



# Alberni-Clayoquot Regional District

## ELECTORAL AREA DIRECTORS COMMITTEE MEETING WEDNESDAY, NOVEMBER 4, 2020. 1:30 PM

**Committee Attendance:** The Committee will attend in person in the ACRD Board Room, 3008 Fifth Avenue, Port Alberni, BC. or via Zoom

**Public Attendance:** the public are welcome to attend the meeting via Zoom Webinar by registering at: [https://portalberni.zoom.us/webinar/register/WN\\_nDfJOLmRQzaQwM5d76E11A](https://portalberni.zoom.us/webinar/register/WN_nDfJOLmRQzaQwM5d76E11A)

Watch the meeting live at <https://www.acrd.bc.ca/events/4-11-2020/>

### AGENDA

---

	PAGE #
<b>1. <u>CALL TO ORDER</u></b>	
<b>Recognition of Territories.</b>	
Notice to attendees and delegates that this meeting is being recorded and livestreamed to YouTube on the Regional District Website.	
<b>2. <u>APPROVAL OF AGENDA</u></b>	
<i>(motion to approve, including late items requires 2/3 majority vote)</i>	
<b>3. <u>ADOPTION OF MINUTES</u></b>	
a. <b>Electoral Area Directors Committee Meeting held September 15, 2020</b>	<b>3-4</b>
<i>THAT the minutes of the Electoral Area Directors Committee meeting held on September 15, 2020 be adopted.</i>	
<b>4. <u>REQUEST FOR DECISIONS &amp; BYLAWS</u></b>	
a. <b>REQUEST FOR DECISION</b>	<b>5-8</b>
2021 Community Works Fund Projects	
<i>That the Electoral Area Directors consider each of the proposed projects listed below and determine whether or not to fund the project using Community Works Funding in the 2021-2025 Financial Plan or what further information would be required to make that determination.</i>	
<b>5. <u>LATE BUSINESS</u></b>	

6. **QUESTION PERIOD**

Questions/Comments from the public participating in the Zoom meeting.

Questions/Comments from the Public, respecting an agenda item, can be emailed to the ACRD at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca) and will be read out by the Corporate Officer at the meeting.

7. **IN-CAMERA**

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

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

8. **REPORT OUT - RECOMMENDATIONS FROM IN-CAMERA**

9. **ADJOURN**



# Alberni-Clayoquot Regional District

## MINUTES OF THE ELECTORAL AREA DIRECTORS COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 15, 2020, 10:00 AM

Regional District Board, 3008 Fifth Avenue, Port Alberni, BC and  
Zoom video/phone conferencing

---

**DIRECTORS PRESENT:** Penny Cote, Chair, Director, Electoral Area “D” (Sproat Lake)  
Bob Beckett, Director, Electoral Area “A” (Bamfield) (via Zoom)  
Tanya Shannon, Director, Electoral Area “B” (Beaufort)  
Kel Roberts, Director, Electoral Area “C” (Long Beach)  
John McNabb, Director, Electoral Area “E” (Beaver Creek)  
Dianne Bodnar, Director, Electoral Area “F” (Cherry Creek)

**STAFF PRESENT:** Douglas Holmes, Chief Administrative Officer  
Mike Irg, General Manager of Planning and Development  
Wendy Thomson, General Manager of Administrative Services (via Zoom)  
Alex Dyer, Planner (via Zoom)  
Amy Anaka, Planner (via Zoom)  
Janice Hill, Executive Assistant (via Zoom)  
George Rose, Manager of Information & Technology

The meeting can be viewed on the Alberni-Clayoquot Regional District website at  
<https://www.acrd.bc.ca/events/15-9-2020/>

### 1. **CALL TO ORDER**

The Chairperson called the meeting to order at 10:00 am.

The Chairperson recognized the meeting this morning 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.

### 2. **APPROVAL OF AGENDA**

*MOVED: Director McNabb*

*SECONDED: Director Roberts*

*THAT the agenda be approved as circulated.*

**CARRIED**

### 3. **ADOPTION OF MINUTES**

a. **Electoral Area Directors Committee Meeting – June 24, 2020.**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the minutes of the Electoral Area Directors Committee Meeting held on June 23, 2020 be received.*

**CARRIED**

Director Beckett entered the meeting at 10:07 am.

**4. REPORTS**

a. **Memorandum - Planning and Development Department Update – M. Irg, General Manager of Planning & Development**

The General Manager of Planning & Development spoke to his report and answered questions from the Committee.

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT the Electoral Area Directors Committee receive this memorandum and verbal update.*

**CARRIED**

**6. LATE BUSINESS**

**7. QUESTION PERIOD**

The Corporate Officer reported there is no public in attendance at the meeting today via zoom webinar and no questions or comments were received via email at [responses@acrd.bc.ca](mailto:responses@acrd.bc.ca) respecting any of the agenda items.

**8. ADJOURN**

*MOVED: Director McNabb*  
*SECONDED: Director Shannon*

*THAT this meeting be adjourned 11:31 am.*

**CARRIED**

Certified Correct:

---

Penny Cote,  
Chairperson

---

Wendy Thomson,  
General Manager of Administrative Services



## REQUEST FOR DECISION

**To:** Electoral Area Directors

**From:** Teri Fong, CPA, CGA, Chief Financial Officer

**Meeting Date:** November 4, 2020

**Subject:** 2021 Community Works Fund Projects

---

### **Recommendation:**

That the Electoral Area Directors consider each of the proposed projects listed below and determine whether or not to fund the project using Community Works Funding in the 2021-2025 Financial Plan or what further information would be required to make that determination.

### **Desired Outcome:**

To determine projects for inclusion in the 2021-2025 Alberni-Clayoquot Regional District Financial Plan.

### **Summary:**

The ACRD's Community Works Policy states that proposed projects for the following budget year must be submitted by October 31<sup>st</sup> to be considered. There have been eight proposals submitted for 2021 from Director and community group requests. There have been no staff proposals included for 2021 as staff would like to focus on implementing the projects that were identified but not actioned in 2020.

All of the proposed projects, listed in a table below, would meet the eligibility for Community Works Funds. The ACRD's Community Works Policy states that the allocation of the funding to the electoral areas is to be on the basis of population as the default mechanism. Other determination factors include projects that:

- Align with the strategic priorities of the ACRD
- Are more regionally focused and benefit a larger portion of the population
- Assist in funding the asset management infrastructure gap

No projects have been considered for Bamfield or Beaver Creek for 2021 as they have spent the full allocation of Community Works Funds based on population. No eligible projects were presented for Long Beach.

A second table has been included in this report to advise the Electoral Area Directors of the approved and active projects in 2020 as well as provide a status update for the projects.

### **Time Requirements – Staff & Elected Officials:**

Community works projects are mostly capital in nature and will require staff time for project planning, design, construction, contract administration and the tendering and procurement work associated throughout. New facilities and infrastructure will have on-going maintenance and operational staff time requirements. The capacity to action all approved Community Works Fund projects in addition to all proposed projects for 2021 will be challenging. Depending on the number and scope of projects selected for 2021 by the Electoral Area Directors, additional resources may be required to undertake the work. Staff will develop a work and resource plan for the selected projects for final approval by the Directors

**Financial:**

Area	Population	% Population	Allocation based on Population	Total Allocation	% of total received	Allocation of Remaining Funding
Area A Bamfield	243	3%	\$ 178,717	\$ 464,828	7%	
Area B Beaufort	443	5%	\$ 325,810	\$ 96,111	1%	\$ 207,480
Area C Long Beach	1,592	17%	\$ 1,170,856	\$ 824,644	12%	\$ 270,668
Area D Sproat Lake	2,173	23%	\$ 1,598,160	\$ 703,000	10%	\$ 792,954
Area E Beaver Creek	2,873	31%	\$ 2,112,983	\$ 2,120,159	31%	
Area F Cherry Creek	1,945	21%	\$ 1,430,474	\$ 1,097,000	16%	\$ 240,156
Unallocated				\$ 1,511,258	22%	
Totals	9269	100%	\$ 6,817,000	\$ 6,817,000	100%	\$ 1,511,258

**Policy or Legislation:**

The 'Administrative Agreement on the Federal Gas Tax Fund in British Columbia' provides the framework for Community Works Funding including eligible project categories and expenditures.

**Options Considered:**

If the Electoral Area Directors would like further information from the Sproat Lake Community Association regarding their project then the following motion should be considered:

***That the Electoral Area Directors invite the Sproat Lake Community Association to the next Electoral Area Directors Committee meeting to discuss their proposed projects.***



Submitted by:

Teri Fong, CPA, CGA, Chief Financial Officer



Approved by:

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

## Proposed Community Works Fund projects

	Electoral Area	Project Name	Community Works Fund Request	Description
1	Beaufort	Beaufort Trail Network Implementation	To be determined	Director Shannon would like to consider a project that would create a trail on the shoulder of Batty Road in the McLean Mill area. This project is just a concept at this time. Next steps would involve the creation of a Community Parks Service in Beaufort, as well as working with staff to determine agreements required, construction costs and ongoing maintenance requirements.
2	Sproat Lake	Sproat Lake Community Association Multi-Purpose Court Upgrade	\$75,000	This project is proposed by the Sproat Lake Community Association and would be project managed by their Society.
3	Sproat Lake	Sproat Lake Community Hall Upgrade Phase 3	\$70,000	This phase of the project would be a continuation of the other upgrades that have been done by the Sproat Lake Community Association using Community Works Funds to the Sproat Lake Hall. The work would include some further exterior upgrades including a deck and the creation of office space within the hall. The Association would be happy to attend a future meeting to explain the details of their proposed project.
4	Sproat Lake	Sproat Lake Parks Trail Development	\$140,000	The Sproat Lake Parks Commission is continuing to extend their trail network in their area. The funds would support the next phase of trail development.
5	Sproat Lake	Cougar Smith Park Water Line	To be determined	The Sproat Lake Parks Commission would like to consider the installation of a new water line on Right of Way to provide water to Cougar Smith Park. Currently, water is access by agreement with a private landowner. Staff do not consider this a priority as the agreement is deemed to be adequate.
6	Sproat Lake	Great Central Lake Park Washroom	To be determined	Director Cote and the Sproat Lake Parks Commission have identified a need for the installation of a washroom facility by the boat launch on Great Central Lake. This project is just a concept at this time that they would like to develop during 2021 for possible Community Works Funds in 2022. Next steps would involve staff working with the Parks Commission to clearly define the concept, then would need to have the facility designed and cost estimates developed.
7	Cherry Creek	Cherry Creek Trail Network Expansion	To be determined	Director Bodnar would like to consider a project that would create a trail network that would be accessed near Moore Road and Strathcona Street. This project is just a concept at this time. Next steps would involve working with staff to determine agreements required, construction costs and ongoing maintenance estimates.
8	Cherry Creek	Cherry Creek Hall Upgrade	To be determined	Director Bodnar would like to consider the use of Community Works Funds to support an upgrade at the Cherry Creek Community Hall. ACRD staff have reached out to Cherry Creek Community Recreation Commission to discuss their eligibility under the program guidelines but no response has been received from the Commission to date.

## Approved Community Works Fund projects not yet completed

	Electoral Area	Project Name	Community Works Fund Allocation	Update
1	Bamfield	Bamfield Water System Upgrades	\$400,000	Some work being done on the submarine line between East and West Bamfield. Koers Engineering also working on report that will identify next urgent priority for the system.
2	Beaufort	Beaver Creek Community Club Playground Upgrade	\$2,648	Minor expenditures by the Club still required to complete the project
3	Beaufort	Beaver Creek Community Club Hall Upgrade	\$26,000	Hall upgrade underway by the Club.
4	Long Beach	Millstream Water System Upgrades	\$49,737	This project was budgeted for 2021 and staff are in the process of determining a project plan.
5	Long Beach	Salmon Beach Sewage	\$50,000	Project is nearly ready to start. Just awaiting consultation and approval from Toquaht First Nation as they are the leaseholders of the septic field property.
6	Long Beach	Salmon Beach Water	\$50,000	Project on hold as Salmon Beach Committee considers other options in providing water to the recreational community.
7	Long Beach	Long Beach Airport Water System	\$154,140	Hoping for an ability to connect to Parks Canada in the future but Parks Canada is still determining the long term projections of their water demands before entering into an agreement to supply the airport water. Project on hold until Parks Canada ready for a discussion.
8	Long Beach	West Coast Multi Use Path	\$240,000	Some of the funding to be spent on design work in late 2020 or early 2021. This project is actively looking for grant funding for the construction of the trail.
9	Sproat Lake	Sproat Lake Community Hall Upgrade	\$61,229	Hall upgrade nearing completion by the Sproat Lake Community Association.
10	Sproat Lake	Sproat Lake Parks Trail Development	\$7,465	This is remaining funding from the 2018 project. The funds are to be used for the next phase of trail development that is awaiting engineering for a couple of more complicated sections of trail.
11	Sproat Lake	Bell & Stuart Road Water Service Installation	\$414,000	Project not being actioned at this time. May have opportunity to partner with Hupacaseth First Nation in the future.
12	Beaver Creek	Beaver Creek Water System Upgrades	\$407,000	Upgrade on Fayette and Lamarque has been completed.