



Alberni-Clayoquot Regional District

ELECTORAL AREA COMMITTEE MEETING

MARCH 22, 2016, 4:00 PM

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

AGENDA

	PAGE #
1. <u>CALL TO ORDER</u>	
Recognition of Traditional Territories.	
2. <u>APPROVAL OF AGENDA</u> <i>(motion to approve, including late items requires 2/3 majority vote)</i>	
3. <u>ADOPTION OF MINUTES</u>	
a. Electoral Area Committee Meeting held February 4, 2016	2-6
<i>THAT the minutes of the Electoral Area Committee meeting held on February 4, 2016 be adopted.</i>	
4. <u>PETITIONS, DELEGATIONS & PRESENTATIONS (10 minute maximum)</u>	
5. <u>CORRESPONDENCE FOR ACTION/INFORMATION</u>	
6. <u>REQUEST FOR DECISIONS & BYLAWS</u>	
a. Request for Decision regarding Gas Tax Funding Allocations.	
<i>THAT the Electoral Area Directors review this report and further the discussion of gas tax funds, priorities and policy.</i>	7-11
7. <u>REPORTS</u>	
8. <u>UNFINISHED BUSINESS</u>	
9. <u>LATE BUSINESS</u>	
10. <u>ADJOURN</u>	



Alberni-Clayoquot Regional District

MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE FINANCIAL PLANNING MEETING

HELD ON THURSDAY, FEBRUARY 4, 2016, 1:30 PM

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

DIRECTORS PRESENT: Lucas Banton, Chairperson, Director, Electoral Area "F" (Cherry Creek)
Keith Wyton, Director, Electoral Area "A" (Bamfield)
Mike Kokura, Director, Electoral Area "B" (Beaufort)
Tony Bennett, Director, Electoral Area "C" (Long Beach) (via Teleconference)
Penny Cote, Director, Electoral Area "D" (Sproat Lake)
John McNabb, Director, Electoral Area "E" (Beaver Creek)
Josie Osborne, Mayor, District of Tofino

STAFF PRESENT: Russell Dyson, Chief Administrative Officer (CAO)
Andrew McGifford, Acting Manager of Finance/Manager of Environmental Services
Mike Irg, Manager of Planning and Development
Wendy Thomson, Manager of Administrative Services

1. CALL TO ORDER

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

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

2. ELECTION OF CHAIRPERSON FOR 2016

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for 2016 for a first time.

Director Cote nominated Director Director Banton for the position of Chairperson. Director Banton accepted the nomination.

The CAO requested nominations for the position of Chairperson of the Electoral Area Directors Committee for a second time and third time. There being no further nominations the CAO declared Director Banton Chairperson of the Electoral Area Directors Committee for 2016.

Director Banton assumed the Chair.

3. APPROVAL OF AGENDA

MOVED: Director Cote
SECONDED: Director McNabb

THAT the agenda be approved as circulated.

CARRIED

4. ADOPTION OF MINUTES

a. Electoral Area Directors Committee Meeting held November 4, 2015

MOVED: Director Kokura
SECONDED: Director Cote

THAT the minutes of the Electoral Area Directors Committee meeting held on November 4, 2015 be adopted.

CARRIED

5. REQUEST FOR DECISIONS & BYLAWS

a. REQUEST FOR DECISION
2016-2020 Financial Plan – Building Inspection

MOVED: Director Kokura
SECONDED: Director Wyton

THAT the Electoral Area Directors Committee approve the Building Inspection proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

b. REQUEST FOR DECISION
2016-2020 Financial Plan – Electoral Area Administration

MOVED: Director McNabb
SECONDED: Director Bennett

THAT the Electoral Area Directors Committee approve the Electoral Area Administration draft budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

c. **REQUEST FOR DECISION**

2016-2020 Financial Plan – Management of Development –Rural Planning

MOVED: Director Kokura

SECONDED: Director McNabb

THAT the Electoral Area Directors Committee approve the Management of Development - Rural Planning proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

d. **REQUEST FOR DECISION**

2015-2019 Financial Plan – Vancouver Island Regional Library

MOVED: Director Cote

SECONDED: Director Kokura

THAT the Electoral Area Directors Committee approve the Vancouver Island Regional Library proposed budget to be included in the first reading of the 2016-2020 Alberni-Clayoquot Regional District Financial Plan.

CARRIED

e. **REQUEST FOR DECISION**

Finalizing and Archiving Old/Expired Building Permits

MOVED: Director Wyton

SECONDED: Director Kokura

THAT the Electoral Area Directors Committee recommends that the Board of Directors authorize the closing and archiving of building permits 10 years and older as of the date of issuance due to inactivity, if the determination of the Building Official is that no significant or unacceptable conditions exist in relation to the Building Permit issued.

CARRIED

6. REPORTS

a. **Zoning Bylaw Update - M. Irg (Verbal)**

The Manager of Planning and Development reported on the zoning bylaw update. Regional District staff is currently reviewing the draft zoning bylaw update. Changes have been made by the Consultant following the public open houses. Next steps will be the legal review and agency referrals. Another set of open houses will be held prior to bringing the updated Zoning Bylaw to the Board for consideration of first reading.

MOVED: Director Kokura
SECONDED: Director Wyton

THAT the Electoral Area Director's Committee receive this verbal report.

CARRIED

b. **Memorandum**
Community Works Fund - (CWF)

MOVED: Director Bennett
SECONDED: Director Cote

THAT the Electoral Area Directors Committee instruct staff to develop a policy for consideration by the ACRD Board of Directors that addresses allocation of gas tax funds to outside groups including the following:

- determines the total \$\$ value of available funds and conditions for allocation*
- terms for groups to submit their detailed proposals and rationale for the funds*
- identifies conditions for funding equivalent to those that ACRD is responsible for in term of capital planning and accounting*
- specifies an application process which is advertised and open to all qualified organizations*
- requires some form of financial planning information including submission of financial statements.*

Directors McNabb, Kokura, Wyton and Cote voted in the positive.
Director Banton voted in the negative.

the motion was

CARRIED

MOVED: Director McNabb
SECONDED: Director Cote

THAT the memorandum regarding the Community Works Fund be received.

CARRIED

7. LATE BUSINESS

8. ADJOURN

MOVED: Director Bennett
SECONDED: Director Cote

THAT this meeting be adjourned at 3:41 pm.

CARRIED

Certified Correct:

Lucas Banton

Lucas Banton,
Chairperson



Russell Dyson,
Chief Administrative Officer

REQUEST FOR DECISION

To: Electoral Area Directors Committee

From: Russell Dyson, Chief Administrative Officer

Meeting Date: March 22, 2016

Subject: Gas Tax Funding Allocations

Recommendation:

It is recommended that the Electoral Area Directors review this report and further the discussion of gas tax funds, priorities and policy.

History

The first phase of the gas tax program (2005 – 2013) saw approximately \$3.1 million allocated to various projects. The Electoral Area Directors recommended the 2013 Regional Water Improvement Project to the Board, this was a plan be focused on addressing the needs of the ACRD owned water systems assets. There were agreements made with two outside organizations (Beaver Creek Community Club & Cherry Creek Water Works). These were the projects that were allocated funds with the first round of funding:

1.	EA "A" – Bamfield Water System Upgrades	\$482,851
2.	EA "B" – Beaver Creek Community Club	\$18,111
3.	EA "C" - Long Beach Airport Water	\$250,000
4.	EA "C" - Millstream Water main	\$134,644
5.	EA "D" – Bell Road Water	\$264,000
6.	EA "E" - BCWS Reservoir & Strict Road	\$1,559,808
7.	EA "F" - Cherry Creek Water Works watermain	\$385,000

Currently there are funds still unspent from the first round of funding in the follow areas:

1.	EA "A" – Bamfield Water System Upgrades	\$426,672
2.	EA "D" – Bell Road Water	\$264,000
3.	EA "C" - Long Beach Airport Water	\$154,140

Population based allocation

The Electoral Area Directors have asked for information regarding how the funding would be allocated based on population. Gas tax funding is provided to local governments on the basis of population, although the regional district is not required to allocate the funds on a per capita basis across each electoral area.

Some regional districts have allocated funding based on electoral area populations while others have allocated on the merit of the project(s).

At the November 4, 2015 the Electoral Area Directors were provided electoral area populations and a calculation of the percentage of total rural population for each electoral area. The allocation of gas tax funding through the 2013 Regional Water Improvement Project is shown by electoral area. Finally the chart shows how the funding to be received over time would be allocated based on population. I have provided the current year, the end of the current political term and the final year of the five year financial plan. Please note the current gas tax agreement extends to 2024 at which time the total available funds for the current program would be approximately \$4.9 million. Please note these figures are estimates and have been rounded and do not include interest assumptions

Accumulated gas tax totals ▶			\$3.1 million		\$1.3 million	\$2.25 million	\$3.1/\$6.1 million
Area	Population	% Population	Allocation to date	% of total received	2016 pop based	2018 pop based	2020 pop based remain/total
Area A Bamfield	294	3%	\$482,851	16%	\$41,100	\$68,000	\$92,000/ \$184,000
Area B Beaufort	456	4.7%	\$18,111	0.6%	\$64,390	\$100,000	\$140,000/ \$280,000
Area C Long Beach	1,799	18 %	\$384,644	12%	\$246,600	\$410,000	\$560,000/ \$1,120,000
Area D Sproat Lake	2,295	23%	\$264,000	8.5%	\$315,100	\$525,000	\$710,000/ 1,420,000
Area E Beaver Creek	3,045	31%	\$1,559,808	50%	\$424,700	\$700,000	\$950,000/ \$1,900,000
Area F Cherry Creek	1,926	20%	\$385,000	12%	\$274,000	\$440,000	\$600,000/ \$1,200,000

Outside agencies

The Board amended its gas tax agreement to enable funds be provided to outside agencies. To date the Board has made gas tax monies available to:

1. Cherry Creek Water District to help the improvement district realize critical watermain upgrades as it has no other grant options.
2. Beaver Creek Community Club to provide to the community hall which expressed a need for a qualifying project and there were few other alternatives of direct benefit to the residents of Beaufort.

Some questions to help draft policy for future applications:

- Should funds be available across the regional district or do you wish to restrict access to the funds based on the electoral area(s)?
- Do you want to set a limit of funding in any given year to be allocated to other organizations?
- Are there specific types of projects you wish to target or would it be for any qualifying project?
- Are there specific criteria you wish to set over and beyond the gas tax criteria that must be followed (gas tax criteria includes - type of project, financial reporting, ownership of asset etc)?

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuułu'it̓'ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

It is recommended the policy would confirm:

- The total dollar value of available funds in any given year;
- Geographical or other limitations for funding if any;
- Terms for groups to submit their detailed proposals
- If funding is provide does the organization have the financial ability to operate and replace the asset that will be added.
- Confirm conditions for funding equivalent to those that ACRD is responsible for in terms of capital planning and accounting;
- Specifies an application process which is advertised and open to qualified organizations.

The ACRD's Water Infrastructure

While the regional district has made great strides in improving the water quality and supply systems it is responsible for there remains substantial investment to be made. It is the view of staff that water systems remain a top priority for a gas tax funding, in consideration of:

- The systems exist now and are 100% the responsibility of the ACRD
- There appears to be few if any alternatives for grant funding for water systems – The Beaver Creek booster pump was declined three times and the Bamfield water treatment project was declined once to date.
- The water system needs exceed the ability of residents to pay. Reports and studies have identified requirements in excess of \$7 million for these water systems, with regulation and standards increasing, the systems aging and the impact of inflation, these costs are bound to increase.
- An update of relevant projects will be circulated once complete.
- Residents connected to these water systems will be paying for other improvements and will be realizing increased costs for taxes and tolls. Many of these communities are struggling economically.
- Water is essential; the integrity of water quality will be compromised if infrastructure needs are not addressed.

The proposed gas tax water projects include (1-4 being 2016 priorities):

1. \$600,000 for the Bamfield Water Treatment Facility (an alternative is to apply for Build Canada funding – delaying the project for another year).
2. \$100,000 for a Salmon Beach community well
3. \$100,000 Millstream water system
4. \$150,000 Beaver Creek water system
5. \$150,000 Bell Road (additional to previous \$264,000 allocation)
6. Funds for Cherry Creek following consultation on overall needs and the Trustees adoption of a capital improvement plan.
7. Future investment in the Sproat Lake AV Water Supply TBD

Eligible Projects

The current eligible projects with the renewal of the CWF have expanded and have changed. An outline of eligible projects compared to the services of the electoral areas follows:

Qualifying projects	Electoral Areas					
	Bamfield	Beaufort	Long Beach	Sproat Lake	Beaver Creek	Cherry Creek
Water	Y		Y		Y	
Wastewater			Y			
Local roads			Y			
Public transit;		Y		Y	Y	Y
Solid waste	Y	Y	Y	Y	Y	Y
Community energy systems;						
Active transportation;			Y	Y		Y
Capacity building.						
Culture or tourism						
Sport and recreation;	Y		Y	Y	Y	Y
Disaster mitigation;	Y	Y	Y	Y	Y	Y
Broadband communication systems;						
Highways;						
Short-line rail;						
Short-sea shipping;						
Brownfield redevelopment						
Local and regional airports.		Y	Y	Y	Y	Y

In February the Committee discussed this and the following projects were presented by Directors (updates are listed in italics):

1. Beaver Creek Community Hall playground (*The Beaver Creek Community Club has presented a proposal for \$74,321.*)
2. Wheels for Wellness (*The contribution has been funded by Grant In Aid.*)
3. Sproat Lake Trails
4. Sproat Lake Community Hall - Community Association request \$300,000 for hall, parking lot and recreational facilities (*Island Timberlands owns the property and will only offer a 3 year renewable lease – this does not meet the ownership requirements – 5 year minimum for gas tax funding.*)
5. Bell/Stuart Road water service. (*We wait the Tseshaht system analysis which is in progress before this project can be advanced for public consultation, \$264,000 allocated to date.*)
6. Cherry Creek Trail (*A service has been established for 2016 and costs for design and construction are estimated to be \$80,000*)
7. Cherry Creek Water line upgrades. (*The Improvement District has prepared a system analysis that will be helpful for setting project priorities.*) *It is recommended that the ACRD meet with the CCWD to determine their overall plans for water treatment, system upgrades and governance before further gas tax monies are allocated .*
8. Cherry Creek Community Hall earthquake upgrades

Members: City of Port Alberni, District of Ucluelet, District of Tofino, Yuuuh?i?ath Government, Huu-ay-aht First Nations, Uchucklesaht Tribe
Electoral Areas "A" (Bamfield), "B" (Beaufort), "C" (Long Beach), "D" (Sproat Lake), "E" (Beaver Creek) and "F" (Cherry Creek)

The AV Regional Airport

Since the last meeting questions have been asked by Directors and the public at our budget meetings, if gas tax monies could be used for the Alberni Valley Regional Airport upgrades.

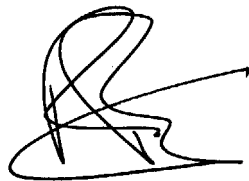
The tender will be completed March 18, 2016 for the runway expansion project. with the results the Board will know the full financial impact of the project and whether ... There is an opportunity to apply for BC Air Access funding for a portion of the expansion or the proposed lighting (\$1.5 million value) in order to apply for the BCAAP the regional district will need to demonstrate it has at least 50% of the funding. There are only two options – capacity within the borrowing limit based on anticipated expansion costs or gas tax funding. Gas tax funding would represent a contribution from the electoral areas, not the city. Staff will report on the results of the tender when available.

There are four components of the runway expansion that could proceed to a BCAAP application:

- resurfacing the entire runway \$1 million estimate
- taxiway \$500,000 estimate and
- fencing \$350,000 estimate
- lighting \$1.5 million

Should the electoral area directors consider the AVRA for gas tax funding the following conditions are proposed:

1. the AVRA runway extension proceeding
2. an equivalent contribution from the City of Port Alberni and
3. BCAAP funding for 2/3 project costs.



Submitted by: _____
Russell Dyson, Chief Administrative Officer