	% SHARE
AREA A - Bamfield	\$ 40,568,341	8.48%
AREA B - Beaufort	\$ 23,783,155	4.97%
AREA C - Long Beach	\$ 50,456,518	10.54%
AREA D - Sproat Lake	\$ 195,108,156	40.77%
AREA E - Beaver Creek	\$ 88,511,262	18.49%
AREA F - Cherry Creek	\$ 80,180,058	16.75%
	\$ 478,607,490	100.00%

Strategic Plan Implications:

The ACRD Strategic Plan 2024-2027 includes strategies and objectives that align with community planning projects and undertaking a comprehensive review and revisions of the electoral area OCPs (Strategy 1.2).

Policy or Legislation:

Part 14 of the *Local Government Act* regulates the adoption of OCP and zoning amendment bylaws. This is the

rural planning service.

Comments:

As the ACRD is about to start a comprehensive review and update of all six Electoral Area OCPs, it is recommended that a decision on one or more zoning bylaws be made following the comprehensive OCP updates.

Submitted by: Michael Irg
Mike Irg, MCIP, RPP, General Manager of Planning and Development

Reviewed by: Cynthia Dick
Cynthia Dick, General Manager of Administrative Services

Approved by: Daniel Sailland
Daniel Sailland, MBA, Chief Administrative Officer