



Alberni-Clayoquot Regional District

Electoral Area Directors 2012 - 2016 Financial Planning Meeting

Agenda

Date: Wednesday, February 1, 2012
Time: 10:00 am
Location: Regional District Board Room
3008 Fifth Avenue
Port Alberni, BC

Page #

1. **Call to Order:**

2. **Financial Plan Electoral Area Services:**
 - a. Administrative Memo
re: Development Rural Areas 1-4

 - b. Administrative Memo
re: Electoral Area Administration 5-8

 - c. Administrative Memo
re: Building Inspection 9-12

 - d. Administrative Memo
re: Vancouver Island Regional Library (referred from
August 24 Electoral Area Directors Meeting) 13-16
re: Apportionment by other Regional Districts 17-18
re: Vancouver Island Regional Library 19-20

4. **Reports:**
 - a. Business Licensing
re: Glenn Wong

5. **Other Business:**

6. **New Business:**

7. **Adjourn:**



MEMORANDUM

To: Electoral Area Directors
From: Teri Fong, CGA, Manager of Finance
Date: January 27, 2012
Subject: 2012-2016 Financial Plan – Development Rural Areas

The following are for consideration when reviewing the proposed budget for the management of development rural areas for 2012:

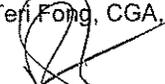
- Aerial photos are planned for 2012 as they are taken every five years and were last done in 2007. \$25,000 has been budgeted for this process.
- 2011 has been an ambitious year with the Official Community Plans being reviewed in Bamfield, Beaufort, Sproat Lake, Beaver Creek and Cherry Creek. These projects are all well on their way and are expected to be presented to the Board of Directors in the spring of 2012. It is estimated that \$25,000 will be required to complete these projects.
- After the completion of the Official Community Plans the zoning bylaw will need to be rewritten. \$35,000 in 2012 and \$25,000 in 2013 has been budgeted for this project.
- Mapping software that will link the property information database to the maps has been budgeted for \$15,000, but that cost will be shared between rural and regional planning. It will provide staff with better access to information and therefore an increased ability to assist customers with inquiries.
- The tax requisition of the proposed budget is significantly larger than that of the prior year.

Submitted by:



Teri Fong, CGA, Manager of Finance

Approved by:



Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2012-2016 FINANCIAL PLAN
MANAGEMENT OF DEVELOPMENT - RURAL AREAS (continued)
PARTICIPANTS: ELECTORAL AREAS

Line	History		2012	2013	2014	2015	Budget 2016	Line
	2011 ACTUAL	2011 PLAN						
EXPENDITURES (continued)								
27								Professional fees
28	-	-	25,000	-	-	-	-	Aerial photos
29	17,031	-	-	-	-	-	-	Agriculture plan
30	34,000	34,000	-	-	-	-	-	Clayoquot & Barclay Sound Coastal Plan*
31	870	30,000	30,000	10,000	10,000	10,000	10,000	Consultant costs
32	17,456	25,000	20,000	20,000	20,000	20,000	20,000	Legal costs
33	-	5,000	5,000	5,000	5,000	5,000	5,000	Mapping update
34	47,195	50,000	25,000	-	-	10,000	10,000	OCP rewrites
35	-	-	35,000	25,000	-	-	-	Zoning bylaw rewrite
36	116,552	144,000	140,000	60,000	35,000	45,000	45,000	Total recycle, reduce & reuse
37	\$ 371,752	\$ 427,700	\$ 426,500	\$ 350,900	\$ 330,400	\$ 345,000	\$ 349,700	TOTAL EXPENDITURES
38	\$ 62,785	-	\$ -	\$ -	\$ -	\$ -	\$ -	FINANCIAL PLAN BALANCE
39	15,000	15,000	10,000	10,000	10,000	10,000	10,000	Add: Transfer to reserves
40	7,103	6,747	10,000	8,500	-	-	-	Deduct: Capital expenditures
41	3,124	3,124	3,100	3,100	3,100	3,100	3,100	Estimated amortization not included
42	107,569	107,568	62,785	-	-	-	-	Surplus from previous year
43	-\$ 40,011	-\$ 102,439	-\$ 65,885	\$ 1,600	\$ 6,900	\$ 6,900	\$ 6,900	ANNUAL SURPLUS/(DEFICIT)
44								(for Financial Reporting purposes)

*Tofino \$6,000
 Ucluelet \$6,000
 Port Alberni \$11,000



MEMORANDUM

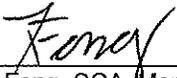
To: Electoral Area Directors
From: Teri Fong, CGA, Manager of Finance
Date: January 27, 2012
Subject: 2012-2016 Financial Plan – Electoral Area Administration

The following are for consideration when reviewing the proposed budget for Electoral Area administration for 2012:

- We are continuing to accumulate the gas tax rebate money and the associated interest. At the end of 2011 we have approximately \$2.1 million dollars and we will be receiving an addition \$900,000 over the next two years.
 - At the October Board of Directors meeting \$800,000 was committed to a Beaver Creek water upgrade, but this is dependant of the conversion of the Beaver Creek Improvement District.
 - The Board has previously stated that the main priorities for the gas tax funding include water systems and implementation of the Solid Waste Management Plan.
- As in previous years the tax requisition will be adjusted for the surpluses for the individual areas with regard to their administration charges.

<i>Area</i>	<i>Surplus from 2011</i>	<i>2012 Tax Requisition</i>	<i>2012 Total Available</i>
"A" – Bamfield	1,000	0	1,000
"B" – Beaufort	707	293	1,000
"C" – Long Beach	915	85	1,000
"D" – Sproat Lake	557	1,443	2,000
"E" – Beaver Creek	631	369	1,000
"F" – Cherry Creek	1,278	722	2,000

- The tax requisition of the proposed budget is less than in the prior year, mostly due to the fact that last year was an election year.

Submitted by: 
Teri Fong, CGA, Manager of Finance

Approved by: 
Russel Dyson, Chief Administrative Officer



**ALBERNI-CLAYOQUOT REGIONAL DISTRICT
2012-2016 FINANCIAL PLAN
ELECTORAL AREA ADMINISTRATION
PARTICIPANTS: ELECTORAL AREAS**

Line	History		Budget				
	2011 ACTUAL	2011 PLAN	2012	2013	2014	2015	2016
			REVENUE				
1	\$ 20,521	\$ 39,270	\$	\$	\$	\$	\$
2	1,665,764	1,665,764	2,137,538	-	-	-	-
3	87,436	87,436	67,416	90,500	110,500	80,500	80,500
4	2,487	-	500	500	500	500	500
5	452,069	452,069	452,069	452,069	-	-	-
6	19,705	10,000	10,000	10,000	10,000	10,000	10,000
7	2,247,982	2,254,539	2,690,607	553,069	121,000	91,000	91,000
			EXPENDITURES				
8	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000	\$ 40,000
9	10,893	35,000	5,000	5,000	35,000	5,000	5,000
10							
			<i>Electoral area administration</i>				
11	-	1,000	1,000	1,000	1,000	1,000	1,000
12	293	1,000	1,000	1,000	1,000	1,000	1,000
13	85	1,000	1,000	1,000	1,000	1,000	1,000
14	1,443	2,000	2,000	2,000	2,000	2,000	2,000
15	369	1,000	1,000	1,000	1,000	1,000	1,000
16	722	2,000	2,000	2,000	2,000	2,000	2,000
17	9,630	6,400	10,000	10,000	10,000	10,000	10,000
18	23,925	28,200	28,000	28,000	28,000	28,000	28,000
19	36,467	42,600	46,000	46,000	46,000	46,000	46,000
20							
			<i>Gas tax initiatives</i>				
21	-	-	800,000	-	-	-	-
22	-	2,136,939	1,799,607	462,069	-	-	-
23	-	2,136,939	2,599,607	462,069	-	-	-
24	87,360	2,254,539	2,690,607	553,069	121,000	91,000	91,000
25	\$ 2,160,622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
26	1,686,285	1,705,034	2,160,622	-	-	-	-
27	474,337	-	2,160,622	-	-	-	-

*Dependant of conversion of Beaver Creek Improvement District



MEMORANDUM

To: Electoral Area Directors
From: Teri Fong, CGA, Manager of Finance
Date: January 27, 2012
Subject: 2012-2016 Financial Plan – Building Inspection

The following are for consideration when reviewing the proposed budget for building inspection for 2012:

- The revenues from building permits and woodstove inspections returned to an average level in 2011 after a peak in 2010. It should be noted that the decreased revenues in 2011 did not result in a decreased workload as there were many smaller building permits but there were just no major developments such as the Alberni Boat Centre and Alberni Echo Toyota.
- The budget for office costs was inadequate in 2011 and therefore has been increased by \$4,000 in 2012. Office costs include software licenses, cell phones, advertising, and office supplies.
- \$40,000 has been budgeted for a new vehicle in 2013 as a replacement plan for the Jeep Liberty.
- The tax requisition of the proposed budget is significantly higher than in the prior year.

Submitted by:



Teri Fong, CGA, Manager of Finance

Approved by:



Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2012-2016 FINANCIAL PLAN
 BUILDING INSPECTION
 PARTICIPANTS: ELECTORAL AREAS

Line	History		REVENUE	2012	2013	2014	2015	Budget	Line
	2011 ACTUAL	2011 PLAN							
1	\$ 31,888	\$ 31,889	Surplus (deficit) from prior years	\$ -	\$ -	\$ -	\$ -	\$ -	1
2	99,411	99,411	Tax requisition	138,793	150,100	153,800	157,500	161,300	2
3	69,346	85,000	Sales of services	75,000	75,000	75,000	75,000	75,000	3
4	2,861	700	Grant in lieu of taxes	1,000	1,000	1,000	1,000	1,000	4
5	\$ 203,506	\$ 217,000	TOTAL REVENUE	\$ 222,500	\$ 226,100	\$ 229,800	\$ 233,500	\$ 237,300	5
EXPENDITURES									
6	10,000	10,000	Administration charge	10,000	10,000	10,000	10,000	10,000	6
7	10,000	10,000	Capital fund contribution	10,000	10,000	10,000	10,000	10,000	7
8			<i>Labour & related costs</i>						8
9	945	2,000	Convention/professional development	2,000	2,000	2,000	2,000	2,000	9
10	155,795	174,000	Labour & benefits	179,000	182,600	186,300	190,000	193,800	10
11	156,740	176,000	Total labour & related costs	181,000	184,600	188,300	192,000	195,800	11
12			<i>Legal & professional fees</i>						12
13	57	1,000	Legal fees	1,000	1,000	1,000	1,000	1,000	13
14	-	1,000	Professional fees	1,000	1,000	1,000	1,000	1,000	14
15	57	2,000	Total legal & professional fees	2,000	2,000	2,000	2,000	2,000	15
16	10,133	4,500	Office costs	8,500	8,500	8,500	8,500	8,500	16
17			<i>Travel costs</i>						17
18	8,413	12,500	Automobile expenses	10,000	10,000	10,000	10,000	10,000	18
19	456	2,000	Travel & accommodation	1,000	1,000	1,000	1,000	1,000	19
20	8,869	14,500	Total travel costs	11,000	11,000	11,000	11,000	11,000	20
21	\$ 195,799	\$ 217,000	TOTAL EXPENDITURES	\$ 222,500	\$ 226,100	\$ 229,800	\$ 233,500	\$ 237,300	21
22	\$ 7,707	-	FINANCIAL PLAN BALANCE	\$ -	\$ -	\$ -	\$ -	\$ -	22
23	10,000	10,000	Add: Transfer to reserves	10,000	10,000	10,000	10,000	10,000	23
24	7,103	6,747	Deduct: Capital expenditures	-	40,000	-	-	-	24
25	2,769	2,769	Estimated amortization not included	2,800	2,800	2,800	2,800	2,800	25
26	31,888	31,889	Surplus from previous year	7,707	-	-	-	-	26
27	-\$ 24,053	-\$ 31,405	ANNUAL SURPLUS/(DEFICIT)	-\$ 507	\$ 32,800	\$ 7,200	\$ 7,200	\$ 7,200	27



MEMORANDUM

To: Committee of the Whole

CC: Rosemary Bonanno, Executive Director, VIRL

From: Teri Fong, CGA, Manager of Finance

Date: July 20, 2011

Subject: Vancouver Island Regional Library

This memo is in response to the request that occurred during budget discussions this spring with the Electoral Area Directors Committee by Penny Cote the Director of Sproat Lake to have staff investigate the options of changing the way the requisition is apportioned to the electoral areas as well as investigate withdrawing from the Vancouver Island Regional Library (VIRL) service.

Background

VIRL provides free access to information through its 38 branches as well as a virtual library that combine to provide service to greater than 400,000 people. VIRL is governed by a Board of Trustees that consists of 28 member municipalities and 10 regional districts. Its mission is "To enrich lives and communities through universal access to knowledge, lifelong learning, and literacy". The Port Alberni branch underwent a major refurbishment and expansion in 2007 in order to better serve our area.

The breakdown for the 2011 VIRL requisition is as follows:

Area	Percentage	Requisition
Bamfield	10.85%	\$36,762
Beaufort	4.72%	\$15,986
Long Beach	13.91%	\$47,140
Sproat Lake	39.12%	\$132,560
Beaver Creek	15.29%	\$51,818
Cherry Creek	16.11%	\$54,578
Total	100.00%	\$338,845

Apportionment of Requisition

Director Cote's original concerns arose from the fact that the VIRL requisitions Municipalities and Regional Districts 50% based on population and 50% based on land and improvements. The Alberni-Clayoquot Regional District, as set out in the establishing bylaw, then apportions funds between electoral areas solely on the basis of land and improvements. Director Cote has made requests for the Board of Directors to change the apportionment to be consistent with VIRL's method but to date no such amendments have been made.

The breakdown of this proposed apportionment structure, using the 2011 values, would be as follows:

Area	Apportionment by Land & Improvements	Apportionment by Population	Total
Bamfield	\$18,381	\$6,489	\$24,870
Beaufort	\$7,993	\$10,194	\$18,187
Long Beach	\$23,570	\$8,588	\$32,158
Sproat Lake	\$66,280	\$43,411	\$109,691
Beaver Creek	\$25,909	\$60,436	\$86,345
Cherry Creek	\$27,289	\$40,305	\$67,594
Total	\$169,422	\$169,423	\$338,845

When comparing the two different apportionment structure the impact would be as follows:

Area	Current Structure	Proposed Structure	Reduction/+Increase
Bamfield	\$36,762	\$24,870	-\$11,892
Beaufort	\$15,986	\$18,187	+\$2,201
Long Beach	\$47,140	\$32,158	-\$14,982
Sproat Lake	\$132,560	\$109,691	-\$22,869
Beaver Creek	\$51,818	\$86,345	+\$34,527
Cherry Creek	\$54,578	\$67,594	+\$13,016
Total	\$338,845	\$338,845	\$0

The bylaw could be amended to reflect the proposed apportionment structure of 50% based on population and 50% based on land and improvements. Consent for the amendment would need to be provided by 2/3 of the participating directors, and then the entire Board would vote on the amendment on a one vote per director basis.

Ability to Withdrawal

In accordance with the Library Act, in order to withdraw from a Regional Library District, a bylaw would need to be adopted with the assent of the electors. As stated in this section of the Act, the alternative approval process is not allowed and therefore a referendum would be required. A referendum must take place before October 1 in any

year. If assent was attained by referendum, the entire Board on a one vote per director basis and the Lieutenant Governor in Council would both need to approve the withdrawal.

Legislation

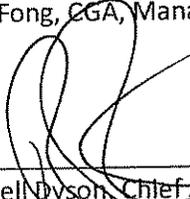
Section 29(1) of the Library Act states that a Regional District may withdraw from a Regional Library district only by bylaw adopted with the assent of the electors.

Section 159(1) of the Local Government Act states that assent is obtained only if a majority of the votes counted as valid are in favour of the bylaw or question.

Summary

It should be noted that considerable time and resources have been spent in recent years regarding the service of the VIRL and the funding allocations within the ACRD. Staff has presented the options available for the funding structure of VIRL. It is desirable for the Board to give clear direction moving forward and to show VIRL our regions support for the services provided. If the Board confirms support and then agrees to an appropriate funding structure, the ACRD representative can focus on ensuring the VIRL provides quality service at an affordable price.

Submitted by: 
Teri Fong, CGA, Manager of Finance

Approved by: 
Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: Electoral Area Directors
From: Teri Fong, CGA, Manager of Finance
Date: October 6, 2011
Subject: VIRL – Apportionment by other Regional Districts

At the last Electoral Area Directors meeting, on August 24th, 2011, there were some questions regarding the apportionment basis of the other Regional Districts that are members of the Vancouver Island Regional Library. This memo summarizes the apportionment mechanisms of the other nine Regional District's establishing bylaws.

- Apportionment based 50% on Land & Improvements and 50% on Population
 - Regional District of Nanaimo

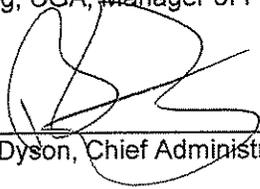
- Apportionment based on Land & Improvements
 - Central Coast Regional District
 - Comox Regional District & Strathcona Regional District (still providing service based on old joint bylaw)
 - Cowichan Valley Regional District
 - Mount Waddington Regional District
 - Skeena-Queen Charlotte Regional District

- No Apportionment because service only to 1 area
 - Capital Regional District
 - Powell River Regional District

Submitted by: _____


Teri Fong, CGA, Manager of Finance

Approved by: _____


Russell Dyson, Chief Administrative Officer



MEMORANDUM

To: Electoral Area Directors
From: Teri Fong, CGA, Manager of Finance
Date: January 27, 2012
Subject: 2012-2016 Financial Plan – Vancouver Island Regional Library

The following are for consideration when reviewing the proposed budget for the Vancouver Island Regional Library for 2012:

- The budget for the Vancouver Island Regional Library has increased by 6.41% from the prior year. In a letter from the library they state that 1.31% of this increase is due to the Province changing grants, increasing minimum wage and pension contributions.
- The levy from the Vancouver Island Regional Library for the Alberni-Clayoquot Regional District has increased by 5.54% from the prior year to a total of \$356,027.00 for 2012.
- The change in the levy from the library is slightly less than 6.41% for the Regional District because of the increases in assessed values of other areas.

Submitted by:



Teri Fong, CGA, Manager of Finance

Approved by:

Russell Dyson, Chief Administrative Officer



ALBERNI-CLAYOQUOT REGIONAL DISTRICT
 2012-2016 FINANCIAL PLAN
 VANCOUVER ISLAND REGIONAL LIBRARY
 PARTICIPANTS: ELECTORAL AREAS

Line	History		2012	2013	2014	2015	Budget 2016	Line
	2011 ACTUAL	2011 PLAN						
REVENUE								
1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1
2	338,845	338,845	370,000	388,700	408,400	429,100	429,100	2
3	9,751	-	5,000	5,000	5,000	5,000	5,000	3
4	\$ 348,596	\$ 338,845	\$ 375,000	\$ 393,700	\$ 413,400	\$ 434,100	\$ 434,100	4
EXPENDITURES								
5	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	5
6	338,744	338,745	374,900	393,600	413,300	434,000	434,000	6
7	\$ 338,844	\$ 338,845	\$ 375,000	\$ 393,700	\$ 413,400	\$ 434,100	\$ 434,100	7
8	\$ 9,752	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	8
9	-	-	-	-	-	-	-	9
10	\$ 9,752	\$ -	10					

Deduct: Surplus from previous year
ANNUAL SURPLUS/(DEFICIT)
 (for Financial Reporting purposes)