



Alberni-Clayoquot Regional District

SPECIAL BOARD OF DIRECTORS MEETING PUBLIC CONSULTATION 2018-2022 FINANCIAL PLAN WEDNESDAY, MARCH 21, 2018, 6:00 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 required ALL VOTE 2/3 majority vote)</i>	
3. <u>PUBLIC CONSULTATION</u>	
a. Presentation – T. Fong, Manager of Finance	
• 2018-2022 Alberni-Clayoquot Regional District Financial Plan	
• 2018 Alberni-Clayoquot Regional Hospital District Annual Budget	
b. Public Input and Questions	
4. <u>CORRESPONDENCE</u> (ALL VOTE)	
a. North Island 9-1-1 Corporation	3-4
Re: 2018 NI 9-1-1 Adopted Budget	
<i>THAT this correspondence be received.</i>	
5. <u>2018-2022 REGIONAL DISTRICT FINANCIAL PLAN</u> (ALL VOTE/WEIGHTED)	
a. Request for Decision	5-7
2 nd Reading of the 2018-2022 Financial Plan (Financial Plan attached Separately)	
<i>THAT the Board of Directors give second reading to Bylaw cited as ‘Bylaw F1136, 2018 to 2022 Alberni-Clayoquot Regional District Financial Plan’.</i> <i>(Prior to voting on second reading staff will lead directors through each page of the attached budget document making any motions to amend and then vote on second reading as amended.)</i>	

THAT the Board of Directors amend Financial Plan Bylaw F1136, Bamfield Volunteer Fire Department, page 51, as follows:

Line 2 – Tax requisition – increase to \$108,302.00

Line 9 – Capital fund contribution – decrease to \$23,000.00

Line 12 – Operating costs – increase to \$76,000.00

Add line after line 12 – First Responder Investigation - \$10,000.00

THAT the Board of Directors amend Financial Plan Bylaw F1136, Salmon Beach Sewage, page 64, as follows:

Line 2 – Parcel tax – decrease to \$47,983.00

Line 9 – Maintenance contract – decrease to \$28,000.00

THAT the Board of Directors amend Financial Plan Bylaw F1136, Salmon Beach Transportation , page 65, as follows:

Line 2 – Parcel tax – decrease to \$112,708.00

Line 8 – Maintenance contract – decrease to \$28,000.00

6. **ADJOURN**
(ALL VOTE)



March 5, 2018

Sent via email: dholmes@acrd.bc.ca

Alberni-Clayoquot Regional District
 3008 Fifth Avenue
 Port Alberni, BC
 V9Y 2E3

Attention: D. Holmes, Chief Administrative Officer

Dear Sir:

Re: 2018 NI 9-1-1 Adopted Budget

The North Island 9-1-1 Corporation 2018 recommended budget was adopted at the March 2nd, 2018 meeting of the board.

The board has approved an increase to the requisition for 2018. The requisition has been increased by 1.2% to \$2,385,261. The 2017 assessed property values have increased overall by 9.08% compared to 2016 values. With the overall change in property assessments from 2016 to 2017 increasing at a greater percentage than the increase in the requisition for 2018 over the 2017 amount, the tax rate levy per \$1,000 will be reduced to \$.061 for 2018 (the 2017 rate was \$.066).

The table below provides the 2018 contribution amounts for each of the participating regional districts.

Requisition Comparisons for 2018 - 1.2% net change over 2017			
Regional District	2017 Adopted Budget allocations	2018 Adopted Budget allocations	2018 Change over 2017 (\$)
Alberni-Clayoquot	\$297,515	\$296,261	(\$1,254)
Comox Valley	\$735,931	\$748,636	\$12,705
Strathcona	\$414,434	\$407,145	(\$7,289)
Nanaimo	\$640,241	\$667,725	\$27,484
Mount Waddington	\$78,374	\$73,091	(\$5,283)
Powell River	\$190,247	\$192,403	\$2,156
Total Requisition	\$2,356,742	\$2,385,261	\$28,519

Please contact me by telephone at 250-334-6078 or via email at kdouville@comoxvalleyrd.ca if you have any questions.

Sincerely,

K. Douville

Kevin Douville
Manager of Financial Planning

cc: Teri Fong, Manager of Finance Email: teri.fong@acrd.bc.ca

/ml



REQUEST FOR DECISION

To: Board of Directors
From: Teri Fong, CPA, CGA, Manager of Finance
Meeting Date: March 21, 2018
Subject: 2nd Reading of the 2018-2022 Financial Plan

Recommendation:

1. **THAT the Board of Directors give second reading to Bylaw cited as 'Bylaw F1136, 2018 to 2022 Alberni-Clayoquot Regional District Financial Plan'.** (Prior to voting on second reading staff will lead directors through each page of the attached budget document making any motions to amend and then vote on second reading as amended.)
2. **THAT the Board of Directors amend Financial Plan Bylaw F1136, Bamfield Volunteer Fire Department, page 51, as follows:**
 - Line 2 – Tax requisition – increase to \$108,302.00**
 - Line 9 – Capital fund contribution – decrease to \$23,000.00**
 - Line 12 – Operating costs – increase to \$76,000.00**
 - Add line after line 12 – First Responder Investigation - \$10,000.00**
3. **THAT the Board of Directors amend Financial Plan Bylaw F1136, Salmon Beach Sewage, page 64, as follows:**
 - Line 2 – Parcel tax – decrease to \$47,983.00**
 - Line 9 – Maintenance contract – decrease to \$28,000.00**
4. **THAT the Board of Directors amend Financial Plan Bylaw F1136, Salmon Beach Transportation , page 65, as follows:**
 - Line 2 – Parcel tax – decrease to \$112,708.00**
 - Line 8 – Maintenance contract – decrease to \$28,000.00**

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

Summary:

The 2018-2022 Financial Plan has been developed in consultation with ACRD staff, consultants, volunteers, committees and directors. It reflects the routine operating costs of existing services and the strategic initiatives as identified by the Board during the priority-setting workshop. The plan was presented for first reading on February 28, 2018.

Amendment Background:

Attached (separately) is the draft of the 2018-2022 Alberni-Clayoquot Regional District Financial Plan. The following are decisions and discussions that have occurred since the budget was given first reading on February 28, 2018:

- **E911 Emergency Telephone System** – The North Island 9-1-1 Corporation adopted their 2018 budget on March

2, 2018. The ACRD portion of the budget is \$296,261 for 2018. Staff do not recommend decreasing the budget from \$298,000 as there may be area specific advertising expenses incurred during the year with regard to dropped call awareness or other awareness programs.

- **West Coast Emergency Planning** – The Bamfield Community Emergency Planning budget is based on the proposal from the volunteer coordinator. The area director is discussing the budget with the coordinator and may be proposing a reduction during second reading.
- **Bamfield Volunteer Fire Department (BVFD)** –The operating budget has been determined by the department and an increase of \$17,000 over the draft budget is required. This is to be offset by a decrease in the capital fund contribution. The department is also exploring the implementation of a First Responder program that would include the use of a donated BC Ambulance vehicle. ACRD staff, the area director and the BVFD are currently working through the business case to determine whether the department will proceed with this initiative and have requested an amendment of \$10,000 as an operating budget for 2018 to enable the initiative to get started if desired.
- **Salmon Beach** – The Salmon Beach Maintenance and Operations Services agreement was recently awarded and as a result, the maintenance contract line item in both the sewage and transportation services needs to be reduced by \$2,000 each to reflect the 2018 rate of the contract. The total contract for 2018 is \$69,000 and the cost is spread across all Salmon Beach Services.

Time Requirements – Staff & Elected Officials:

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

Financial:

The total budget for 2018 is \$18.4 million. This is an increase from the previous year of \$17.7 million. The budget is funded through land and improvement taxes, parcel taxes, grants, sales of service, surplus and other revenue. The tax requisition and parcel tax components represent 33% or \$6 million of the total budget. A summary of the requisition breakdown by area has been attached to this report for your information.

Policy or Legislation:

The *Local Government Act* requires that the Regional District annually adopt a five year financial plan by March 31st. The 2018-2022 Financial Plan will be given third reading and adopted on March 28, 2018 at the regular Board of Directors meeting.



Submitted by: _____

Teri Fong, CPA, CGA, Manager of Finance



Approved by: _____

Douglas Holmes, BBA, CPA, CA, Chief Administrative Officer



2018 REQUISITION SUMMARY BY AREA

<u>MUNICIPALITIES - LEVY ON LAND & IMPROVEMENTS</u>	<u>2018</u>	<u>2017</u>	<u>% Change</u>
CITY OF PORT ALBERNI	1,178,128	1,068,699	10.24%
DISTRICT OF TOFINO	562,608	505,943	11.20%
DISTRICT OF UCLUELET	275,925	249,069	10.78%
Yuułu?if?ath GOVERNMENT	1,933	1,827	5.79%
HUU-AY-AHT FIRST NATIONS	325	294	10.61%
UCHUCKLESAHT TRIBE GOVERNMENT	-	-	0.00%
TOQUAHT FIRST NATIONS	-	-	0.00%
<i>TOTAL MUNICIPAL REQUISITION</i>	<i>2,018,919</i>	<i>1,825,832</i>	<i>10.58%</i>
<u>ELECTORAL AREAS - LEVY ON LAND & IMPROVEMENTS</u>			
ELECTORAL AREA 'A'	180,029	170,761	5.43%
ELECTORAL AREA 'B'	82,959	75,315	10.15%
ELECTORAL AREA 'C'	173,207	168,021	3.09%
ELECTORAL AREA 'D'	707,599	668,653	5.82%
ELECTORAL AREA 'E'	314,695	299,159	5.19%
ELECTORAL AREA 'F'	338,268	315,774	7.12%
<i>TOTAL ELECTORAL AREA REQUISITION</i>	<i>1,796,758</i>	<i>1,697,682</i>	<i>5.84%</i>
<u>SPECIFIED AREAS - LEVY ON LAND & IMPROVEMENTS</u>			
A - BAMFIELD FIRE PROTECTION	98,302	91,787	7.10%
A - BAMFIELD COMMUNITY PARK	10,210	11,584	-11.86%
F - SOUTH LONG BEACH FIRE PROTECTION	13,698	13,000	5.37%
G - SOUTH LONG BEACH STREET LIGHTING	949	820	15.73%
<i>TOTAL SPECIFIED AREA REQUISITION</i>	<i>123,159</i>	<i>117,191</i>	<i>5.09%</i>
<u>SERVICE AREA - LEVY ON LAND & IMPROVEMENTS</u>			
A - GRANVILLE ROAD FIRE PROTECTION	1,792	1,832	-2.18%
C - ARVAY ROAD STREET LIGHTING	1,505	1,488	1.14%
E - SPROAT LAKE FIRE PROTECTION	394,763	384,091	2.78%
E - SPROAT LAKE COMMUNITY PARK	91,384	92,319	-1.01%
H - MOUNTAIN RANCH ROAD FIRE PROTECTION	3,465	3,152	9.93%
I - VANCOUVER ISLAND REGIONAL LIBRARY	441,549	453,363	-2.61%
W - BEAVER CREEK FIRE PROTECTION	287,589	266,771	7.80%
<i>TOTAL SERVICE ARE REQUISITION</i>	<i>1,222,046</i>	<i>1,203,016</i>	<i>1.58%</i>
<i>TOTAL REQUISITION</i>	<i>5,160,882</i>	<i>4,843,721</i>	<i>6.55%</i>
<u>PARCEL TAXES</u>			
D - BAMFIELD WATER SYSTEM	58,160	58,872	-1.21%
J - SLB MULTI-PURPOSE PATH CONTR.	6,947	6,593	5.37%
K - SALMON BEACH SEWER	49,983	45,667	9.45%
M - SALMON BEACH SECURITY	35,137	15,140	132.08%
N - SALMON BEACH GARBAGE	23,385	22,903	2.10%
P - SALMON BEACH RECREATION	31,180	47,040	-33.72%
Q - SALMON BEACH TRANSPORATION	114,708	117,186	-2.11%
R - SALMON BEACH WATER	19,247	14,790	30.13%
T - SPROAT LAKE COMMUNITY ASSOC.	12,000	12,000	0.00%
U - SALMON BEACH POWER	66,066	66,502	-0.66%
Y - BEAVER CREEK WATER SYSTEM	246,806	244,188	1.07%
CITY OF PORT ALBERNI ARENA	133,692	133,993	-0.22%
SPROAT LAKE ARENA	26,315	26,941	-2.32%
BEAVER CREEK ARENA	20,384	20,229	0.77%
CHERRY CREEK ARENA	16,905	17,003	-0.58%
<i>TOTAL PARCEL TAXES</i>	<i>860,914</i>	<i>849,047</i>	<i>1.40%</i>
<i>TOTAL REQUISITION & PARCEL TAXES</i>	<i>6,021,796</i>	<i>5,692,768</i>	<i>5.78%</i>